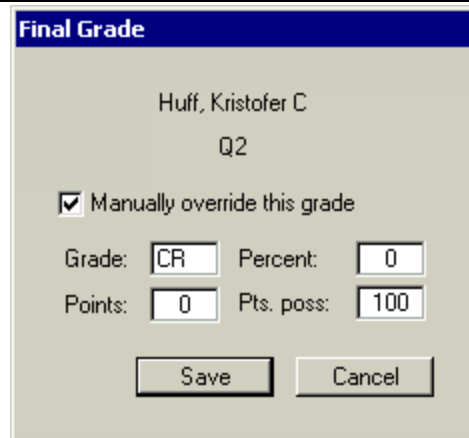


Manual Override to TA's Grades Or CR, I, NM, NC or modified grades.

1. To add a TA grade of credit you have to manually override each grade.
2. Double click on the grade in the Q1 column.
3. The Final Grade window will appear.
4. Check the "Manually override this grade" box.
5. For TA's enter "CR" or "NC" in Grade field. Make sure that there are no spaces before the "CR".
6. Click the Save button.

Manual Override can also be used for modifying grades such as, No Mark (NM), Incomplete (I), or No Credit (NC). **Capital letters must be used.**



Final Grade

Huff, Kristofer C

Q2

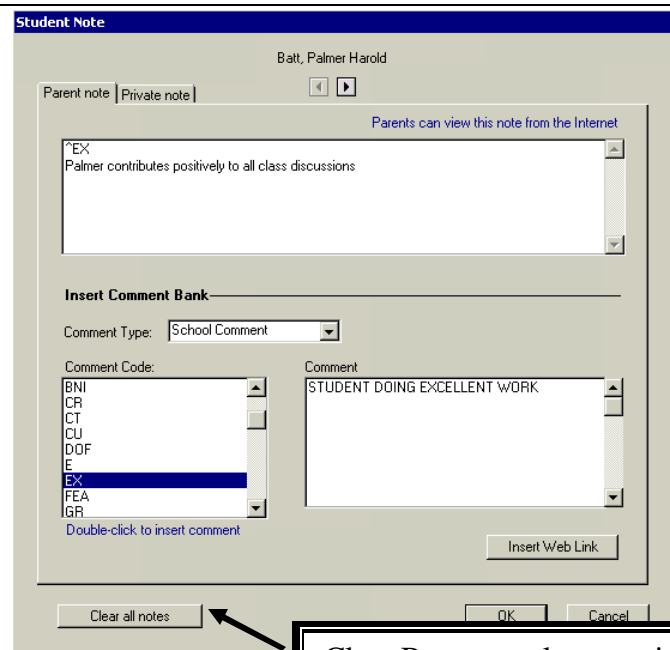
Manually override this grade

Grade: Percent:

Points: Pts. poss:

Adding Comments to Grades

1. Open a class in PowerGrade.
2. Double-click on the number to the left of the student's name.
3. The Student Note window will open.
4. Click on the Comment Bank drop down menu to display the School Comment list.
5. To select a preset comment double-click on the appropriate comment. After each comment, press the Enter key once.
6. To add a freeform comment click in the comment window and enter the comment.
7. Click on the OK button after entering a comment. See tip below for a tip on fast comment entry.
8. Number will appear **RED** after comment is added.



Student Note

Batt, Palmer Harold

Parent note | Private note

Parents can view this note from the Internet

EX
Palmer contributes positively to all class discussions

Insert Comment Bank

Comment Type:

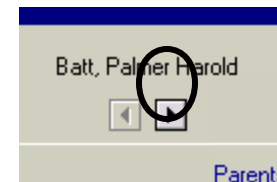
Comment Code: BNI, CR, CT, CU, DDF, E, **EX**, FEA, IGR

Comment: STUDENT DOING EXCELLENT WORK

Learn how to create your own comments codes go to the PowerGrade help website.

To enter comments quickly, use the forward and reverse buttons to change students while adding comments.

Clear Button to clear previous comments.



Batt, Palmer Harold

Parent

Need Help with Grades? <http://rodmilstead.com/pg>

Ask a cadre member:

Martha Allen x6159
Mike Kelemen x6205
Katie Stein x6155

Millie Hackworth x6210
Ben Shalit x6135