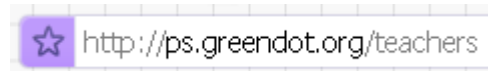


## Online Tutorial: Electronically Verifying Grades

At the end of each term, you will receive an email from a school admin asking you to verify your grades electronically. Please **DO NOT** use this function until you've received this email from your admin. Once you've received the email...

**Step 1:** Log into PowerTeacher at <http://ps.greendot.org/teachers>.



**Step 2:** Click the "Verify Grades" link for the class you'd like to verify.

|      |                           |    |  |  |  |  |               |  |  |
|------|---------------------------|----|--|--|--|--|---------------|--|--|
| 1(A) | Algebra 1A                | S1 |  |  |  |  | Verify Grades |  |  |
| 1(A) | Teaching Assistant A      | S1 |  |  |  |  | Verify Grades |  |  |
| 2(A) | Hip Hop Appreciation (AV) | S1 |  |  |  |  | Verify Grades |  |  |
| 2(A) | Teaching Assistant A      | S1 |  |  |  |  | Verify Grades |  |  |
| 3(A) | Algebra 1A                | S1 |  |  |  |  | Verify Grades |  |  |

**Step 3:** Compare the grades on the verification screen to the grades you have in your grade book.

**If the grades are correct**, check the "I verify that these grades and comments are correct" checkbox at the bottom of the page and click the "Submit" button.

I verify that these grades and comments are correct

Date or comment

*Note: Comments only show up at the end of the semester. If you are verifying quarterly grades and don't see any comments, it's ok!*

**If there is a problem with any grade or comment, do not check the checkbox.** Instead, enter either "grades incorrect" or "comment incorrect" in the date comment box. You will be contacted for further information.

**Step 4:** If you clicked the checkbox and clicked the “Submit” button, the verify grades icon on the main class page will appear with a red “X” and a pencil (in the form of a checkmark) to show that the verification has gone through correctly.

|      |                           |    |  |  |  |   |   |  |  |
|------|---------------------------|----|--|--|--|---|---|--|--|
| 1(A) | Algebra 1A                | S1 |   |   |   |   |  |   |   |
| 1(A) | Teaching Assistant A      | S1 |   |   |   |   | Verify Grades   |   |   |
| 2(A) | Hip Hop Appreciation (AV) | S1 |   |   |   |   | Verify Grades   |   |   |
| 2(A) | Teaching Assistant A      | S1 |  |  |  |  | Verify Grades   |  |  |

**Step 5:** Repeat Steps 1-4 until you have successfully verified your grades.