

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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