End of Term Grading Checklist 9-12 Year Long Classes

Term: _____   Ending Date of Quarter: _____

CHECK LIST ITEM – Follow these steps if you are using PowerTeacher Pro to calculate your grades.	Check as Completed
Verify that weightings for each class taught this year are correct. (In PowerTeacher Pro: *Settings - Set Up – Traditional Grades Calculations*) and ensure that either **term weighting** or **category weight** are selected. If you are using term weights or category weights verify that the data input to calculate the final grade is correct.	
Verify that all reporting terms have the correct weighting based on your subject requirements. (In PowerTeacher Pro: *Settings - Set Up – Traditional Grades Calculations*) Start with F1 and work backwards S2, Q4, Q3, S1, Q2, Q1 to ensure that category weights are selected and input properly or that term weights are selected as required.	
Verify grades entered are on the correct **Reporting Term** – see Reporting Terms in PowerTeacher Pro (upper right hand corner)	
Verify that calculations for **category weights** or for **term weights** for current grading period are correct for each class taught this reporting period. (Ex. - Tests, Quizzes, Homework, etc. must add up to 100% for category weights and Quarters must equal 100% for term weights).	
Make sure that both Percent and Grade values are showing in PowerTeacher Pro *(Settings – Display Settings – Traditional Grades)* and that both values have the **identical grades**. Remember that the Grade (no % sign) that appears on the report card is the column on the LEFT when both numbers are appearing in PowerTeacher Pro.	
Highest grade allowed is 100; any grade over 100 must be changed to 100.	
Verify **comments and grades** *(A+ Grading – Comment Verification)*. Remember to choose comments from the comment banks. Narrative comments are not part of the NB High School Report card.	
Once grades have been verified and corrections have been made in your PowerTeacher Pro, grades will be stored at the office level and report cards will be printed. If changes occur after report cards are printed, necessary changes will be made by the teacher in PowerTeacher Pro and communicated to the office so changes can be made to the student's Historical Grades page.	