# 6th-12th Grade Report Cards in PowerTeacher Pro

This guide will walk you through the steps of entering report card comments and grade overrides for 6th-12th grade students.

Log into PowerTeacher and click the link to PowerTeacher Pro for under one of the 6-12th grade classes you teach.

Change your view to the Scoresheet. Click Grading on the left menu, then select 'Scoresheet'.
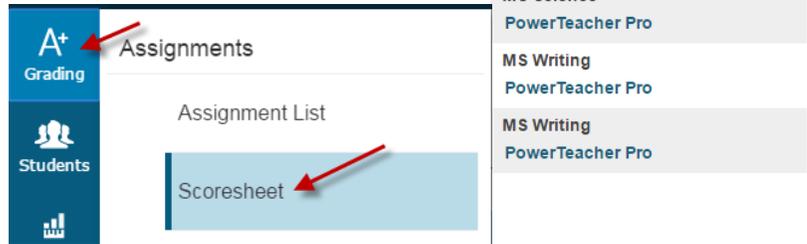
Before you enter any scores or comments, verify that you are in the correct term.

To enter a comment that will print on the report card, click in the GRADE column for the first student, the score inspector opens on the right side.

In the score inspector you can enter a comment for this grade or use the comment bank to enter pre-defined comments. This is the comment that will print on the report card.

Here you can also manually override the student's grade by simply typing the letter grade or clicking on it from the score inspector. You can use this to give a student with an 89% an A if you feel it is appropriate, or a student with a 59% a D rather than an F if you feel it is appropriate.

You would also use the override to give an incomplete grade (INC) in exceptional circumstances where the student needs more time to do the work. An INC grade is not a final grade and must be changed after a period of time. An INC grade cannot be given at the end of 4th quarter or 2nd semester.

Repeat this process for each student in all classes you teach, be sure to save frequently.

To see a sample of what the MS and HS report card look like, go to the district website PowerSchool Teachers page.

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The last step is to VERIFY your grades! Only do this if after you have made sure that all student grades are correct and there are no blank grades.

Grade verification is only required for the classes you give grades for. You do not need to verify grades for AM/PM attendance, Academic Success, or Advisory classes.
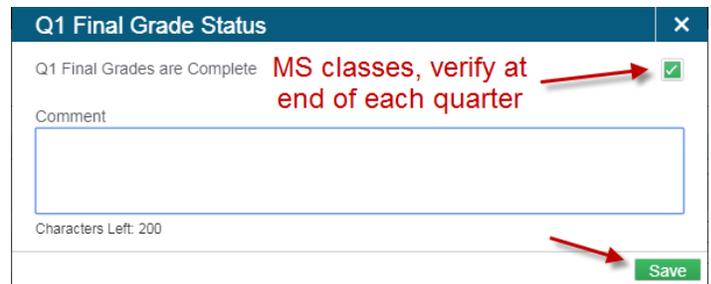
Change to the Traditional Grades page by clicking on Grading, then 'Traditional' under the Grades section.
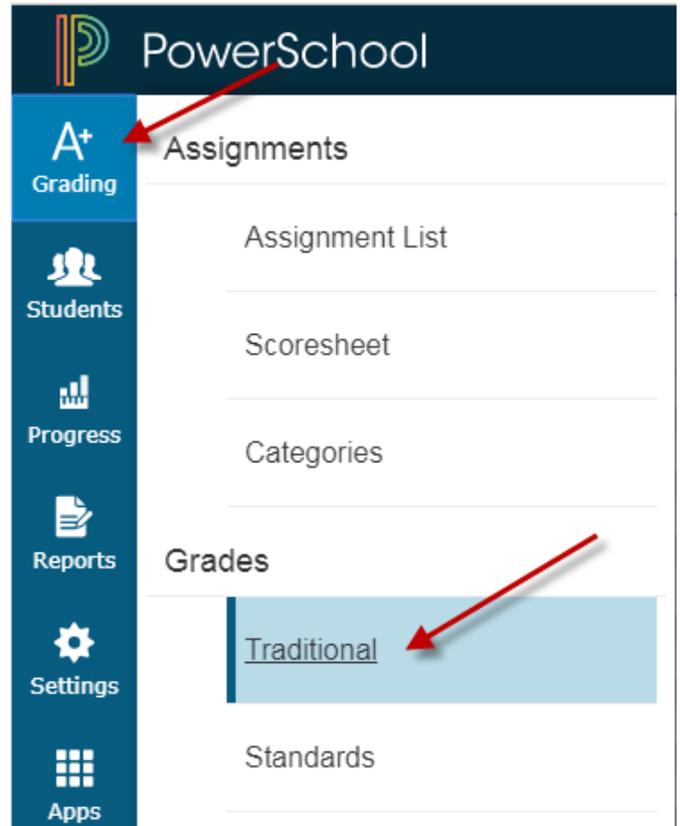
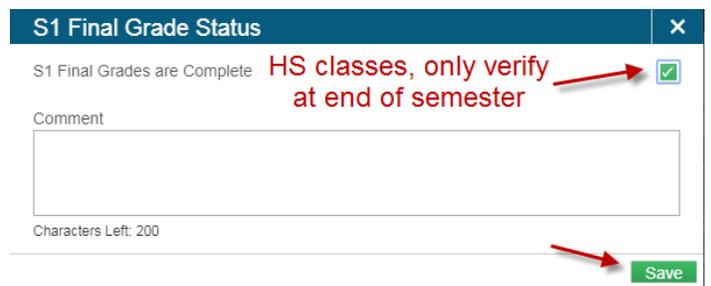In the bottom-right corner of the page click the button for 'Final Grade Status'.
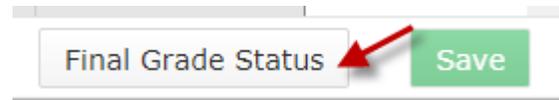
You will verify your MS classes at the end of each quarter. You will only verify HS classes at the end of each semester.

Check the box that your grades are complete, enter a comment if you desire. This comment will be viewable to the principal or secretary.

Click SAVE!

Once you have clicked save you'll see a green check mark, your grades have been verified!