

# Midterm Data Entry

High school midterm grades will be done using PowerGrade. Open your PowerGrade data file and select a class from the Classes menu. Double click on the number to the left of the student's name, as shown below.

	Name	Q1	Cit	Q2	Cit	Q3	Cit	Y1	Cit
1.	Bogus, Don	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
2.	Bogus, Sally	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
3.	Bogus, Sam	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
4.	Bogus, Sue	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H

The Student Note window will appear, as shown below.

**Important:** In the Student Note window you now see, click on the *'Personal Comment'* popup button (circled in red). Switch it to *'School Comment'* as shown below by selecting it from the pull down menu.

Comment Type: School Comment

Comment Code: 01, 02, 03

Comment: Midterm Status: Satisfactory / Above Satisfactory

See the three choices listed under 'Comment Code?' By clicking once on each code, you will see the standard comment text it represents in the box to the right under 'Comment.'  
**Note: The code NUMBER will NOT print on the Grade Report. The comment TEXT WILL print on the Grade Report (See the next page).**

Code Number	What actually prints on the Grade Report
01	Midterm Status: Satisfactory / Above Satisfactory
02	Midterm Status: In Danger of Failing
03	Midterm Status: Failing

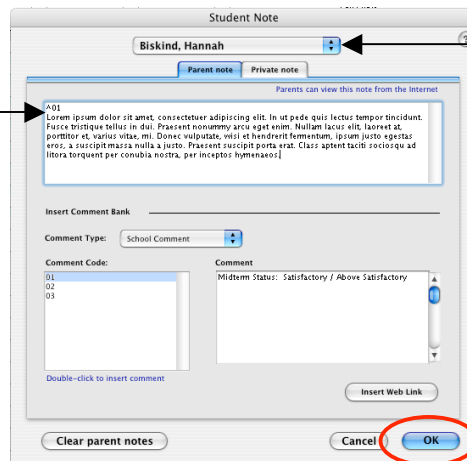
To select the standard comment you wish to give this student, *double click on the code number that represents it*. Don't type the code in manually. The code will then appear in the box at the top of this window. Adding personalized comments of your own is next.

### Add Personalized Comments and Save

Press the Return key to place the cursor beneath the standard comment code. To add personalized comments, begin typing.

To save changes for all students you worked on, click OK. (circled in red). Then choose Save from the File menu.

Once a student report has data saved to it, the number beside his/her name changes from black to red. In the example at the right, Don and Sally Bogus have some data in their reports. Sam and Sue do not.



To quickly switch to the next student, click on the student's name and hold the mouse button down to see the entire list of students, scroll to the next student desired and let go of the mouse button.

	Name	Q1
1.	Bogus, Don	B+ (88) 88/100
2.	Bogus, Sally	A- (90) 90/100
3.	Bogus, Sam	D+ (67) 67/100
4.	Bogus, Sue	A+ (100) 100/100

### Verify and Print a Proof Copy of Your Reports

After saving all of your classes in PowerGrade, open your web browser and log onto PowerSchool Teachers as if you were going to take attendance. Click on the UCLS Grade Verification icon to see the current data you have saved to the server. Once the page has loaded you can verify the information on screen or print a hard copy by choosing Print from the File menu.



### Help with PowerGrade and PowerSchool

Rob Koontz at 4-1864 or email [rkoontz@ucls.uchicago.edu](mailto:rkoontz@ucls.uchicago.edu).

Brent LaRowe at 4-8218 or email [blarowe@ucls.uchicago.edu](mailto:blarowe@ucls.uchicago.edu).

Regular Help Desk staff is not trained to support PowerGrade, though Rob will get messages called in or e-mailed to the Help Desk.