

POWER SCHOOL: Manually Override Final Grade



HOME BASE™

Teacher Sign In

Username: _____

Password: _____

Sign In

PowerSchool

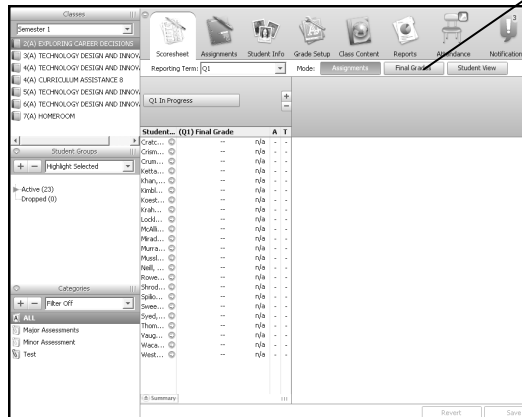
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1. Log into HomeBase

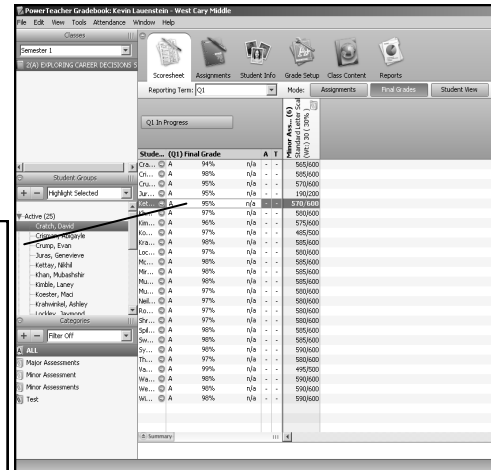
2. Launch Grade Book



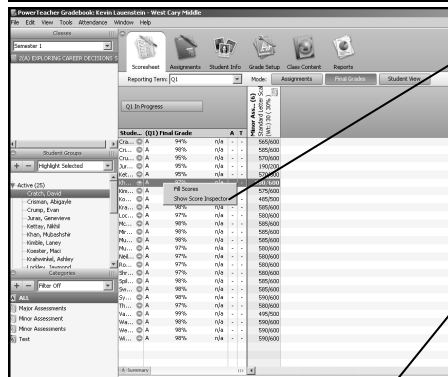
3. While on "Scoresheet," click "Final Grades" tab



4. Click the Final Grade field of the student for which you want to manually override a final grade



5. Right click on student name and click "Show Score Inspector"

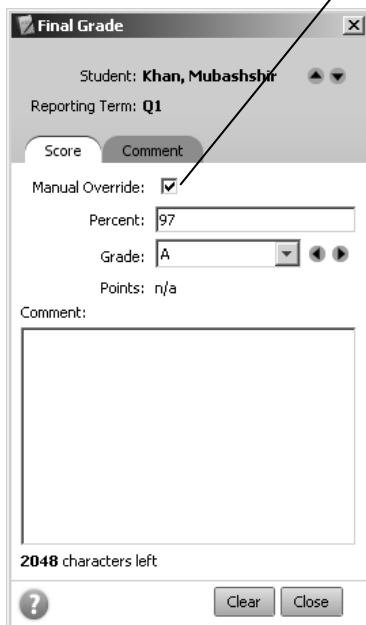


6. Check box for "Manual Override"

7. Enter new percent in the Percent field.

8. Enter the new letter grade in the Grade field

9. Click "Close"



Final Grade

Student: Khan, Mubashshir

Reporting Term: Q1

Score

Manual Override: ☒

Percent: 97

Grade: A

Points: n/a

Comment:

2048 characters left

Clear Close

10. Click "SAVE" on Scoresheet before closing Gradebook



REPEAT STEPS FOR EACH STUDENT TO MANUALLY OVERRIDE FINAL GRADES