

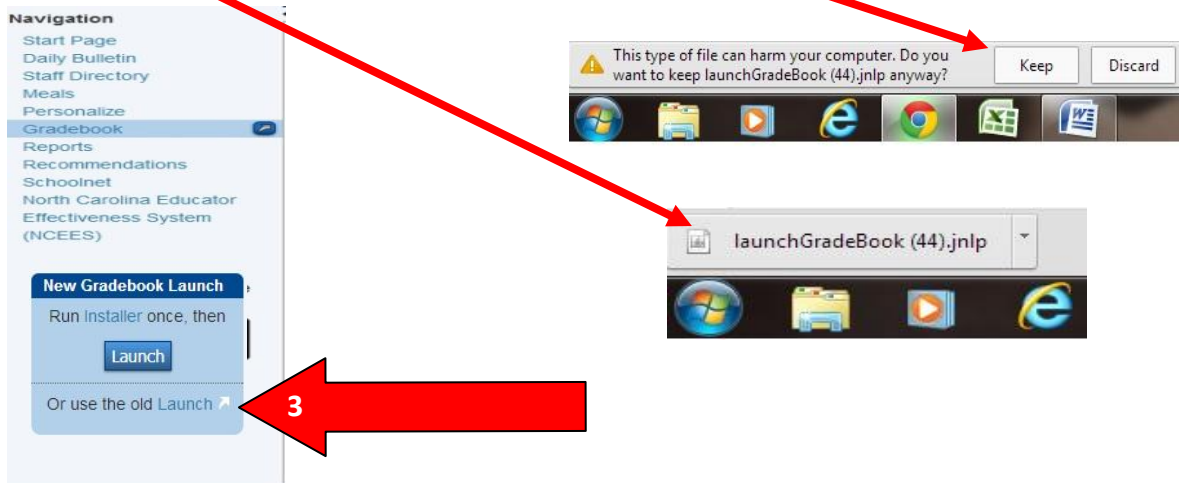
HB PowerTeacher Gradebook Reporting Term Alignment Verification

****Check All Classes and Report Questions or Discrepancies to the Data Manager**

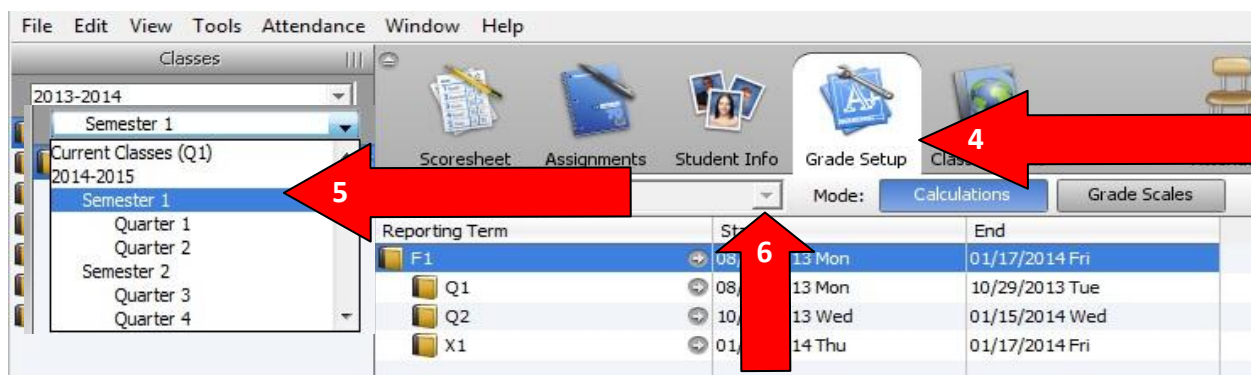
1. Login to NCEdCloud <https://my.ncedcloud.org> and select PowerTeacher
2. Select Gradebook



3. Select the **Old Launch** for Gradebook, Click **Keep** in the Taskbar and Click on **launchGradeBook** to open.



4. Select Grade Setup
5. Click the Classes drop down arrow and select the current School Year - Semester 1
Screenshots may not reflect actual dates.
6. Select a Class and Reporting Term **F1**



7. **Semester Class Example:** Make sure Q1, Q2 and X1 are all nested (indented) under F1 and are aligned evenly with each other. Remember to report discrepancies/questions to the data manager.

Reporting Term	Start	End
F1	08/26/2013 Mon	01/17/2014 Fri
Q1	08/26/2013 Mon	10/29/2013 Tue
Q2	10/30/2013 Wed	01/15/2014 Wed
X1	01/16/2014 Thu	01/17/2014 Fri

8. **Yearlong Class Example:** S1, S2 and X2 are all nested (indented) under F1 and aligned evenly with each other. Q1, Q2 and X1 are all nested (indented) under S1 and aligned evenly with each other. Q3 and Q4 are both nested (indented) under S2 and aligned evenly with each other. Remember to report discrepancies/questions to the data manager.

Reporting Term	Start	End
F1	08/26/2013 Mon	06/10/2014 Tue
S1	08/26/2013 Mon	01/17/2014 Fri
Q1	08/26/2013 Mon	10/29/2013 Tue
Q2	10/30/2013 Wed	01/15/2014 Wed
X1	01/16/2014 Thu	01/17/2014 Fri
S2	01/22/2014 Wed	06/06/2014 Fri
Q3	01/22/2014 Wed	03/27/2014 Thu
Q4	03/28/2014 Fri	06/06/2014 Fri
X2	06/09/2014 Mon	06/10/2014 Tue