

Manage Grades/Assessments

Grades	Person Responsible
Communicate due date for final grades each term –High School	
Distribute and collect grade verifications – High School	
Store Grades – High School	
Run report cards and check for accuracy – High School	
Print Report Cards – High School	
Communicate due date for final grades each term –Middle School	
Distribute and collect grade verifications – Middle School	
Store Grades – Middle School	
Run report cards and check for accuracy – Middle School	
Print Report Cards – Middle School	
Communicate due date for final grades each term –Elementary	
Distribute and collect grade verifications – Elementary	
Store Grades – Elementary	
Run report cards and check for accuracy – Elementary	
Print Report Cards – Elementary	
Historical Grades	
Enter grades for any students who transfer into the district	
Monitor correct grade scale and credit for each course	
Review correct settings for historical grades for GPA/Honor Roll	
Setup GPA and Honor Roll criteria	
Calculate Honor Roll and run Honor Roll/Class Rank reports	
Set information to be displayed in Cumulative Information (<i>School Setup>GPA Student Screens</i>)	
Assessments	
If NE standard assessments are kept in PowerSchool, make sure the setup for NSSRS is correct	
Monitor assessment information entered into PowerSchool (Select Student>State/Province NE)	
Submit assessment information to NSSRS by due date	
If NRT scores are entered into PowerSchool, make sure the data sent from testing company is exported and imported into PowerSchool	