Fresno Unified School District

Online Student Information System
Real-time, Anywhere Access
www.fresno.k12.ca.us/sis

Technology Services

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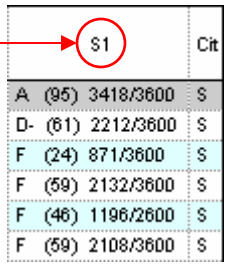
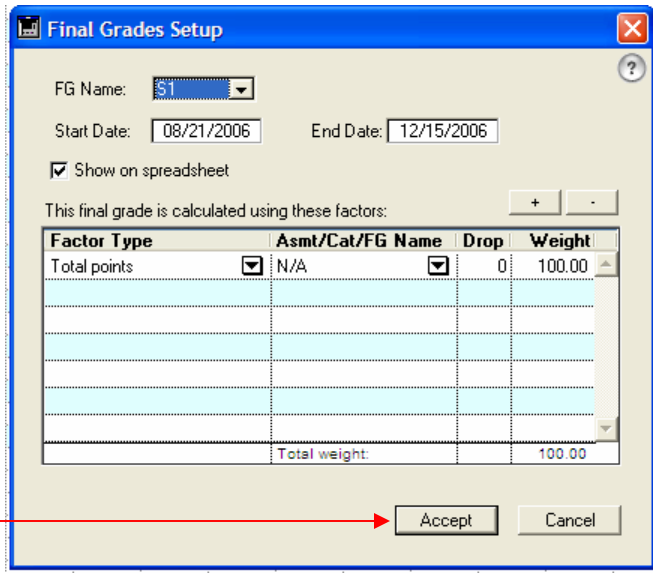
Preparing PowerGrade for Progress Reports/Report Cards

In preparation for progress reports/report cards, the following steps will ensure that the proper data (assignments/scores) are reflected on the PowerSchool server and on student report cards.

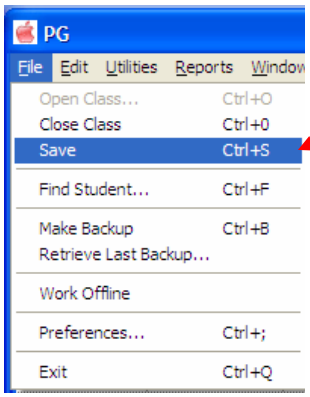
Click the **current term** at the top of the Final Grade column (S1 or S2 for high schools; Q1,Q2, Q3, or Q4 for middle schools) This will bring up the **"Final Grade Setup"** window.





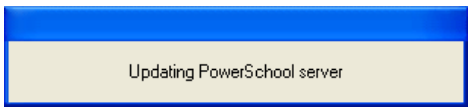
Click the **Accept** button.

This will force PowerGrade to re-verify all assignments and grades for saving to the server (Each class needs to be done individually).



As you finalize grades for the grading period, make sure to select **File>Save** for each class to ensure that the PowerSchool server is updated with the most recent assignments and scores.

After clicking File>Save, a small window will flash on the screen like the one below…



This indicates that the data (assignments/scores) are being sent from the gradebook to the PowerSchool server.