

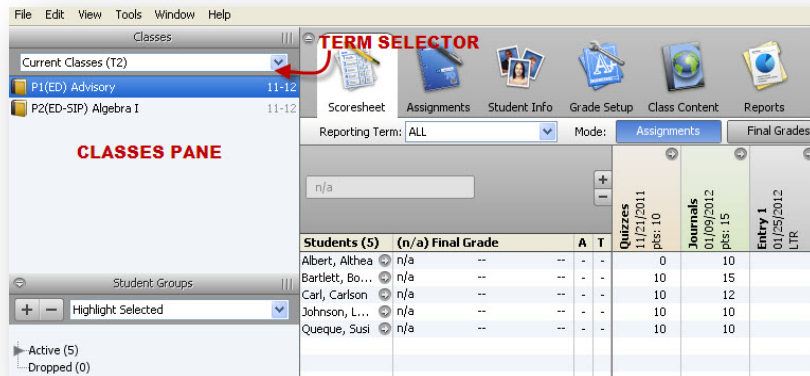
PowerTeacher Recalculating Final Grade

Final Grade

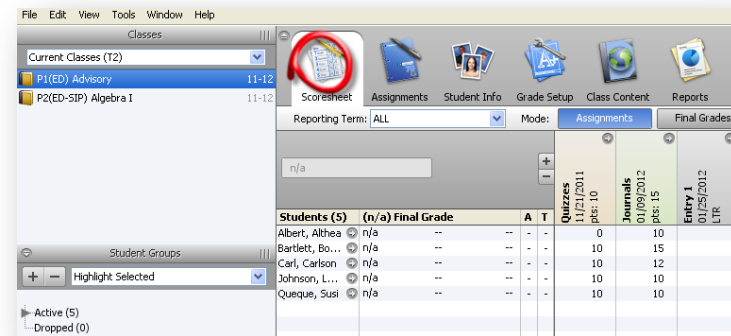
This guide summarizes the steps to recalculate final grades. It assumes that you have basic knowledge of PowerTeacher Gradebook.

When you first launch PowerTeacher Gradebook, the current full year term appears in the [Term Selector] pop-up menu. The **Classes Pane** appears in the upper-left corner of the PowerTeacher Gradebook window and includes the Term Selector and Class List.

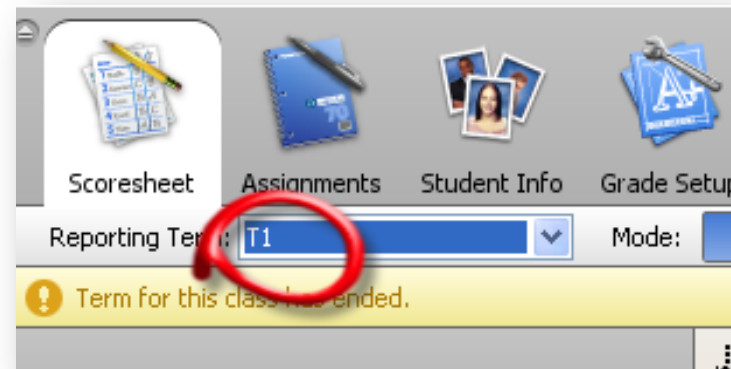
1. Select **terms**
2. On the main PowerTeacher Gradebook window, choose the correct term from the **Term Selector** pop-up menu. (i.e., Term, Semester 1, or Q3)
3. Select a class from the **Classes Pane**.



4. Click the **Scoresheet** tab, if not selected. The Scoresheet window appears.

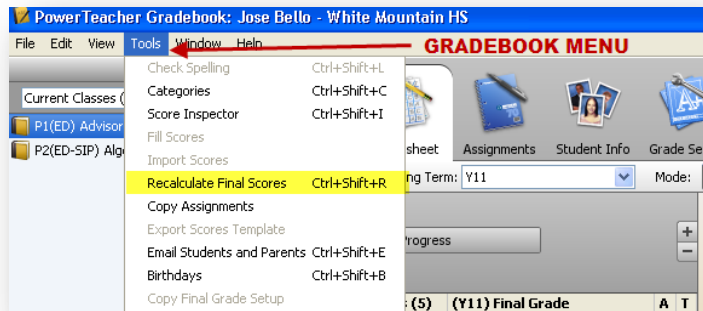


Verify that the correct Reporting Term is displayed.



PowerTeacher Entering a Final Grade

5. From the gradebook menu bar, choose **Tools** > Recalculate Final Scores.



6. Click OK

The Scoresheet window refreshes, showing the recalculated final scores.

7. Save your grades.

8. You may need to repeat this process for the remaining classes. **When you are finish, repeat Step One to return to the current term.**

A window will appear for recalculate grades. Leave the option "Overall Class Final Grades" selected.

