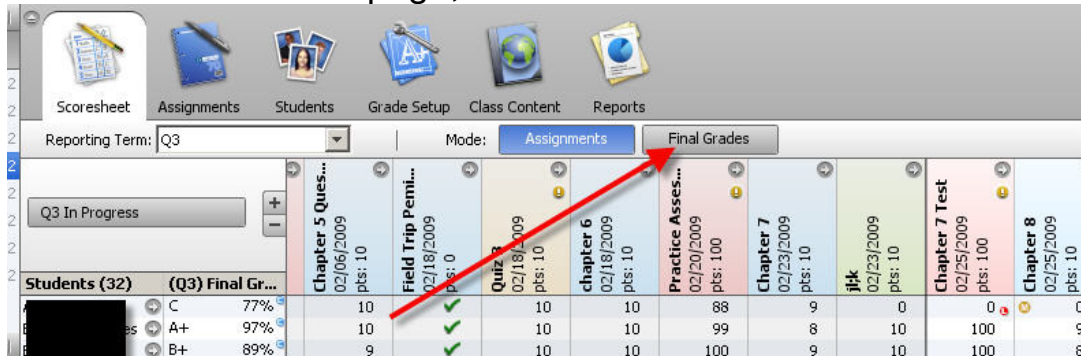


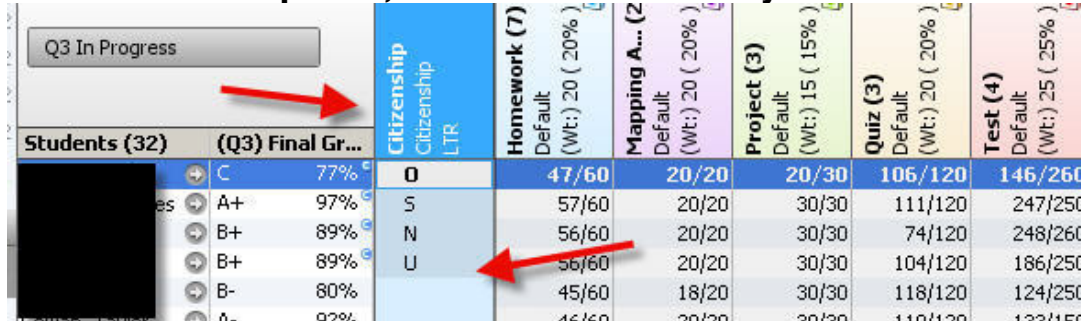
# Entering Citizenship Marks

Citizenship marks are entered using the PowerTeacher Gradebook. These marks are displayed throughout the term on the student/parent portal. These marks are also entered on the student report card. Secondary teachers are required to assign a citizenship mark to each of their students.

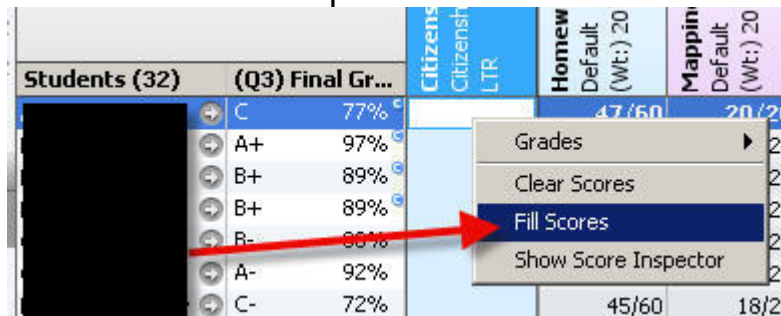
1. From the Scoresheet page, click on the **Final Grades** button.



2. This will bring you to a page that displays each student's category totals and a column where citizenship scores are entered. You may enter one of the following **O - Outstanding**, **S - Satisfactory**; **N - Needs to Improve**; or **U – Unsatisfactory**.



3. The teacher has the option to assign each student with the same citizenship mark by using the **Fill Scores** feature. Right click within the citizenship column. Then select **Fill Scores**.



- Type in the citizenship score you wish to assign all students and click OK.

- In the example, each student was assigned an S. The teacher may now go through the class and change citizenship marks for individual students as appropriate.

Students (32)	(Q3) Final Gr...	Citize Citizen LTR	Honn Defau
→ C	77%	S	
→ A+	97%	S	
→ B+	89%	S	
→ B+	89%	S	
→ B-	80%	S	
→ A-	92%	O	
→ C-	72%	N	
→ B	85%	S	
→ B-	82%	S	
→ A	93%	S	
→ C	75%	S	
→ B	87%	S	
→ B+	88%	O	
→ B	84%	S	
→ B	86%	S	

- Click the **Assignments** button to return to your normal Scoresheet page.

Students (32)	(Q3) Final Gr...	Citizenship Citizen LTR	Homework (7) Default (Wt: 20 ( 20% )	Mapping A... (2) Default (Wt: 20 ( 20% )	Project (3) Default (Wt: 15 ( 15% )	Quiz (3) Default (Wt: 20 ( 20% )	Test (4) Default (Wt: 25 ( 25% )
→ C	77%	S	47/60	20/20	20/30	106/120	146/260
→ A+	97%	S	57/60	20/20	30/30	111/120	247/250
→ B+	89%	S	56/60	20/20	30/30	74/120	248/260
→ B+	89%	S	56/60	20/20	30/30	104/120	186/250