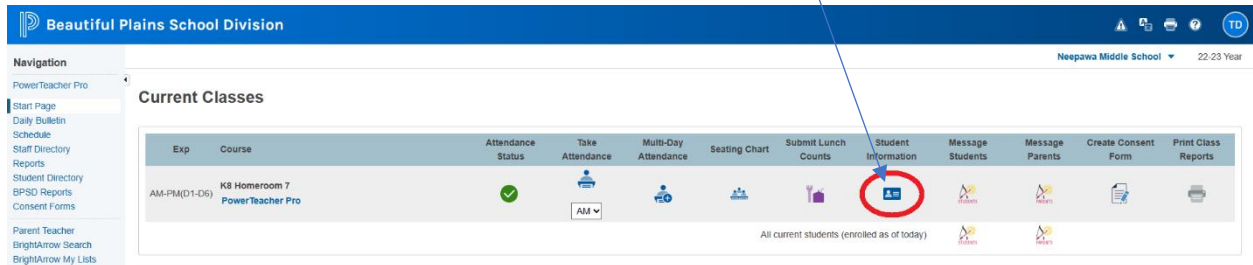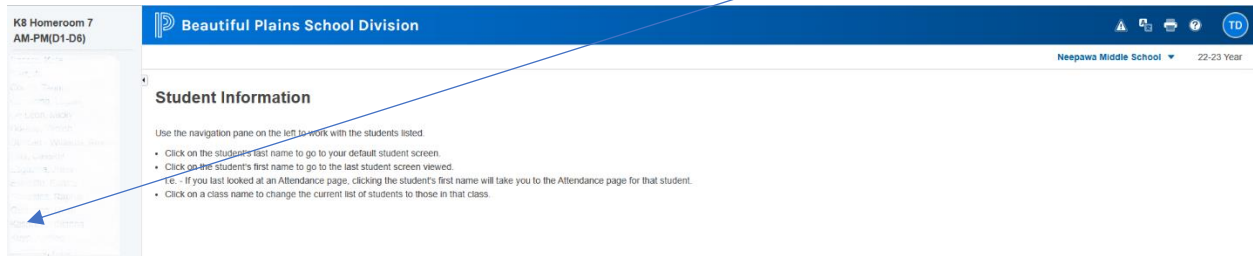# Entering Grade Transition Data

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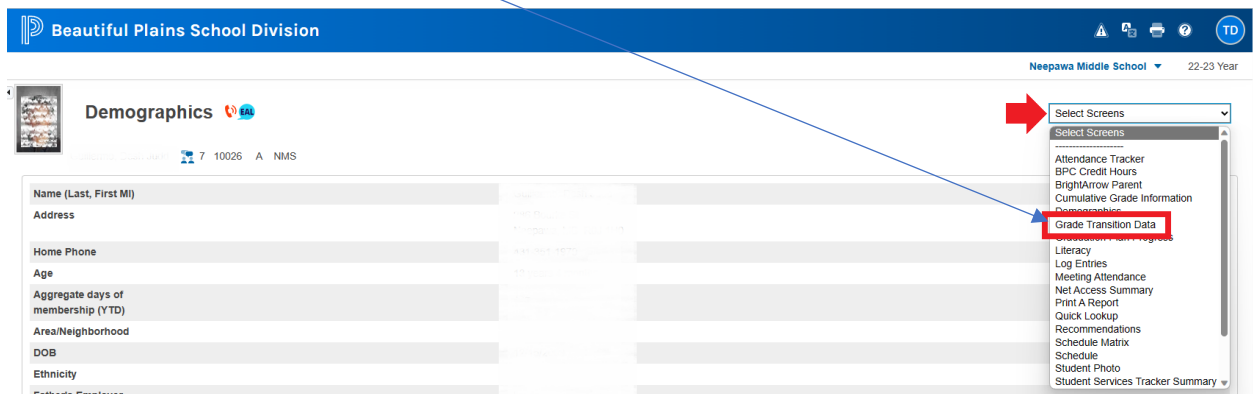

3. On the **Student Information** page > **Left** menu, click the **Lastname** of a student.

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.

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.