Quick Reference — Grade Finalization in PowerSchool

Full details: KB_Page.md | [SOP_v1.md](SOP_v1.md)

Steps

1. **Confirm timing** — If principal/secretary email received OR end of grading period is near → proceed. If not → stop.
2. **Log in** — ps-co.metasolutions.net
3. **Open PowerTeacher Pro** — select it under a currently taught class
4. `[REQUIRED]` **Verify grades** — Grading → Score Sheet → review all classes line by line. If incorrect → correct before continuing.
5. `[REQUIRED]` **Verify grade weights** *(repeat per class)* — Settings → Traditional Grade Calculations → Actions → Edit. Confirm: exam = **10%**, other = **90%**. **Save before exiting.**
6. **Review final grade** — Grading → Grades → Traditional. If incorrect → return to Step 4. If correct → proceed.
7. `[REQUIRED]` **Mark grades complete** *(repeat per class)* — Final Grade Status (bottom of screen) → check **"Semester or Quarter Final Grades Are Complete"** → Save. If all classes done → proceed. If not → return to Step 6.
8. **Notify secretary & log out** — Email confirming all grades are stored in PowerSchool → log out.

Common Failure Points

Problem	Fix	Escalate To
Grade missing or wrong	Correct in Score Sheet; re-verify before continuing	Contact student for missing work; otherwise mark zero
Grade weights wrong	Reopen Traditional Grade Calculations; adjust and save	IT Support if unable to save
Can't mark grades complete	Confirm correct grading period is selected; retry	IT Support if still blocked

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Escalation

IT Help Desk: Help Desk Portal

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