

# End of Quarter for 3-5th Grade

This guide will walk you through some new steps required at the end of each quarter, including entering Learning Habits (LH) grades and comments, assigning all students the same grade for a class that was not addressed, and the new process for verifying your grades.

Log into PowerTeacher and launch your Gradebook. Make sure you are viewing your current classes by choosing the current school year in the top left, then choose the current reporting term.

FYI- All classes, even classes you have not taught, should get a letter grade. You can use the NA (not addressed) grade if there is a subject that you have not taught during the quarter.

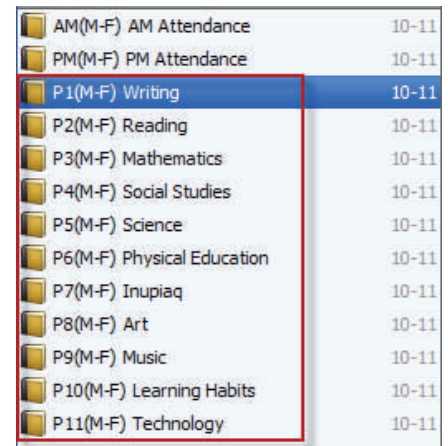
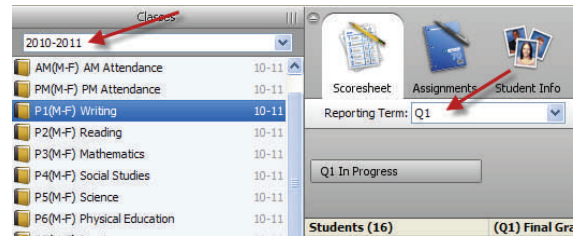
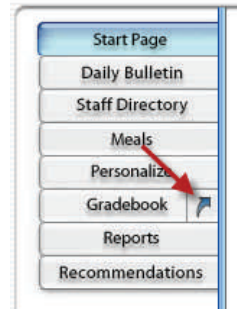
Select your LH class and make sure you are on the Scoresheet view. Do NOT enter any assignments for the LH class, it is not designed to give a final grade.

Click the Final Grades button to view the LH standards.

You will see three identical lists of standards, one for each grade 3-5th. The standards are listed in order from 3rd-5th (left to right), each grade is a different color. You can view the description of the standard by double clicking the colored box, the description will display at the bottom of the screen.

The first standard says 'X Grade Learning Habits' you do not need to enter a grade for this standard.

If you teach 3rd grade only enter grades for the 3rd grade standards. The 3rd grade report card will only show grades entered in the 3rd grade LH standards. Make sure you know what grade the standard is and what grade your students are in. If you teach a mixed class click the Student Info tab to check student grade levels.



**4th grade LH**

**5th Grade Learning Habits**

**Type in E,S,I,N,U grade for each standard**

**Name:** 5th Grade Learning Habits  
**Standard ID:** ELM.05.LH  
**Grade Scale:** 3rd-5th Grade Learning Habits  
**Score Type:** Grade  
**Reporting Term:** Q1  
**Description:** 5th Grade Learning Habits

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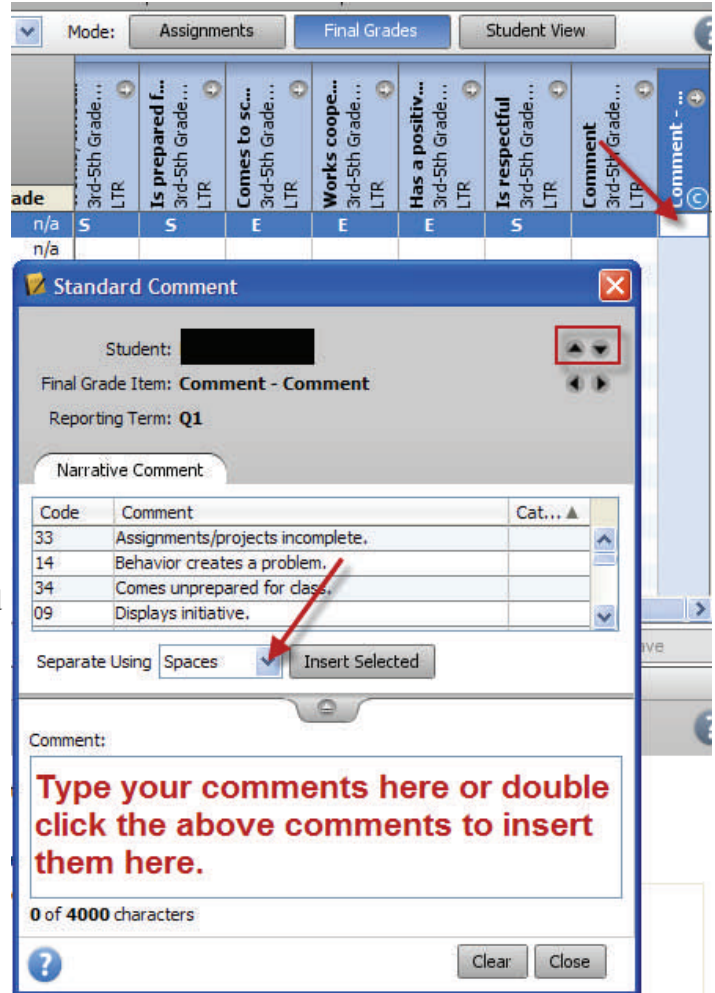
I would suggest that you assign your LH grades one student at a time. To enter grades for LH standards simply type the grade into the box below each standard (E, S, I, N, U). You can press 'Tab' to move to the next standard or press 'Enter' to go down to the next student.

The ONLY comment that will print on 3-5th report card is the LH comment, it is listed last in the LH standards. There are two columns that say 'Comment', the Comment with the blue circle C is where you will enter your comments, the other one is a placeholder and is not used.

Double click the entry box in the Comment column next to the first student. This will open the Standard Comment window. If you are going to use comments from the comment bank I suggest that you change the 'Separate Using' from Line to Spaces, it will take up less room. You can type your own comments in addition to using pre-defined comments.

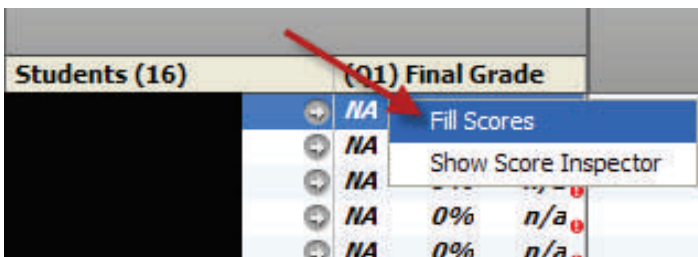
After you have entered your comment you can switch to the next student by using the arrows across from the student's name or click the next student's comment entry box. The comments will be stored automatically when you change students.

After you have entered comments for each student click close, then SAVE your Gradebook. Only after you have saved will your comments appear on report cards.

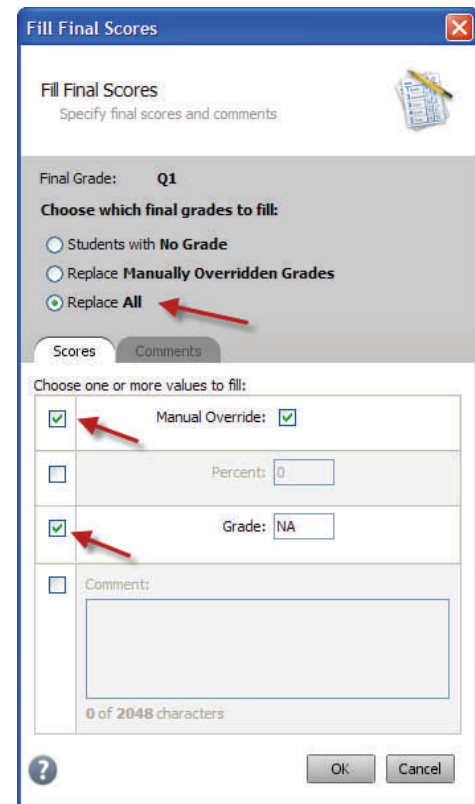


If there are classes that did NOT get taught during the quarter you should enter a grade of NA for all students in that class rather than leaving their grade blank.

To set all student's final grades to NA select the class, then two-finger click or control-click the first student's final grade (right-click on a PC), select Fill Scores. This will open a new window, select the Replace All option, then check the box for Manual Override and Grade, then enter NA for the grade. Click OK and all students are now assigned NA for their final grade for that class, then SAVE your Gradebook.

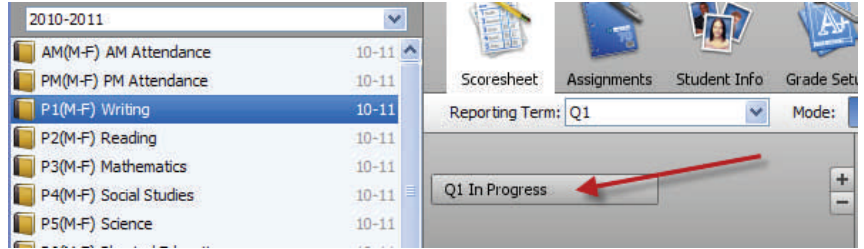


See the next page for how to verify your grades...



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**\*\*\*To verify that your grades have been entered and that you are ready for report cards you will need to do one extra step for EACH class you enter grades for (this includes Learning Habits, this does not include AM/PM attendance).**



Once you are done entering grades for a class click the 'QX In Progress' button above the list of students. This opens the Final Grade Completion Status window. Check the box that your final grades are complete and enter a comment that indicates your grades are complete with your name.

The icon will change to green and you'll see a check mark. By doing this for each class you are verifying that your grades are complete and correct. This must be done before your report cards can be printed.

To see a complete sample report card for 3rd-5th grade download it from the PowerSchool Teachers page on the district website.

