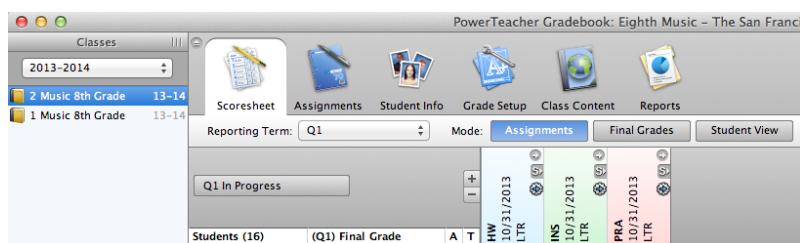
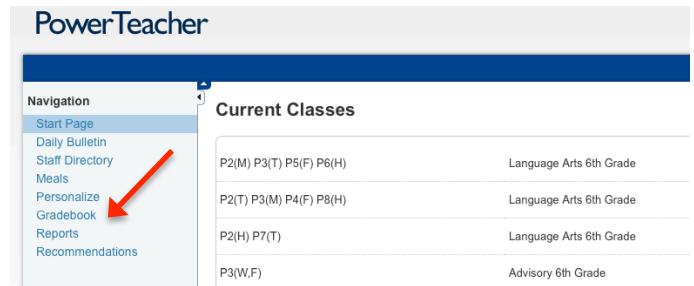


Instructions For Entering Grades And Comments Into PowerTeacher – Middle School

1. Point your browser to <https://sfs.powerschool.com/teachers>
2. Enter your user name and password at the login screen. Some staff that also teach Elementary add an "m" after their user name.
3. When the main PowerTeacher window appears, click on Gradebook on the left side of the window.
4. Scroll down to "Download PowerTeacher Gradebook and follow the instructions. Open the Gradebook App.

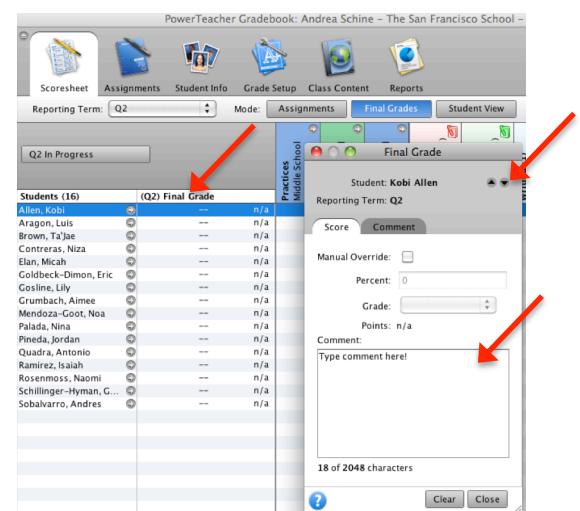


5. In the PowerTeacher GradeBook select the class you wish on the left. The classes with a 3 or 4 in front of them are not active.
6. Select the Scoresheet tab.
7. Select the Reporting Term (Q1, etc.). Select the semester to see both quarters as you enter grades.

8. Select the Assignments mode button.

9. Enter your Standards Grades (Practices, etc.) for students in the class. You may use the keyboard arrow keys to move from cell to cell. Press the Save button on the lower right when done. Note: it is no longer necessary to add your grades again in Final Grades. Any grades you may have entered for Progress Reports may still be changed to reflect updated student progress.

10. If entering Comments, click twice in the cell to the right of the student's name and under the "(Q?) Final Grade" header. This will open the Final Grade window where you can type in your comment. You can use the arrows to the right of the student's name to advance to the next student and type in their comment. If you want to underline some text, begin the text with <u> and end it with </u>. To force a paragraph use <p> before the text but don't add any other spaces or returns, e.g. your comments should appear as a single stream with no physical paragraphs. These are the only text formatting allowed. The report card can handle about 1700 characters including spaces. The Final Grade window indicates how many characters you've used on the lower left. Close the Final Grade window when you are finished entering comments for that class. A small blue dot with a "C" in it will indicate a student comment exists.



11. To protect against data loss, please consider typing your comments in a word processor and then copying and pasting into PowerTeacher. Previous issues with weird characters when doing this is no longer a problem.