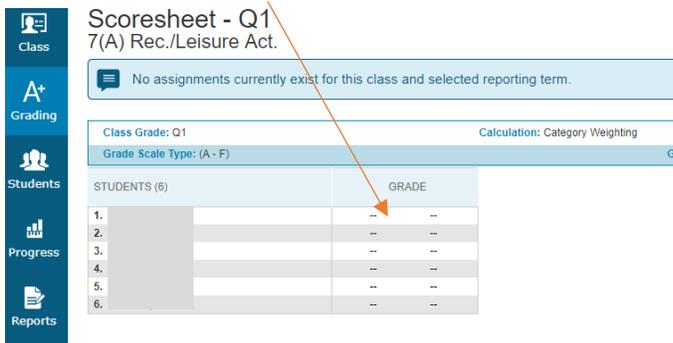


## Assign NM in PowerTeacher Pro:

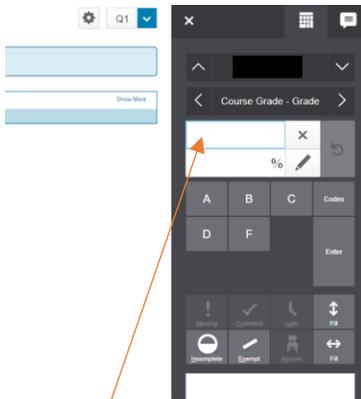
- In PowerTeacher Pro
- Select your class from the drop-down menu at the top, center



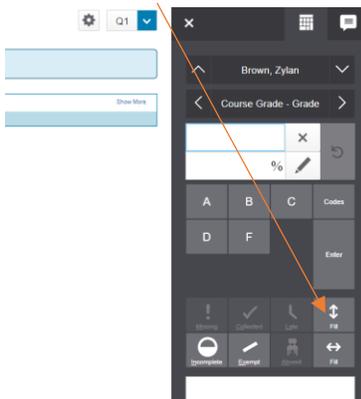
- Select the correct term from the drop down in the upper right
- Click A+ Grading button from the Charms bar on the left
- Select Scoresheet from the menu
- Click inside the GRADE column next to the first student in the class



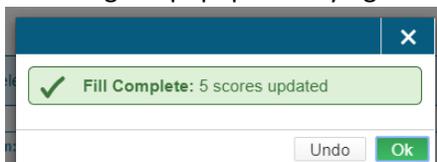
- You will now see the Score Inspector on the right



- Enter NM for the grade
- Click the Fill Scores button to fill the scores to each student in the class

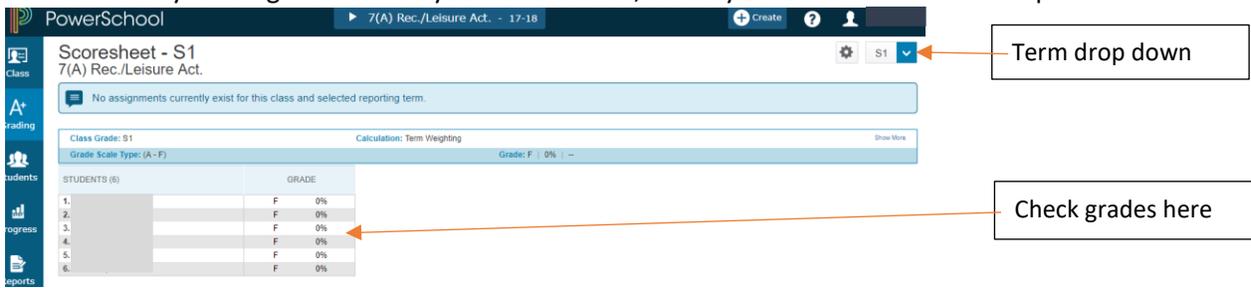


- You will get a popup box saying "Fill Complete: x scores updated". Click the OK button in this box

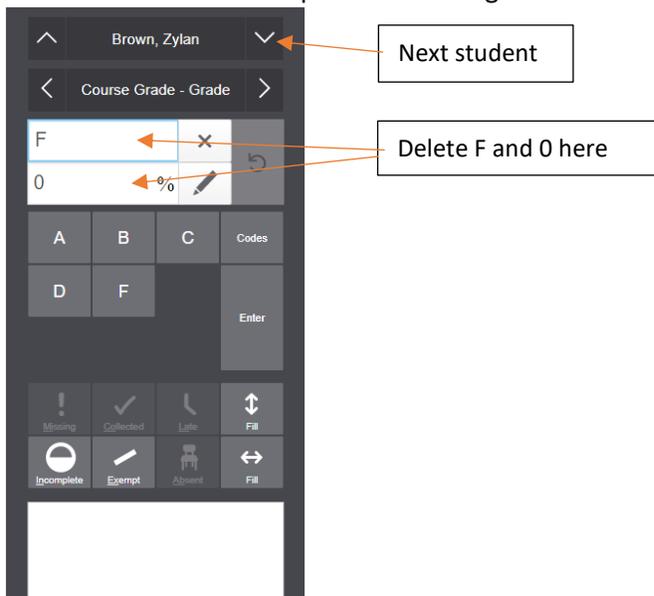


- Click the green Save button

- Because the Gradebooks are setup at the District level, your Semester 1 grade will be populated automatically once you have entered a grade in Q1 and/or Q2.
- Sometimes the NM will roll over to the S1 grade as an F if your grade scale is using the A,B, C, D, F scale.
- To make sure your S1 grade is what you want it to be, select your S1 term from the drop down.



- If you want S1 to reflect an NM do the following:
- Click inside the GRADE column next to the first student
- You will see the Score Inspector on the right



- Delete the F and the 0, then click to the next student until you have removed all the F's
- Click the green Save button
- Enter an NM for the grade and fill scores for all students
- Click the green Save button