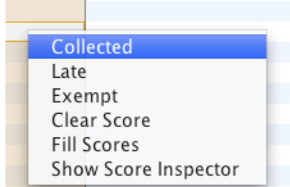


Powerteacher – How to show an exempt/Incomplete Grade

1. Find the student in the class you need to mark as exempt/incomplete.
2. Right click on the score you need to mark as an exempt/incomplete.



3. Select “Show Score Inspector”
4. Fill in the comment section with as much information as you can. Remember – Parents will be reading this section. Close the dialog to continue (do not press “clear”).

Assignment: T/H/CH34/OB

Scoring Type: Points

Collected: Late:

Exempt Score:

Score:

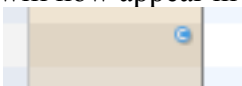
Points: -/100

Percent:

Grade:

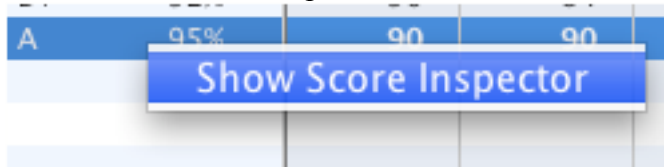
Comment: Comment Bank

5. A blue circle will now appear in the score section to notify you of a comment placed on a grading item.

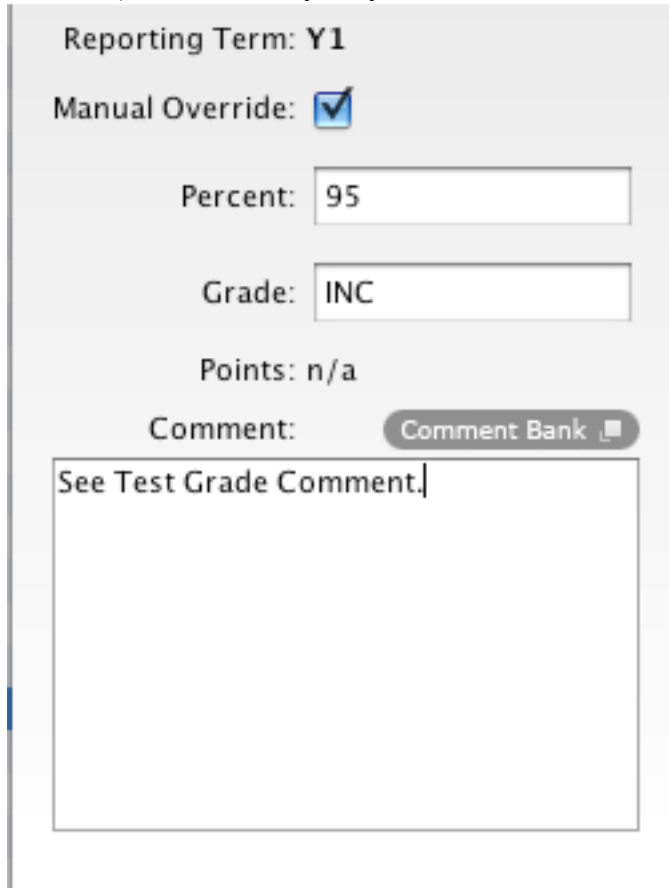


6. Select the grading term you wish to insert an INC or EX in then right click on the term grade to the right of the student’s name.

7. Select "Show Score Inspector"



8. Select Manual Override in the Score Inspector window. Insert INC or EX into the Grade column. (Note: You may only insert a numerical score into the percent section.)

A screenshot of a 'Score Inspector' window. At the top, it says 'Reporting Term: Y1'. Below that is a 'Manual Override' checkbox which is checked. There are three input fields: 'Percent' with '95', 'Grade' with 'INC', and 'Points' with 'n/a'. Below these is a 'Comment' field with a 'Comment Bank' button and a text area containing 'See Test Grade Comment.'.

9. It is suggested that you reference what grades are the culprit of the EX or INC in the Term Comment section.