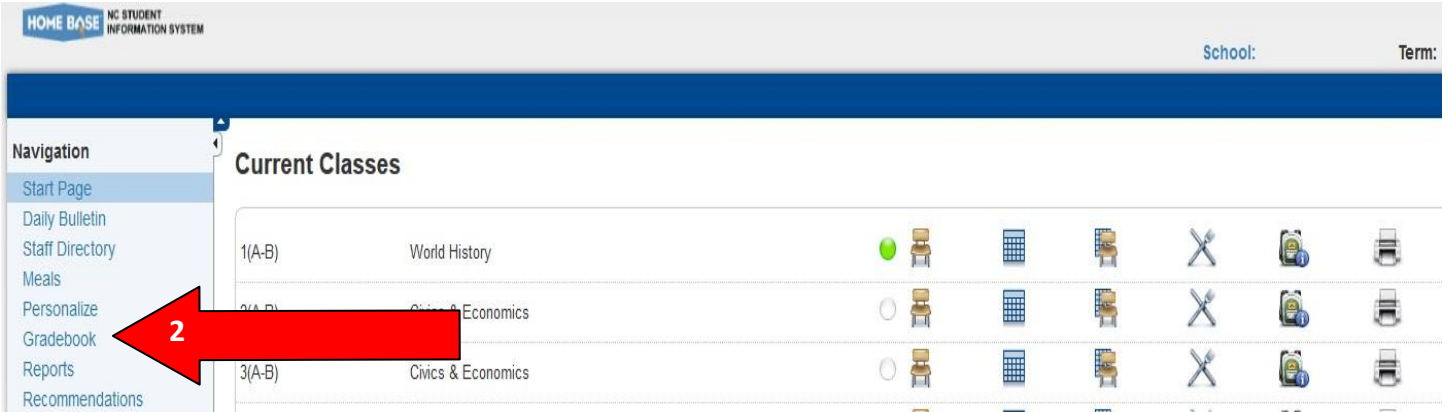
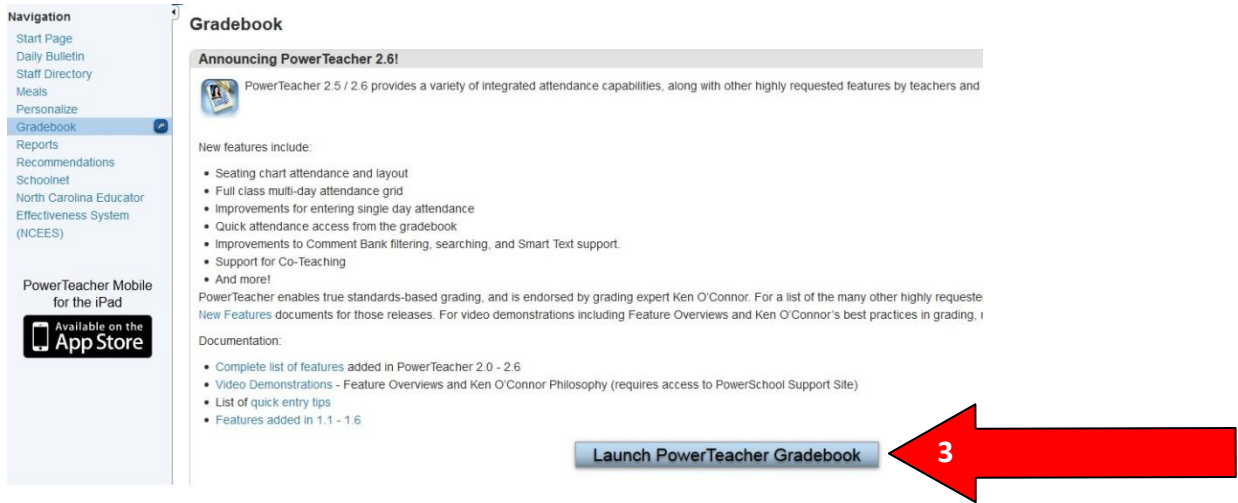


HB PowerTeacher Gradebook Posting Quarter Grades

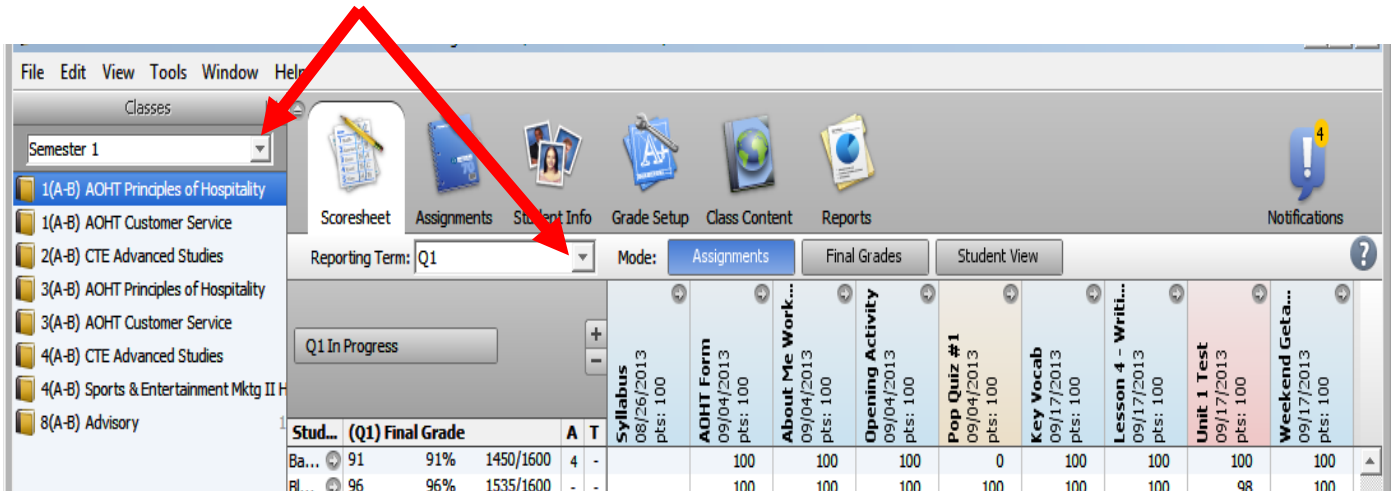
1. Login to NCEdCloud <https://my.ncedcloud.org> and select PowerTeacher
2. Select Gradebook



3. Select Launch Gradebook



4. Verify that the grade setup (directions available), reporting term, and all grades are complete for all classes.



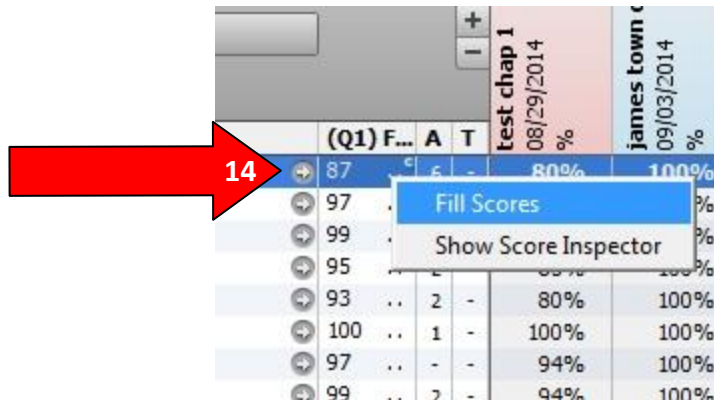
5. Enter Comments (**Use only the DISTRICT COMMENT bank at this time**).
6. DOUBLE CLICK on a student's final grade
7. Click Comment Tab
8. Select Comment and Click Insert Selected to add one comment at a time or if you want to select more than one at a time, hold Ctrl key down and click on several comments
9. Specific comments can also be located by a key word search in the Find box (example: tardy)
10. Choose whether or not you want the comments separated by line breaks or spaces
11. You can move between students by using the up/down arrows.
12. Click Close
13. Do the same process for each student you want to add a comment for or you can fill the same comment(s) to the remainder of the class.

The screenshot shows a software interface for entering student comments. The interface includes a top navigation bar with icons for Scorebook, Assignments, Student Info, Grade Setup, Class Content, and Reports. Below this is a 'Reporting Term: Q1' dropdown menu, which is circled in red. The main area displays a list of students with their final grades. A 'Final Grade' dialog box is open, showing the 'Comment' tab. The dialog box includes a 'Student' field, a 'Reporting Term' dropdown, and a 'Show Comments' dropdown set to 'District Comment Bank'. A 'Find' search box is also present. Below the search box is a table of comments with columns for Code, Comment, Category, Type, and Favorites. The 'Separate Using' dropdown is set to 'Line Breaks'. An 'Insert Selected' button is visible. At the bottom of the dialog box, there is a 'Comment' text area and a 'Close' button. Red arrows point to various UI elements: arrow 6 points to a student's final grade in the list; arrow 7 points to the 'Comment' tab; arrow 8 points to the 'Insert Selected' button; arrow 9 points to the 'Find' search box; arrow 10 points to the 'Separate Using' dropdown; arrow 11 points to the up/down arrow navigation controls; and arrow 12 points to the 'Close' button.

Code	Comment	Category	Type	Favorites
621	EXAM GRADES FOR THIS COURSE COME FROM N...		Dist.	☆
620	Student will be given an opportunity to recover th...		Dist.	☆
619	Student is taking this course on a Pass/Fail basis		Dist.	☆
618	Student can improve this grade by completing add...		Dist.	☆

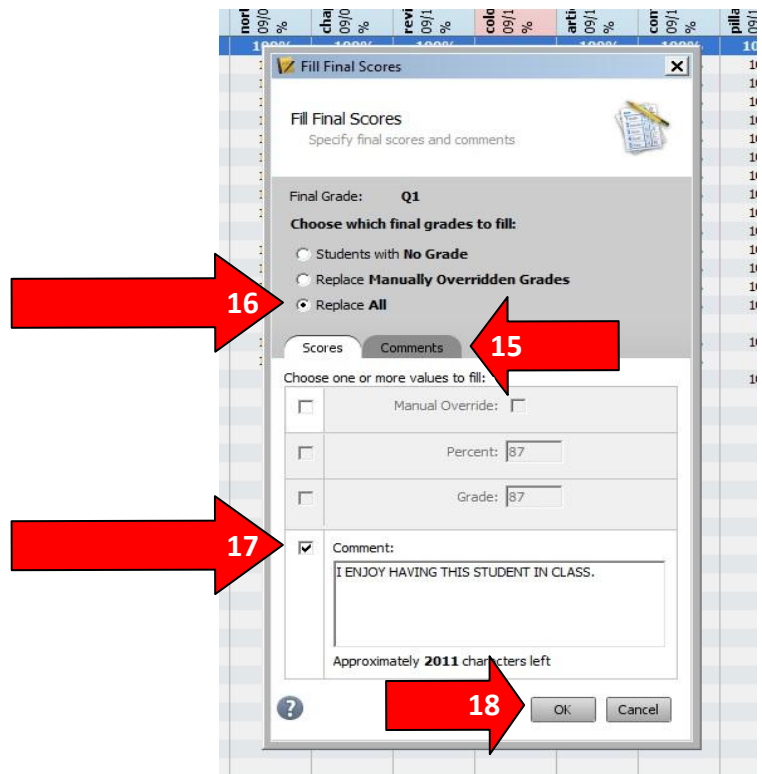
Using the same comment for the entire class:

14. Double Click on the student's final grade that contains the comment that will be copied and select Fill Scores.



15. Click the Comments Tab
16. Mark Replace All
17. Check Comment
18. Click OK

19. The comment tag will appear for every student.



A screenshot of a student grade sheet. A red arrow labeled '19' points to the 'Final Grade' column. The table shows the following data:

	(Q1) Final Grade	A	T
ani	87	87%	n/a
ney	97	97%	n/a
	99	99%	n/a
	95	95%	n/a
ine	93	93%	n/a
ne	100	100%	n/a
ss...	97	97%	n/a
	99	99%	n/a
ca	92	92%	n/a
	94	94%	n/a
rea	97	97%	n/a
on	92	92%	n/a
on	93	93%	n/a
n...	97	97%	n/a
l	92	92%	n/a
na	--	--	n/a
mas	98	98%	n/a
mi	97	97%	n/a
h	97	97%	n/a

20. Post grades – Verify the reporting term
21. Click Reporting Term “In Progress”
22. Mark Final Grades Complete
23. Comments go to the data manager (Optional)

Reporting Term: Q1 Mode: Assignments Final Grades Student View

Q1 In Progress

Studen...	(Q1) F	Grade
Alvar...	96	96%
Anto...	97	97%
Bett...	93	93%
Blanc...	91	91%
Cale...	100	100%
Doe,...	95	95%
Eads...	90	90%
Fous...	97	97%
Foxx...	97	97%
How...	98	98%
Lett,...	94	94%
Lockl...	89	89%
McCr...	89	89%
McKo...	87	87%
Murc...	88	88%

Q1 Final Grades Completion Status

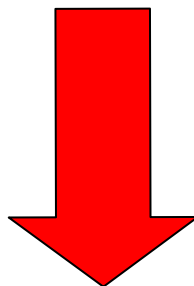
Final Grades Complete: 22

Q1 Status Comment

These are comments to the data manager.
Example: Susie's grade is incomplete
waiting on grades from homebound teacher.

OK Cancel

24. Repeat for each class.



Next
Page

25. Report Printing – Select Reports

26. Select Final Grade and Comment Verification

27. Change the Reporting Term (Leave other settings the same.)

NOTE: If the setting is changed to Active Classes, all classes will print, BUT all reporting periods will be included without grades.

28. Click Run Report 29. Open Report 30. OK

The screenshot shows the software interface with several red arrows indicating the steps: 25 points to the Reports icon in the top toolbar; 26 points to the 'Final Grade and Comment Verification' report in the list; 27 points to the 'Reporting Term' dropdown menu set to 'Q1'; 28 points to the 'Run Report' button at the bottom right; 29 points to the 'Generating Report' dialog box; and 30 points to the 'Open Report' button in the 'Report Complete' dialog box.

31. Report View

Final Grade and Comment Verification				1(A-B)	History
Reporting Term: Q1				Teacher Name:	
Student Name	Pts. Earned / Pts. Possible	Final Grade	Grade	Percentage	Comment
A		96	96%		
A		97	97%		
Be		93	93%		
Bl		91	91%		
Ci		100	100%		
Di		95	95%		
E		90	90%		

32. Print two copies – data manager copy and copy for teacher records

33. Repeat for each class.

NOTE: If a class will not allow a specific reporting term to be selected, try another term and then attempt the desired reporting term, again. Example: Try Q2 and then Q1 again.