

1st/2nd Grade Report Cards in PowerTeacher Pro

This guide will walk you through the steps of entering report card grades and comments for 1-2nd grade students.

Although you will use PowerTeacher Pro to enter student grades you are directed NOT to enter assignments and points for 1st-2nd grade students. 1st-2nd grade students are not to receive points, percentages, or scores for individual assignments.

Instead of entering grades and assignments, you will use PowerTeacher Pro to enter only the FINAL grade and comment. If you have entered assignments and scores you will need to clear all points given to any 1st or 2nd grade student.

Log into PowerTeacher and click the link to PowerTeacher Pro under one of the 1st/2nd grade classes you teach.

If you teach a mixed grade level class the first thing you'll want to do is change how your class names are displayed.

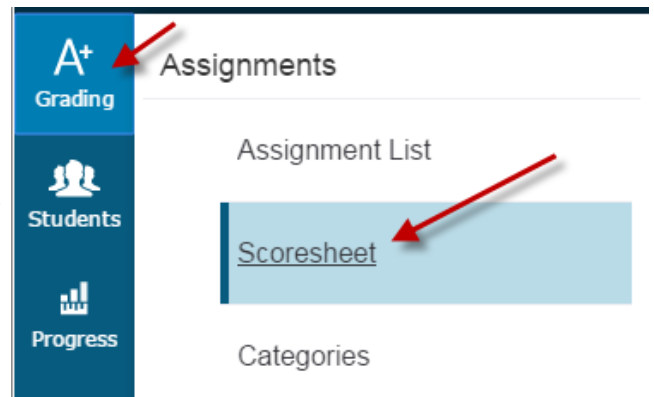
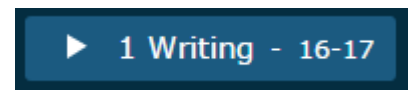
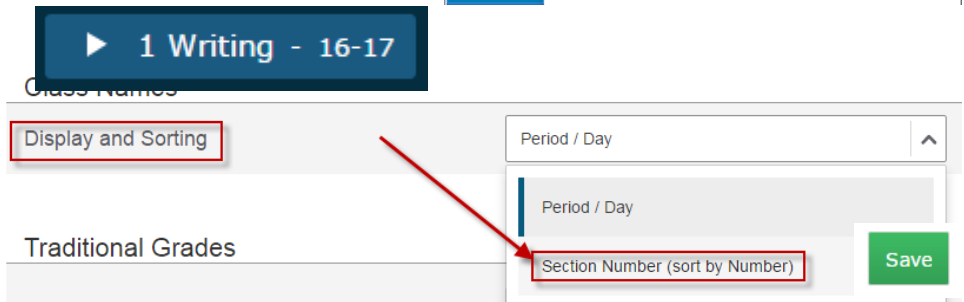
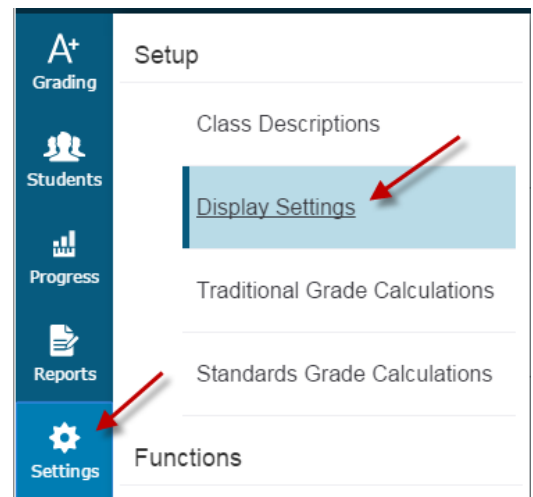
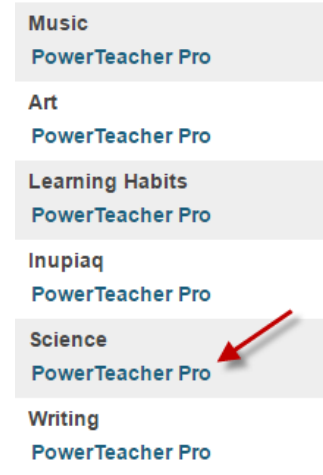
Click on Settings on the left, then choose 'Display Settings'.

Change the first option, Display and Sorting, to 'Section Number (sort by Number)'. Then click Save.

This will add the section number to each class name, the section number is the grade(s) for that class.

For example, a section number of 1 means 1st grade, 23 means 2nd and 3rd grade. 12 would mean 1st and 2nd grade.

After changing your display settings, change your view to the Scoresheet. Click Grading on the left menu, then select 'Scoresheet'.



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Before you enter any grades, verify that you are in the correct term.

1st and 2nd grade use ESINU grades.

Click in the GRADE column for the first student, the score inspector opens on the right side.

To enter grades for a student you can type it using your keyboard or the buttons in the score inspector on the right.

You can fill a grade to all students who have a blank grade using the up/down fill button. This will give all students the same grade, then you can make individual grade changes as needed.

Do not enter report card comments in the score inspector. These comments print on the progress report, but not the report card. The report card comment is entered in the Learning Habits class.

1st - 2nd Grade Scale

E	=	Excellent
S	=	Satisfactory
I	=	Improving
N	=	Needs Improvement
U	=	Unsatisfactory Progress
NA	=	Not Addressed

After you finish entering grades for all students in one class you can switch your class by clicking on the top of the page.

ALL 10 classes should have final grades for ALL students. If you have a class that you did not teach that quarter, give all students in the class the grade of NA (not addressed) for that quarter.

Learning Habits on the next page.

	Q1
WRITING	S
READING	S
MATHEMATICS	E
SOCIAL STUDIES	E
SCIENCE	E
PHYSICAL EDUCATION	E
INUPIAQ	E
ART	NA
MUSIC	NA
TECHNOLOGY	S

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The Learning Habits (LH) class is where certain grades and the overall report card comment are entered. The LH class takes up about half of the report card, you will not want to leave it blank.

Switch to your Learning Habits class by clicking your class name at the top of the page.

Change to the Standards grade view by clicking Grading on the left menu, then click 'Standards'.

1st and 2nd grade Learning Habits are the same, but they are listed in separate groups. If you have a mixed 1st/2nd grade class you will need to know which students are in 1st grade and only give them grades for the 1st grade standards. Likewise with the 2nd grade students, they should only have grades for the 2nd grade standards.

1st grade standards start with ELM.01
 2nd grade standards start with ELM.02
 1st and 2nd grade standards *should* also be different colors

For each standard enter the ESINU letter grade for that student. You can type the score in or use the score inspector.

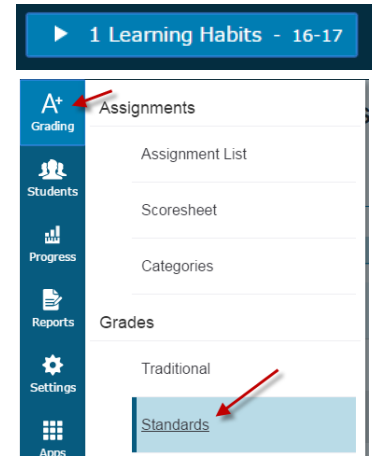
As you work left to right entering standard grades you will get to the last standard for that grade level. Now comes the report card comment.

1st grade, enter the comment in the ELM.01.LH.99 standard
 2nd grade, ELM.02.LH.99

Click on the score box and enter your comment in the score inspector.

*****Only about 680 characters will fit on the report card comment area**

An example 1st/2nd grade report card is available on the PowerSchool Teachers page.

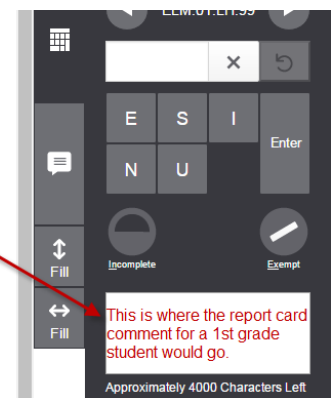


1 Learning Habits

ELM.01.LH.01 Listens attentively/follows directions		Show More		
Grade Scale Type: (E - U)				
STUDENT (9)	Q1	ELM.01.LH	ELM.01.LH.01	ELM.01.LH.0
1. [Student Name]	--		E	E
2. [Student Name]	--		S	E

1 Learning Habits

ELM.01.LH.99 Report Card Comment		Show More		
Grade Scale Type: (E - U)				
STUDENT (9)	Q1	LM.01.LH.08	ELM.01.LH.09	ELM.01.LH.99
1. [Student Name]	--	E	E	
2. [Student Name]	--	E	E	
3. [Student Name]	--	S	S	
4. [Student Name]	--	F	F	



LEARNING HABITS	
Listens attentively/follows directions	E
Uses Class time wisely	E
Completes Homework on time	E
Works/writes neatly	E
Is prepared for class	E
Comes to school rested and ready	S
Works cooperatively with others	E
Has a positive attitude	E
Is respectful	E

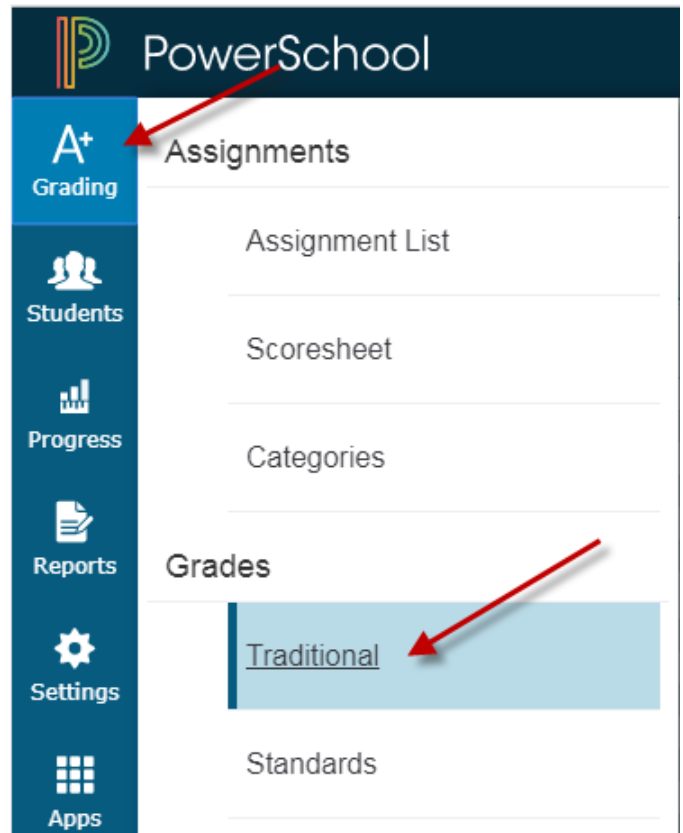
Q1 Comments: 1st grade report card comment goes here!

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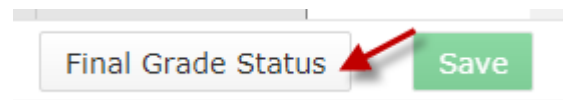
The last step is to **VERIFY** your grades! Only do this if after you have made sure that all student grades are correct and there are no blank grades.

Grade verification is only required for the classes you give grades for. You do not need to verify grades for AM/PM attendance, Academic Success, or Advisory classes.

Change to the Traditional Grades page by clicking on Grading, then 'Traditional' under the Grades section.



In the bottom-right corner of the page click the button for 'Final Grade Status'.



Check the box that your grades are complete, enter a comment if you desire. This comment will be viewable to the principal or secretary.

Click **SAVE!**

A screenshot of a dialog box titled 'Q1 Final Grade Status'. It has a close button (X) in the top right. The text 'Q1 Final Grades are Complete' is followed by a checked checkbox. Below is a text input field labeled 'Comment'. At the bottom, it says 'Characters Left: 200' and a green 'Save' button. Red arrows point to the checkbox and the 'Save' button.

Once you have clicked save you'll see a green check mark, your grades have been verified!

