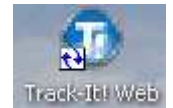


Online Tutorial: Grade Verification

At the end of each term, you should have your teachers verify their grades. Then, you should store the grades.

Step 1: Turn in a work order via Track-It! requesting that the grade verification fields be reset.



Step 2: Send an email to teachers asking them to log in to PowerSchool and verifying that the grades and comments for each class are accurate and reflect what they have in PowerGrade or PowerTeacher Gradebook.

One hint: be sure to give them a deadline for verification!

Step 3: Once you've reached the verification deadline, run the grade verification report to find teachers who have not verified grades.

Step 4: From the start page, click on "Reports" under "Functions" in the left navigation bar.

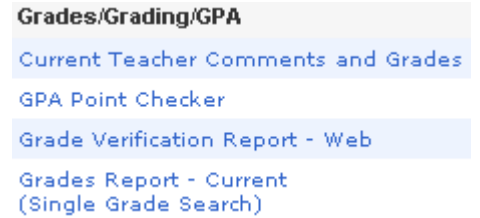
Functions

Absentee Report
Daily Bulletin
Enrollment Summary
Master Schedule
PowerLunch
Reports

Step 5: In the middle of the screen, click the "Custom School Level Reports" link.

Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for CA.
Reporting Engine	Setup, load, and run reporting engine reports.
Custom School Level Reports	Custom School Level Reports.

Step 6: Click on “Grade Verification Report” under the “Grades/Grading/GPA” heading.



Step 7: In the drop-down menu, choose “Only Unverified Sections.”

Step 8: Click the “Submit” button.

Step 9: If there are classes with either “grade incorrect” or “comment incorrect” or some other comment in the date verified field, **do not store grades**. Work with the teacher to ensure grades are correct in PowerSchool before storing grades.

If there are classes with nothing in the date verified field, **do not store grades**. Contact the teacher to find out why he/she has not verified his/her grades.

Step 10: Once all classes are verified, it is safe to store grades.