

# 1st/2nd Grade Progress Reports

This guide will walk you through the steps of entering comments for the 1st and 2nd grade progress report in PowerSchool. 1st/2nd progress reports are ONLY comments, no letter grades. You can view an example progress report on the PowerSchool Teachers page on the district website.

Log into PowerTeacher and click the link for PowerTeacher Pro under your Learning Habits class. This will open the new Gradebook.

Once you are in PowerTeacher Pro, click Grading on the left menu, then click 'Standards'.

This loads the standards grade page for your Learning Habits class, this is where progress report comments will be entered. The Learning Habits class has many standards that are used on the report card, the standards are separated by grade; 1st grade standards are listed first, 2nd grade standards are a different color and listed second (farther to the right).

If you teach just 1st grade you will only enter comments in the 1st grade section. If you teach just 2nd grade you will use the 2nd grade section. If you are lucky enough to have both 1st and 2nd grade together you will have to switch back and forth between the two areas depending on what grade the student is in.

If you enter a comment in the wrong section for the student the progress report will not show that comment. If this happens you can just copy and paste the comment from the wrong standard to the correct one.

In this example we will enter 1st grade comments. Scroll to the right until you see the standard ELM.01.LH.96

Click in the space below the standard and to the right of the student's name. This opens the score inspector, which is black side bar on the right side of the screen.

In the Score Inspector enter your comment for the standard you are on. To see a description of that standard look above the list of student names, next to the standard code.

You can use the arrows to switch between students or standards, or you can just click the next student's score box.

There are three different comments to enter, Work & Social Skills, Language Arts, and Math. Comments must be entered for each class to have a complete progress report.

After you have entered a comment for a student you will see a small blue text balloon in the score box, this means a comment has been entered.

Click SAVE to store your comments. Comments won't print on the progress report until you save them.