

# Grade Finalization Checklist — PowerSchool

Full details: [SOP v1.md](#) | [KB Page.md](#)

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- ☐ Confirm grading trigger — principal/secretary email received OR end of grading period is near → proceed; if neither condition is true → **stop, do not continue**
  - ☐ Log in to PowerSchool at [ps-co.metasolutions.net](https://ps-co.metasolutions.net) — dashboard loads successfully
  - ☐ Open PowerTeacher Pro — select it under a currently taught class until the gradebook interface loads
  - ☐ Verify grades in Score Sheet — navigate **Grading** → **Score Sheet**, cycle through all classes line by line until all grades are confirmed accurate
    - If any grade is incorrect → correct it before continuing
  - ☐ Verify grade weights in Traditional Grade Calculations (*repeat per class*) — navigate **Settings** → **Traditional Grade Calculations** → **Actions** → **Edit**; confirm exam = **10%**, other = **90%**
  - ☐ Save grade calculation changes (*repeat per class*) — click **Save** before exiting the Traditional Grade Calculations screen
  - ☐ Review final grade in Traditional view — navigate **Grading** → **Grades** → **Traditional**; confirm final grade displays correctly for the selected class
    - If incorrect → return to **Verify Grades** (Step 4)
  - ☐ Mark grades complete in Final Grade Status (*repeat per class*) — scroll to **Final Grade Status** at the bottom of the screen, check "**Semester or Quarter Final Grades Are Complete**", and click **Save**
    - If not all classes are finalized → return to **Review Final Grade** (Step 7)
  - ☐ Send confirmation email to secretary — email sent confirming all grades are stored in PowerSchool
  - ☐ Log out of PowerSchool — session ended
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