

POWERSCHOOL GUIDE TO TEACHER GRADEBOOK VERIFICATION

This report should benefit administrators when verifying when teachers last updated their grade books, checking grades for a particular quarter, or needing to see what comments a teacher has entered for a student. (Please note that Q4 in the purple text below should be changed to the term that you are checking.)

1. Click **Reports**
2. **Run Reports**
3. **Class Roster** (PDF)
4. Choose one or more teachers (hold Ctrl & click on PC) (hold Apple & click on Mac)
5. Check classes you want to check or leave blank to return all classes
6. Copy the blue text below and paste it into the **Heading Text** ([Fields](#)) box

Teachername: ~(teachername)
Class: ~(coursename)

7. Copy the purple text below and paste it into the **Roster Columns** box

lastfirst\Name\1.5\L
~(pg.final.grade;Q4)\Q4\5\C
~(pg.final.percent;Q4)\%\5\C
~(teachercomment)\Comment\2\L
~(lastgradeupdate)\Last Update\1\c

8. Submit the report
9. Refresh the report queue window until **Completed** displays
10. Click on **Completed** to see the report
11. Please note that running this report for a large number of teachers may take an extended time to complete.

As always, if you have any questions regarding this document, please don't hesitate to ask. My E-

Mail address is [**llopez@fw.diocesefwsb.org**](mailto:llopez@fw.diocesefwsb.org)