

Directions for Teachers Grade Submission End of Quarter 3

How to mark grades complete in PTPro

1. In PTPro select course from dropdown
2. In PTPro click on A+ in the top left corner
3. Click on 'Comment Verification'
4. Verify you are on Q3 term
5. Verify that there are no blank grades
6. Click on 'Final Grade Status' button in the lower right corner, the 'Final Grade Status' window will appear.
7. Check the very faint box in the top right corner to mark the completion of the grades and click 'Save'. A green check will appear in the 'Final Grade Status' box at the bottom of the page
8. Repeat for all of your classes.

Remember all grades need to be 50 and above.