

# Power Plays #3 – 12/04

Tips and tricks for  PowerSchool

*Middle School Version*

## **Second Quarter Interim Report December 9 at 4:00 P.M.**

### Which final grade are we using now?

The next 2 reports will use the Q2 final grade from your gradebook. This final grade incorporates all assignments from the beginning of the school year.

Things to do to make sure your grades are ready:

- 1) Is the Q2 final grade calculation setup properly? Select “Final Grades Setup” from the “Windows” menu and select Q2 from the “Which final Grade” popup menu. Make sure the setup is complete. In most cases, the weighting etc. will match what you set up for Q1. If the Q2 final grade is not showing on your spreadsheet, you may check the “Show on Spreadsheet” box in order to see it.
- 2) Edit your student comments (parent notes) as you did for the Q1 report card by double clicking on the number next to the student’s name. *NOTE: all previous comments from the Q1 report card will continue to print on this progress report unless deleted or edited.*
- 3) Make sure all of your assignment grades are in your gradebook so that the final grade will calculate correctly and completely.

Reminder: Unlike report cards, grade verification sheets for interim reports are printed at the same time as the interim reports. There will be no time after receiving the reports to change or adjust grades. These sheets are for your reference only and do NOT need to be signed and sent in.