

POWER SCHOOL: Finalizing Grades at End of Semester

HOME BASE™

Teacher Sign In

Username _____

Password _____

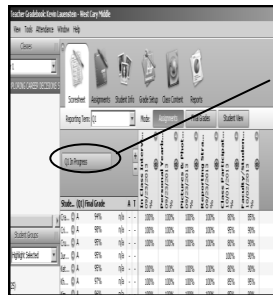
Sign In

PowerSchool

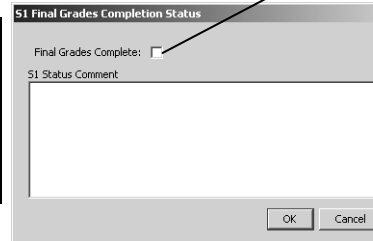
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1. Log into HomeBase

2. Launch
Grade Book

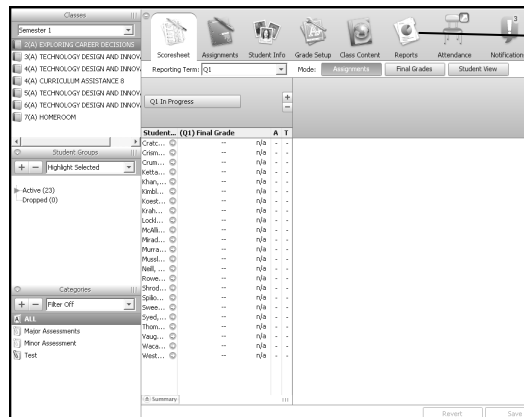


3. Choose appropriate
"Reporting Term" (S1)
4. Click the circled
grey box



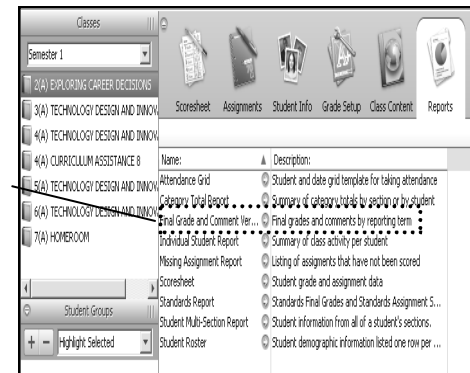
5. Check the box "Final
Grades Complete" (You
may add a comment but
is not necessary)
6. Click "OK" - Grades
are FINAL ready for
Report Card printing

**REPEAT STEPS FOR
EACH CLASS**



7. Click
"Reports" on
the top right

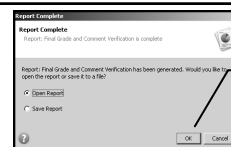
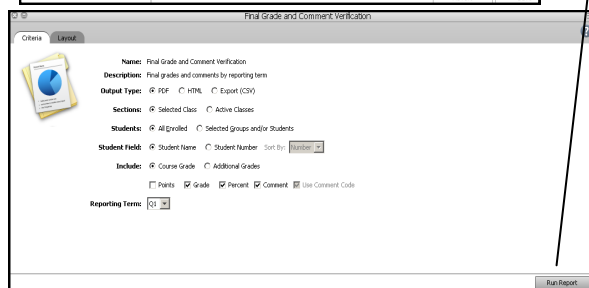
8. Click tiny arrow
next to "Final
Grade and
Comment
Verification"



9. "Criteria"

Ensure that you make changes that are identical to the
image

10. Click the "Run Report"



11. Leave on "Open
Report" & Click "OK"

Student Name	Pts. Earned / Pts. Possible	Final Grade	Comment
	A 94%		
	A 98%		
	A 95%		
	A 95%		
	A 97%		
	A 98%		
	A 97%		
	A 98%		
	A 97%		
	A 98%		
	A 98%		
	A 97%		
	A 97%		

12. Print the PDF File
13. Sign the report to indicate that
final grades are accurate and
complete
14. Submit reports for each class
during the Grade Verification to
Mrs. Hooker

**REPEAT
STEPS FOR
EACH CLASS**