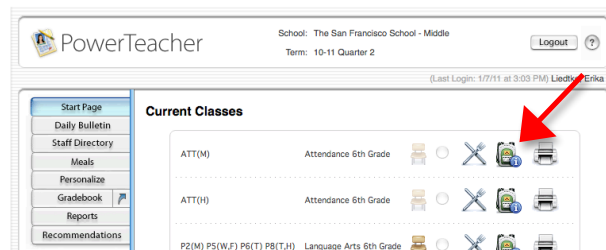
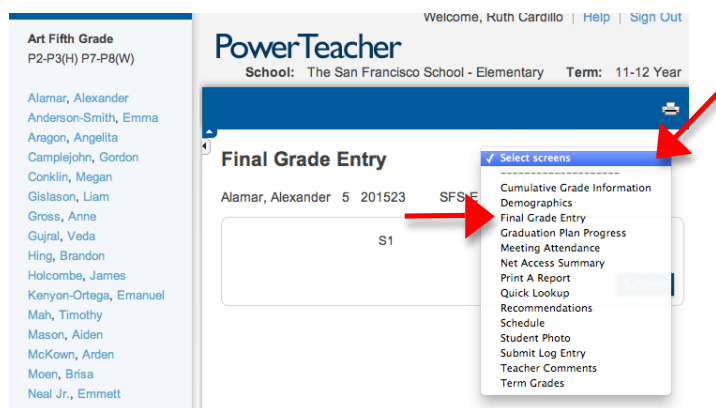


Instructions For Entering Grades And Comments Into PowerTeacher – Elementary

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 Middle School add an "e" after their user name.
3. When the main PowerTeacher window appears, click the Backpack Icon for the class you want to grade. Head teachers should select the "GEN" class.



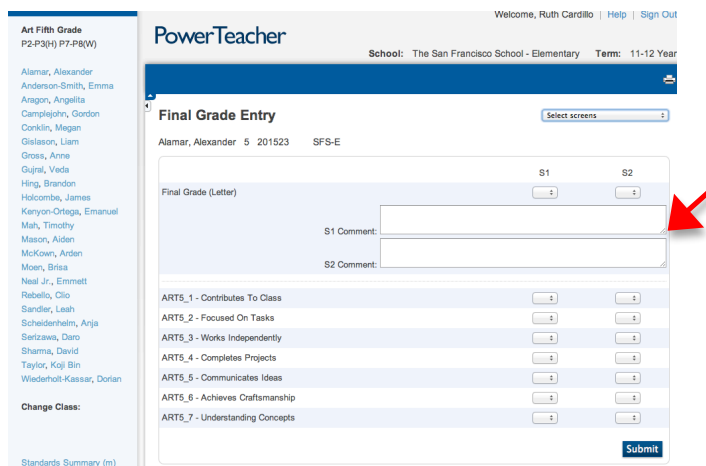
4. In the next screen you'll see the list of students for your selected class on the left. Click on the student you want to grade.



5. At the next screen click on the Select Screens dropdown and select Final Grade Entry.
6. You'll now be at the Final Grade Entry screen. Here you can enter all your grades and comments for S1 and S2. A new feature is the ability to now see what you entered in the previous semester while entering current grades and comments.

7. Use the dropdown menu to set the grade for each standard. Click in the comment field to enter comments for the current semester.

8. You can pull the comment field from the lower right corner to make it bigger or smaller. You can make text larger or smaller by pressing the "⌘ and + key" or "⌘ and - key." Spell Check will underline misspelled words in red. Press the Control key and click on the word for correction choices. Different browsers have different choices for checking spelling.



9. When writing comments, 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**, i.e. your comments should appear as a single stream with no physical paragraphs. These are the only text formatting allowed.
10. In order to avoid text formatting problems when copying and pasting from MS Word, Apple's Pages, etc., type your comments in PowerTeacher first and copy and paste them into Word or Pages as you go to create a backup in case of data loss.