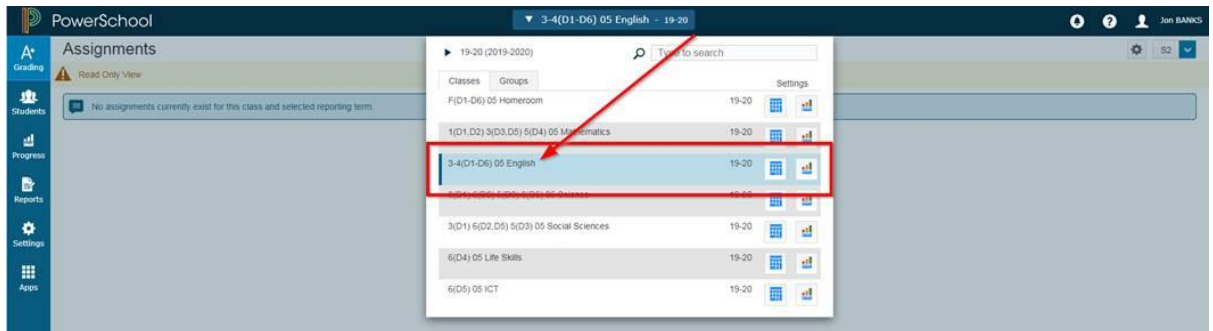
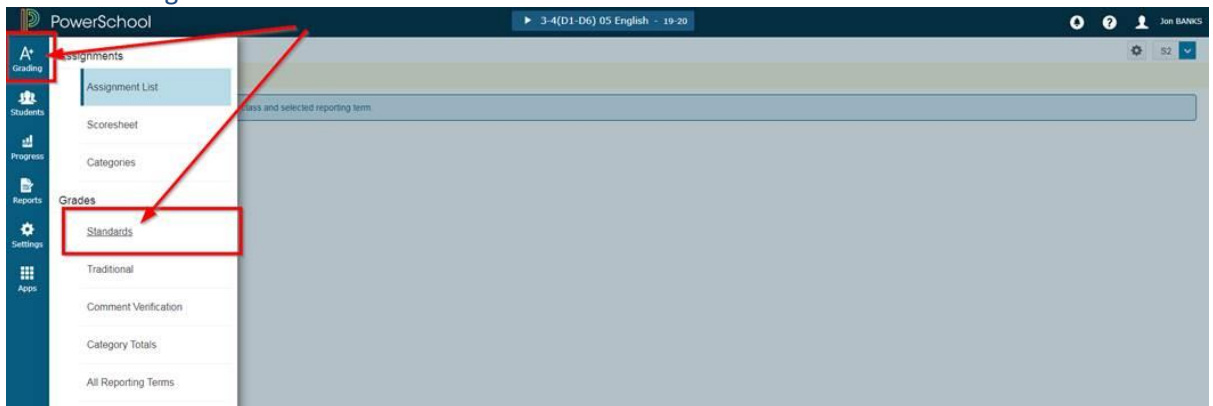


Here are the instructions.

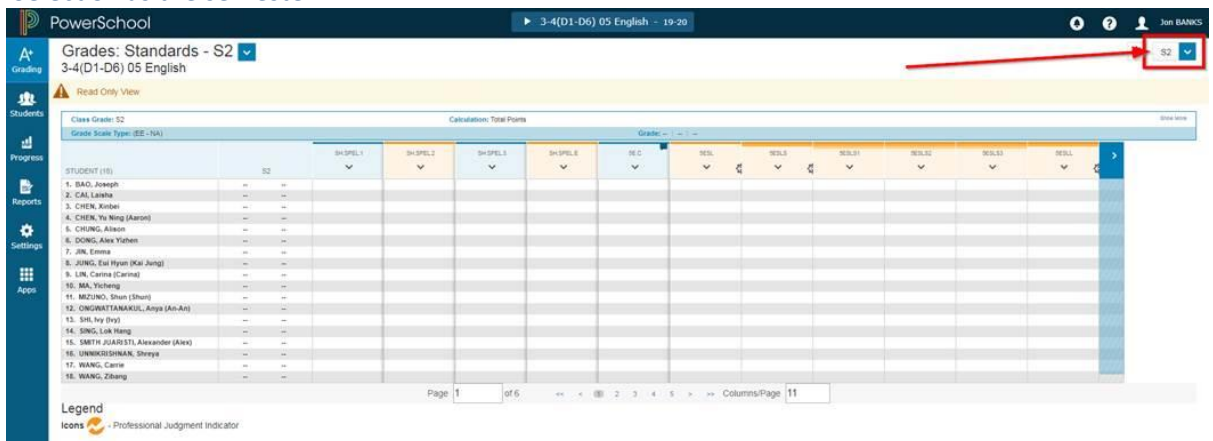
1. Log in PowerTeacher
2. Go to PowerTeacher Pro
3. Select the desired section



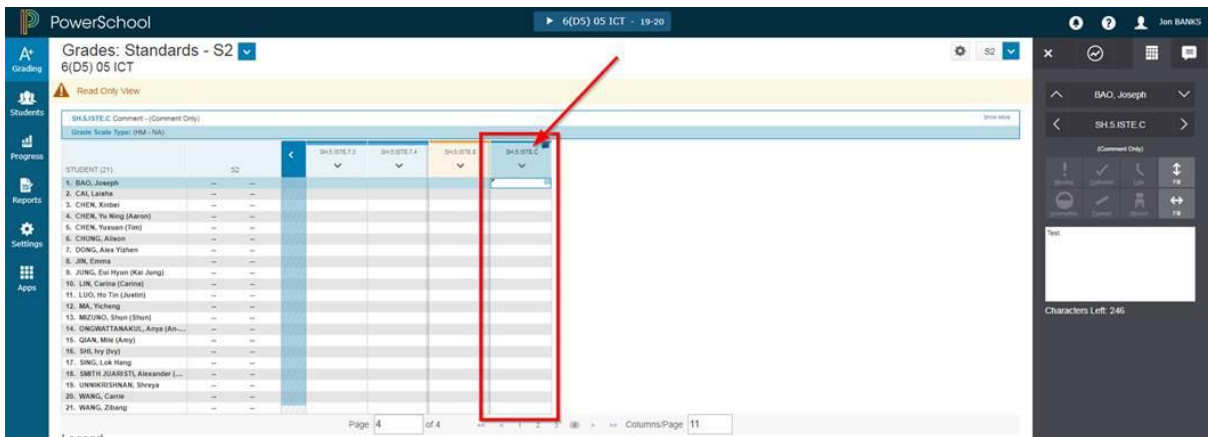
4. Click Grading on the left navigation bar and click 'Standards' under Grades to view and edit the standard grades



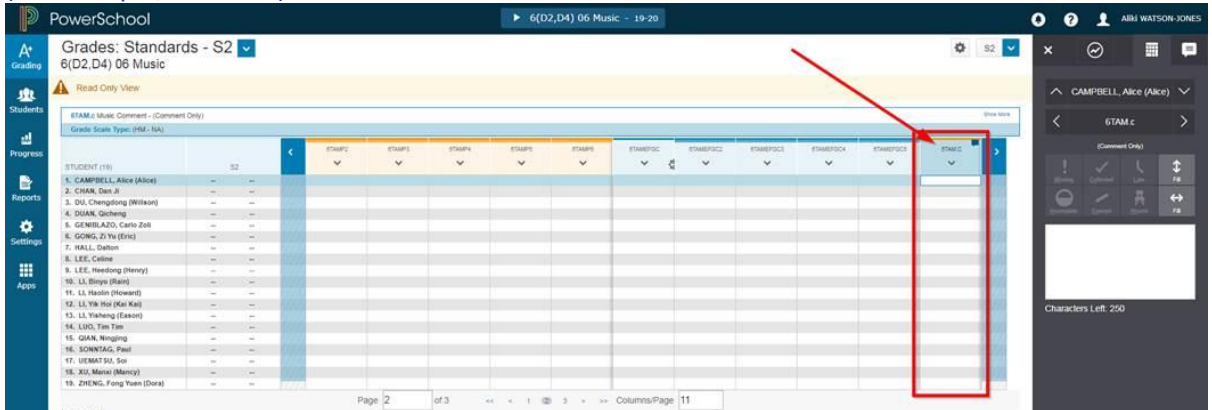
5. Select S2 as the semester



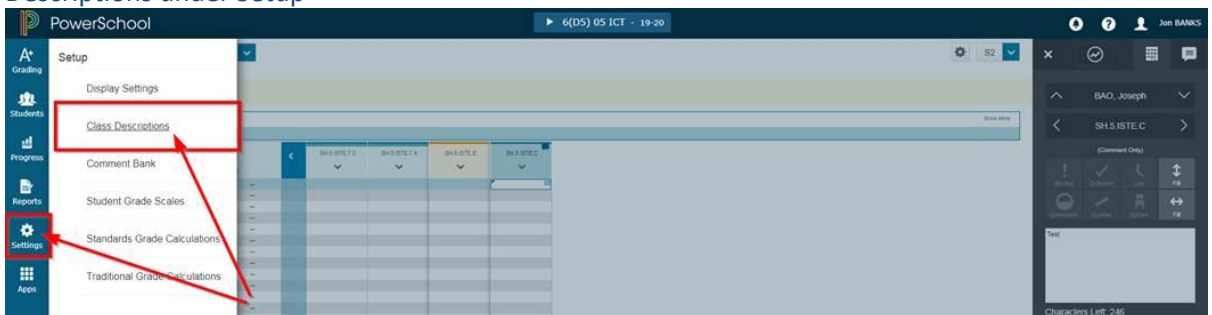
6. Enter grades for all reported standards
7. Look for the standard with a suffix of '.C' or '.c' and enter comments in the comment box (for example, 05 ICT)



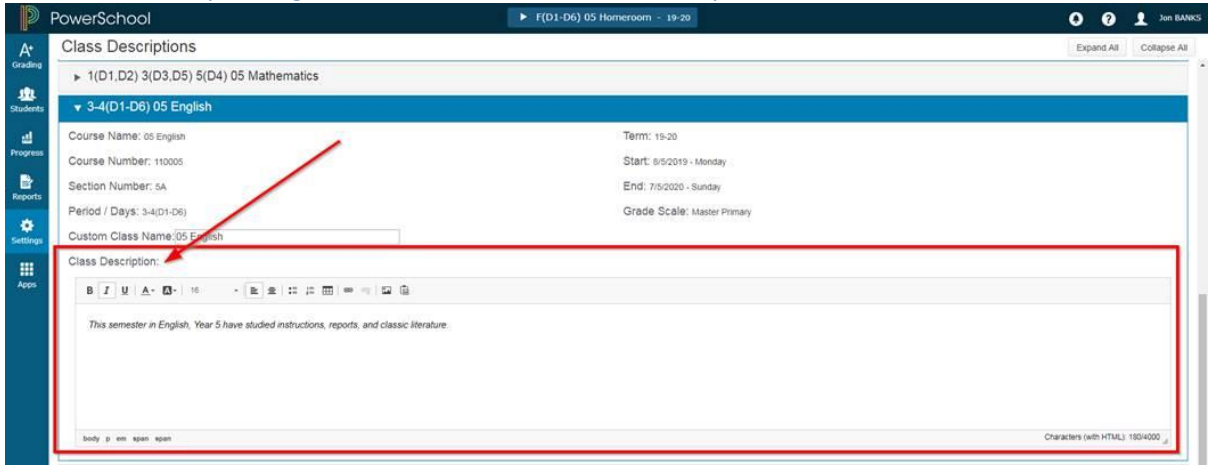
(for example, 06 Music)



8. Click Save to submit
9. For *curriculum statement*, click settings on the left navigation bar and click Class Descriptions under Setup



10. Select the corresponding sections and fill in the class description



11. Click Save to submit