

How to Finalize Grades in PowerSchool

Summary

This process walks teachers through the steps to verify, finalize, and submit grades in PowerSchool at the end of a quarter or semester.

- Start when you receive a grading reminder from the principal or secretary, or when you recognize the grade finalization period is ending.
 - Verify that all grades are accurate in PowerSchool.
 - Confirm grade weights are set correctly and mark each class as complete.
 - Email the secretary to confirm all grades are stored.
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When to Use

Use this process when:

- You receive an email from the **principal or secretary** indicating that the grade finalization period has started, **or**
- You recognize that the **end of a quarter or semester is approaching**

Do **not** use this process to enter individual assignment grades — that happens before this process begins.

Prerequisites

Before you start, confirm you have all of the following:

Requirement	Detail
PowerSchool login	Valid username and password
System access	PowerTeacher Pro (accessed through PowerSchool)
Class list	Know which classes you are currently teaching
Grading period	Know whether you are finalizing a quarter or semester

Roles

Role	Responsibility
Teacher	Verifies grades, sets weights, marks grades complete, notifies secretary
Secretary	Receives confirmation email that grades are stored; [TBD: follow-up actions after notification]
Principal	Sends reminder email opening the grading window

Steps

For the full procedure with screenshots and decision points, see [the full Standard Operating Procedure](#).

1. **Confirm it's time.** Check for a principal/secretary email or recognize the grading period is ending. If it is not yet time, stop — no action needed.
2. **Log in to PowerSchool** using your username and password.
3. **Open PowerTeacher Pro** by selecting it under one of your currently taught classes.
4. **Verify grades.** Go to **Grading → Score Sheet**. Use the class drop-down to cycle through all your classes and review each grade line by line. Correct any errors before continuing. [View screenshot: Gradebook / Score Sheet](#)
5. **Verify grade weights.** Go to **Settings → Traditional Grade Calculations**. Select a class, then choose **Actions → Edit**. Confirm weights are set correctly (quarter exam = 10%; remaining 90% split across other assignments or categories). Save before exiting. [View screenshot: Traditional Grade Calculations menu](#) | [View screenshot: Quarter weights](#) | [View screenshot: Semester weights](#)
6. **Repeat Step 5 for every class** you teach.
7. **Review the final grade.** Go to **Grading → Grades → Traditional** to view the calculated final grade for the class. If the grade is incorrect, return to Step 4.
8. **Mark grades complete.** Scroll to **Final Grade Status** at the bottom of the screen and check "**Semester or Quarter Final Grades Are Complete.**" An optional comment may be entered. **Save before exiting.** [View screenshot: Quarter — Final Grade Status](#) | [View screenshot: Semester — Final Grade Status](#)
9. **Repeat for all classes** using the grading period menu at the top of the screen. If all classes are finalized → proceed to Step 10. If not → return to Step 7.
10. **Notify the secretary.** Send an email confirming all grades are stored in PowerSchool, then log out. [View screenshot: Email sent confirmation](#)

Troubleshooting

Problem	What to Do	Escalate If...
Grades are missing or incorrect	Correct grades in the Score Sheet; re-verify before continuing	Assignment is missing — contact student or mark a zero
Grade weights are wrong	Reopen Traditional Grade Calculations; adjust and save	You cannot get weights to save — contact IT support
Final Grade Status won't mark complete	Return to Final Grade Status screen; check the completion box and save	Still blocked after verifying the correct grading period is selected — contact IT support

Frequently Asked Questions

Q: What if I haven't received an email from the principal or secretary — should I still finalize grades? A: Yes, if you know the grading period is ending, you do not need to wait for a reminder. Check your school calendar and proceed when appropriate.

Q: Do I need to finalize grades for every class I teach? A: Yes. Steps 5–9 must be completed for each class individually. Use the class drop-down and grading period menu to cycle through all of them.

Q: What's the difference between a quarter and a semester finalization? A: The steps are the same — the only difference is which grading period you select in the menu at the top of the screen. Make sure you select the correct period before marking grades complete.

Q: What if I marked grades complete but need to make a correction? A: Uncheck the "Semester or Quarter Final Grades Are Complete" box, make your correction in the Score Sheet, re-verify the final grade, then re-check the completion box and save. Notify the secretary if the window has already closed.

Q: Who do I contact if I can't log in to PowerSchool? A: Contact the IT Help Desk via the [IT Help Desk Portal](#).

Related Documents and Tools

- [Standard Operating Procedure \(full detail\)](#)
 - [Glossary](#)
 - [Process Flowchart](#)
 - [Full Process Map](#)
 - [PowerSchool Login](#)
 - [IT Help Desk Portal](#)
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Document Info

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