

# Pre-K Progress Reports

This guide will walk you through the steps of entering comments for the Pre-Kindergarten progress report in PowerSchool. PK progress reports are ONLY comments, no letter grades. You can view an example progress report on the PowerSchool Teachers page on the district website.

## Current Classes

AM(A)	AM Attendance PowerTeacher Pro
P1(A)	PK4 Standards PowerTeacher Pro

Log into PowerTeacher and click the link for PowerTeacher Pro under your PK4 Standards class. This will open the new Gradebook.

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

This loads the standards grade page, this is where progress report comments will be entered. Scroll ALL THE WAY to the right, the progress report comments are at the end of the list.

Click in the space across from the student and under the standard ELM.PK.PG.01 to open the score inspector for the Work & Social Skills comment.

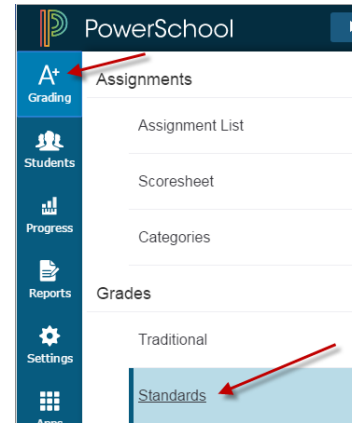
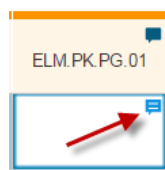
The score inspector is the black side bar on the right side of the screen.

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.

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.

## Pre-K Progress Report

Attendance Record	Q1
Days Present	41
Days Absent	1
Tardies	0

Work & Social Skills Q1: Comment on student's work and social skills.

Language Arts Q1: Comment on language arts.

Mathematics Q1: Comment on math.