

TO: All Teachers - IMPORTANT
RE: Reminder on grades for Progress Reports or Report Cards

Deadline for grades is _____

Progress Reports and Report Card grades upload from PowerSchool. **Only the grade under the Semester grade column (S1 or S2) will be used for all High School sites. The Quarter grade is used for Middle School Sites (Q1, Q2, Q3 or Q4).**

While PowerGrade automatically averages grades according to the Final Grade Set-up, **Teachers still have complete control over what letter grade is printed on the progress report.**

This document is a reminder of the Manual Override feature in Powergrade.

- To override a grade, double click on a student's grade under the S2 column.
- Check the box for "Manually override this grade"
- The 4 boxes for Grade, Percent, Points, and Pts poss will become active
- Change the Grade field to the letter you wish to show on the progress report. This is the only item reported on the student progress reports or report cards. Changing the other items is not necessary. NOTE: If you wish to use a letter code that is not in the Grade menu, you must enable it through the "Grade Scale" screen (under the Windows menu)
- Click "Save".
- The student grade will reflect your override letter. The cell will turn a different color to remind you that you overrode the grade.
- To undo the Manual override. Double click the grade and uncheck the box for "Manually override this grade"

Kay, Elexus	D (85) 87/105	5
Lasher, Fabian	D- (61) 64/105	2
Lininger, Kaydee	A- (90) 95/105	3

Final Grade

CEDILLO, DIEGO

S1

Manually override this grade

Grade: Percent:

Points: Pts. poss:

D- (85) 87/105
F (61) 64/105
A- (90) 95/105

If you have questions or concerns, please email or Groupwise James A Healy (jahealy@fresno.k12.ca.us) – Include your name, school, and specific question.