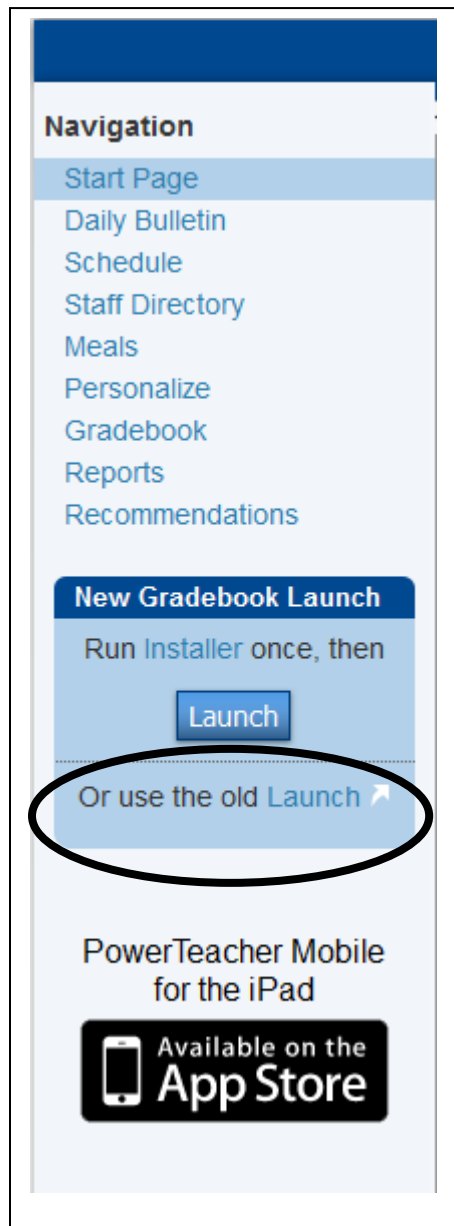


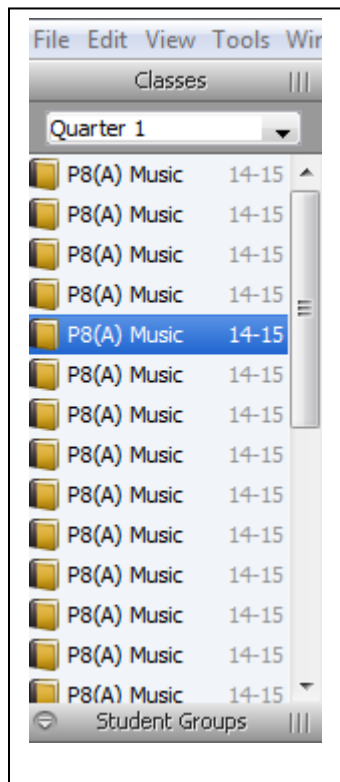


How To Mass Enter Standards Scores Using PowerTeacher Grade Book

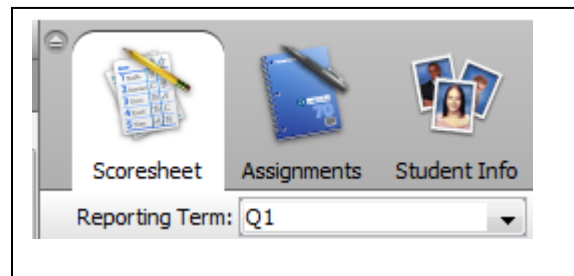
1. Launch PowerTeacher grade book by clicking on the Launch link located in PowerTeacher (if you are already familiar with the new launch method and prefer to use it, please feel free to do so. If you have never launched PowerTeacher grade book before, please use the “old” launch method):



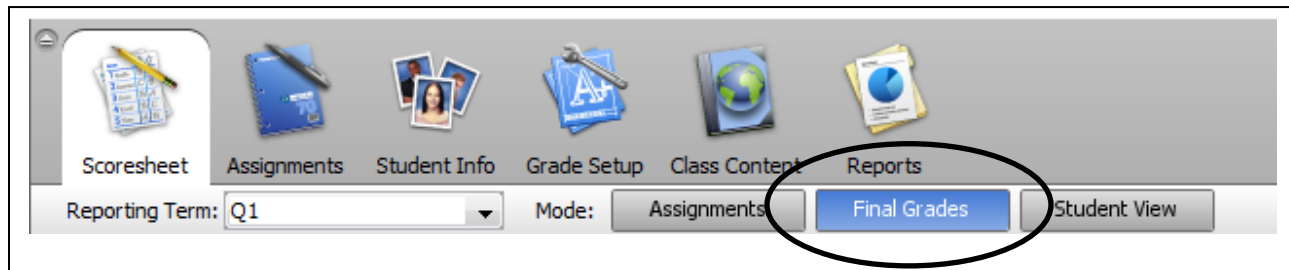
2. Click on the section you want to enter standards grades for (class list located in upper left hand corner of the screen):



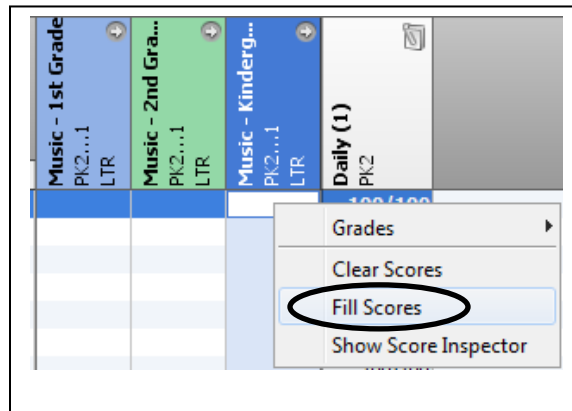
3. Ensure the Reporting Term is set to Q1:



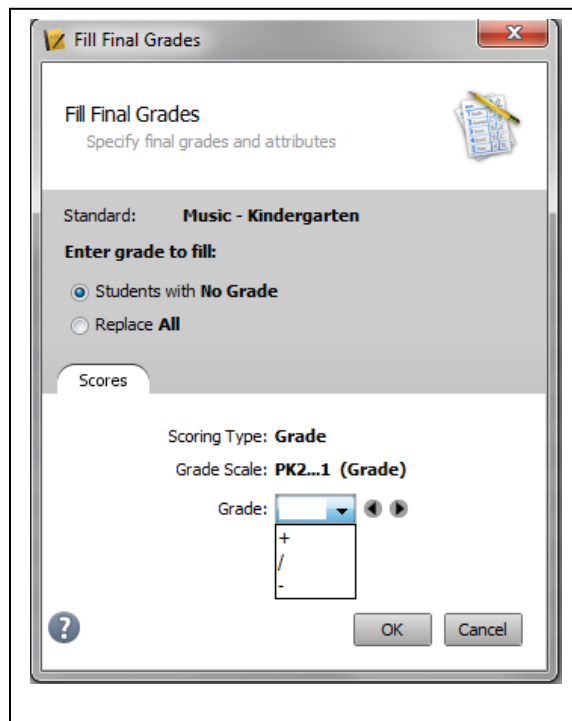
4. Click on the Final Grades button:



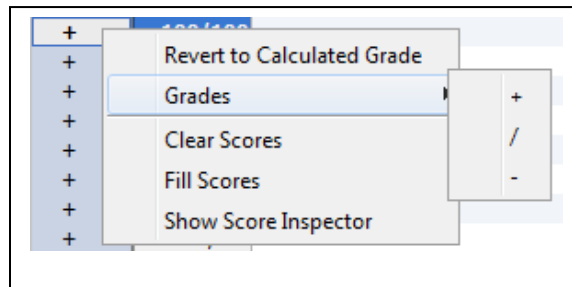
5. **Right-click** in the column under the standard you wish to mass fill scores for and choose Fill Scores:



6. Choose the appropriate score from the drop-down menu in the Fill Final Grades box and then click the OK button:



7. Adjust scores as necessary by right-clicking in the score field you wish to change and choosing the new score:



8. When finished, click the Save button. Move to the next section until grades are complete.