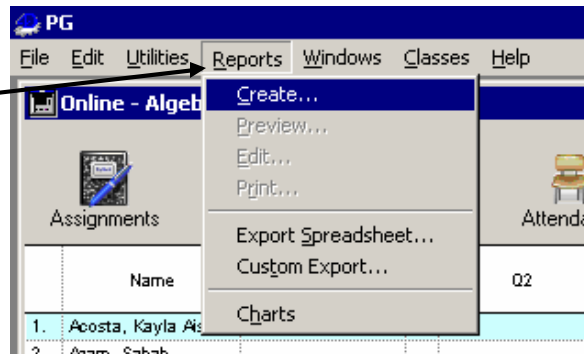


Questions about Power Grade? Please call Chris Erlin at 5107

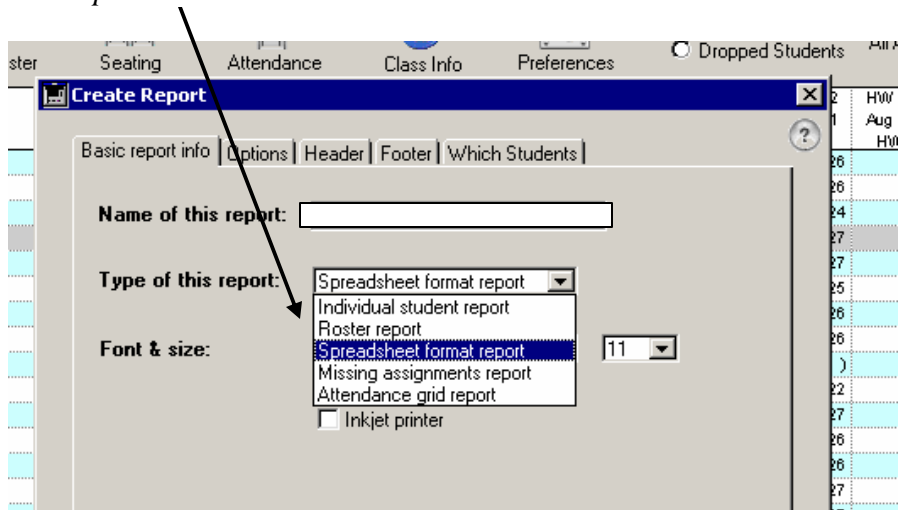
Printing your own Verification of Fall Semester Final Grades in Power Grade

1) Open a class in Power Grade.

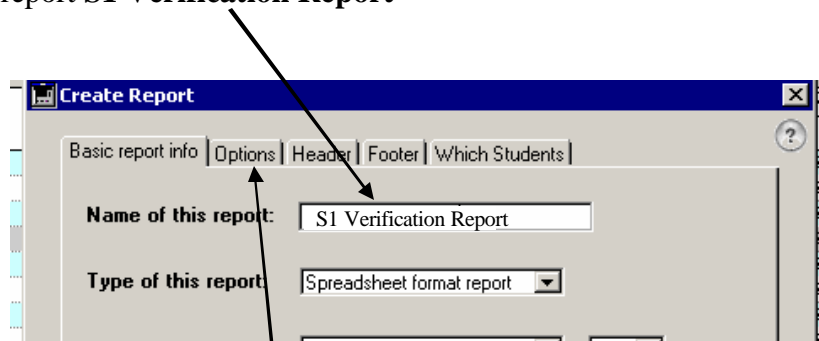
2) Select *Reports/ Create*



3) Select *Spreadsheet format report*.

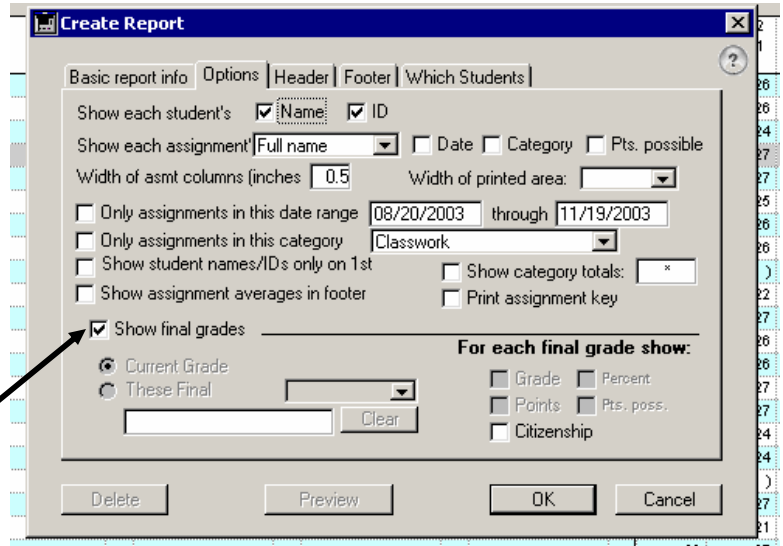


4) Name the report **S1 Verification Report**



5) Then click on the *Option* Tab.

6) Don't be intimidated by the chaos of choices in front of you. We will basically use everything in its default setting. We'll only make a few changes. We just need to tell it what grades we want it to print.



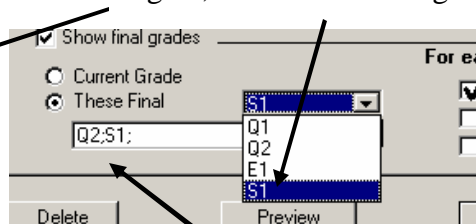
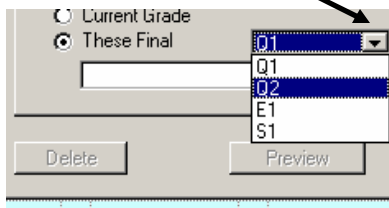
7) Click on the Check (✓) next to *Show final grades*. The check will go off leaving a blank box. Now click on the same spot again. The check comes back, but now the sub-fields Current Grade and These Final are active also.



8) Click to select the white circle next to These Final.

9) Click to select white boxes for Grade and Percent

10) Then click on the down arrow & select **Q2** and let go. Then click on down arrow again, select **S1** and let go.



11) You'll know you did it correctly when you see a **Q2; S1** now in the white box. (NOTE: if you intend to show a Final Exam grade on report cards, select E1 also)

12) Click OK in the bottom right of the window. You've created a Report that will print out the same information Darla pulls to post our final grades. S1 is what will appear on Transcripts...the official grade. Q2 will be harvested for report cards and internal information only. E1 shows on report cards only if you used it.

13) Now select Reports, Print, select **S1 Verification Report**. Click OK and OK again.

If you have difficulties PRINTING, following the instructions given on screen to install a printer. Please call me 5107 or Charlie for help on this aspect.