PowerTeacher Gradebook - How to submit that final grades are complete for the current marking period.

At the end of the Progress Period or Marking Period, you will need to use the checkbox to let your administrator know that you verified your grades and or comments and your submission is complete.

To do this, you need to click on the Q1 in Progress Box (or current marking period)
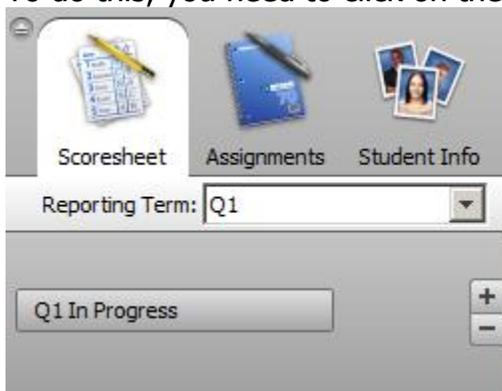
A window will open. Check the box – Final Grades Complete. Enter additional comments for your administrator if required, then click OK.
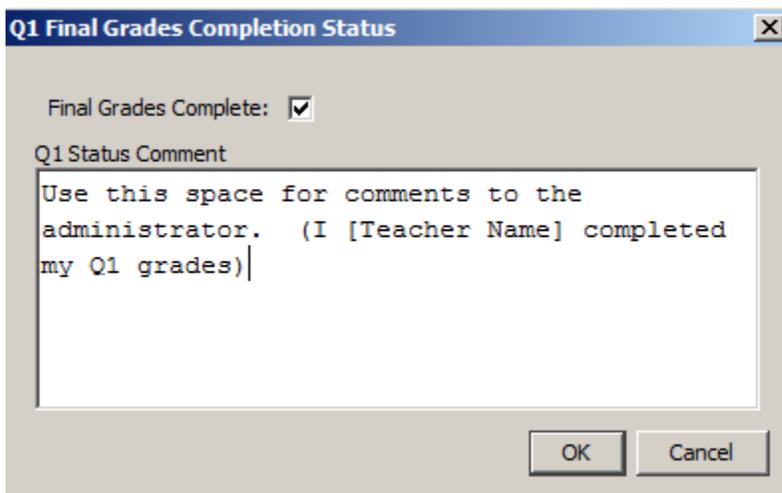
After you click OK, the Q1 Grades (or current marking period) complete box will turn green.