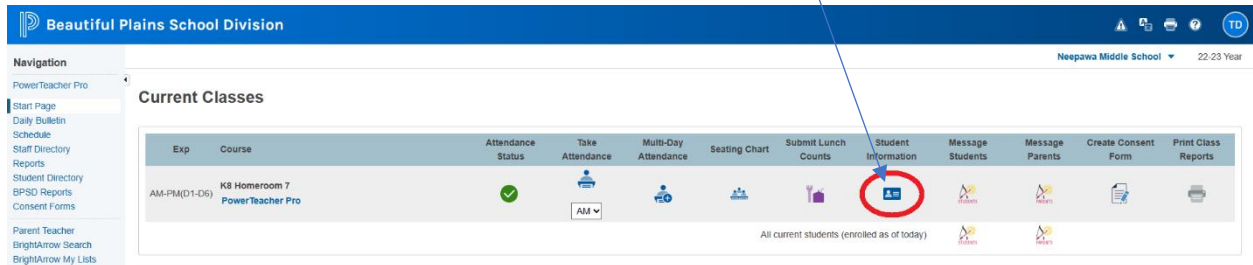


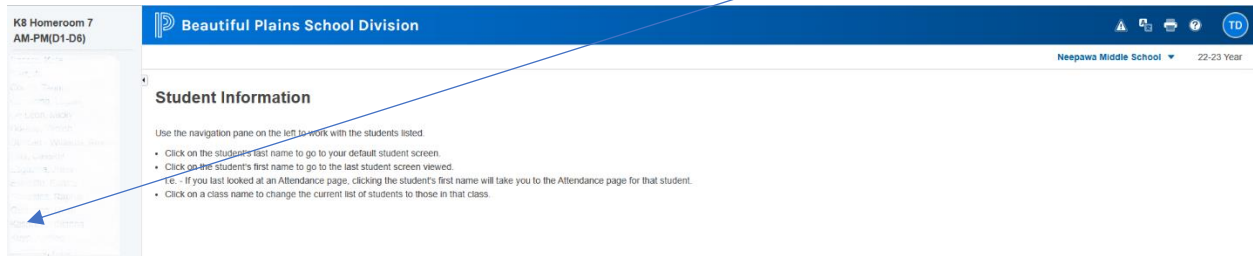
Entering Grade Transition Data

1. Log in to **PowerTeacher**.
2. From the **Start** page > **Student Information** column, click the **Icon** that corresponds to the **Class**.



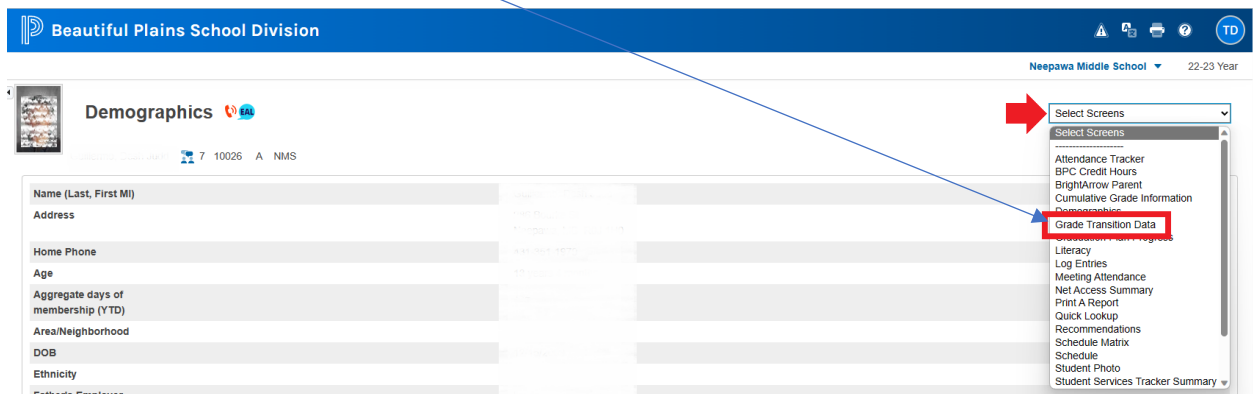
The screenshot shows the 'Current Classes' table with the following columns: Exp, Course, Attendance Status, Take Attendance, Multi-Day Attendance, Seating Chart, Submit Lunch Counts, Student Information, Message Students, Message Parents, Create Consent Form, and Print Class Reports. The 'Student Information' icon in the 'Student Information' column for the 'K8 Homeroom 7' class is circled in red.

3. On the **Student Information** page > **Left** menu, click the **Lastname** of a student.



The screenshot shows the 'Student Information' page with a left-hand navigation menu. A blue arrow points to the 'Lastname' of a student in the menu.

4. On the next page (may show the last page that you were using), click the **Select Screens** drop-down menu, then select the **Grade Transition Data** from the options.



The screenshot shows the 'Demographics' page with a 'Select Screens' drop-down menu. A red arrow points to the 'Select Screens' menu, and a blue arrow points to the 'Grade Transition Data' option in the menu.

5. On the **Grade Transition** page, click the **Create Grade Transition Record** button.



6. On the box that popped-up on the right area of the screen, use the **drop-down** fields to select the **Current School Year**, the appropriate **Learning Behaviour**, **Math** and **ELA** marks (which are the same as the Report Card marks). Please make the comments **Brief** and use **Bullet format**.

7. Always remember to click the **Submit** button.

8. Repeat steps 3 to 7 for each student.