

# Finalize Grades in PowerTeacher Pro

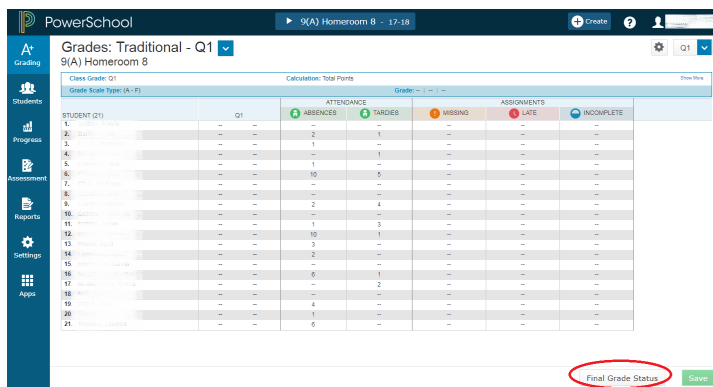
Once a teacher has completed entering grades for the current quarter, the final step is to finalize the grades.

NOTE: After this, grade changes in your gradebook will not automatically update final grades.

**Make sure your grades are correct and final before moving forward!**

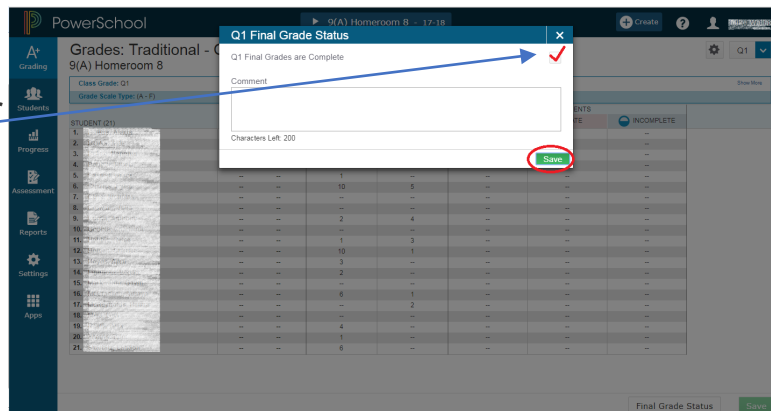
## How to Finalize Grades:

1. From PowerTeacher Pro, click on the **Grading** icon, with the A+ in the top left corner.
2. Select **Traditional**
3. The **Final Grade Status** button is on the lower right corner of an actual gradebook.
4. Click on the **Final Grade Status** button.



5. The Final Grade Status window will appear.
6. Check the very faint box in the top right corner to mark the completion of the grades and click Save.

The checkbox in the top right corner is very important.



7. A green check will appear in the Final Grade Status box at the bottom of the page.
8. Add a comment if desired. The comment is only visible by the office staff.
9. Click **Save**