

How to Finalize Grades in PowerSchool

TL;DR

At the end of each quarter or semester, teachers must verify all grades are accurate, confirm grade weights are correct, mark each class as complete in PowerSchool, and email the secretary to confirm. This process starts when the principal sends a reminder or the teacher recognizes the grading window is open.

When to Use

Use this process when:

- You receive an email from the **principal or secretary** indicating that the grading window is open, **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 (Simplified)

For the full procedure with screenshots and decision points, see [SOP v1.md](#).

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.
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% allocated as percentages or total points). Save before exiting.
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.**
9. **Repeat for all classes** using the grading-period drop-down 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.

Exceptions / 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 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 support

Links / Resources

- [Full SOP — SOP v1.md](#)
- [Glossary](#)
- [Process Flowchart \(Mermaid\)](#)
- [Process Diagram \(BPMN\)](#)
- [PowerSchool Login](#)
- [IT Support / Help Desk](#)

Owner + Last Updated

Field	Value
Process owner	jgeanuracos
KB page author	jgeanuracos
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Review cycle	Twice per year — January and May