

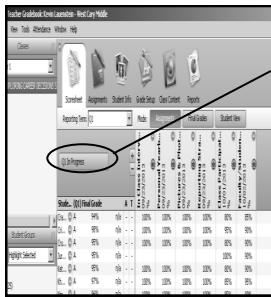
## POWER SCHOOL: Finalizing Grades at End of Term



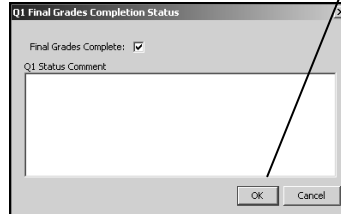
## 1. Log into HomeBase



## 2. Launch Grade Book

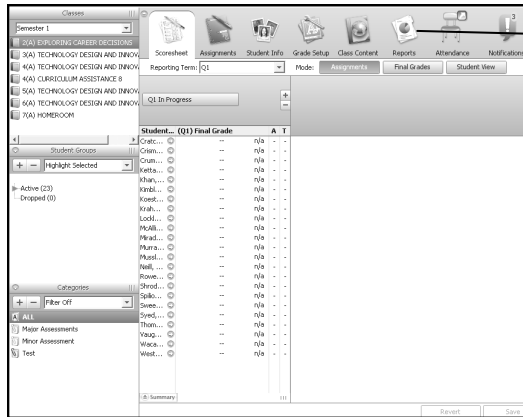


3. Choose appropriate "Reporting Term"
4. Click the circled grey box



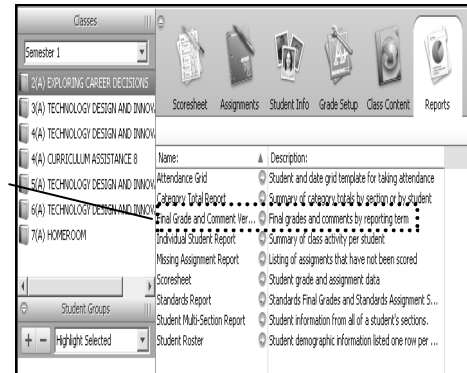
5. Check the box **"Final Grades Complete"** (You may add a comment but is not necessary)
6. Click **"OK"** - Grades are **FINAL** ready for Report Card printing

**REPEAT STEPS FOR EACH CLASS**



7. Click  
“**Reports**” on  
the top right

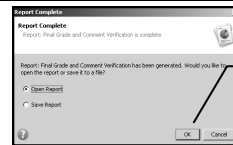
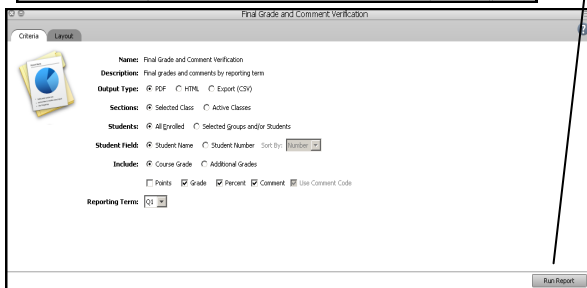
8. Click tiny arrow next to **“Final Grade and Comment Verification”**



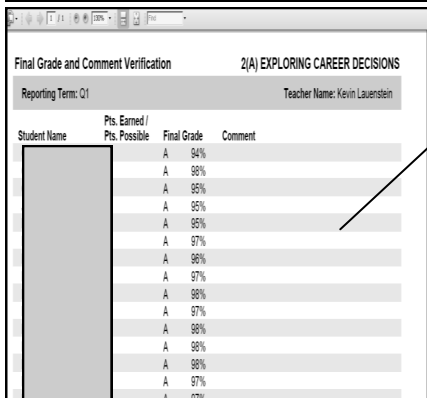
## 9. “Criteria”

Ensure that you make changes that are identical to the image

10. Click the **“Run Report”**



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



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 Meeting with Administration

**REPEAT  
STEPS FOR  
EACH CLASS**