Quick Reference — Grade Finalization in PowerSchool

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

Steps

1. **Confirm timing** → Principal/secretary email received OR end of grading period near? **Proceed.** → Not yet time? **Stop — no action needed.**

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 → Grade incorrect? **Correct it 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 → Grade incorrect? **Return to Step 4.** → Grade 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 → All classes done? **Proceed.** → Not all done? **Return to Step 6.**

8. **Notify secretary & log out** — Email confirming all grades are stored in PowerSchool → log out

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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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