

3rd-5th Grade Report Cards in PowerTeacher Pro

This guide will walk you through the steps of entering report card comments, Learning Habits grades, and grades for classes you may not have taught during the quarter for 3rd-5th grade students.

Grades for 3rd-5th grade are a combination of P/F and ABC, but they are both based on assignment scores and points earned/points possible, or by category weighting.

Learning Habits is the exception to this rule, in this class you will grade on standards using ESINU grades.

3rd - 5th Grades

A	=	Superior
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failing
NA	=	Not Addressed
P	=	Pass
F	=	Fail

Learning Habits Grades

E	=	Excellent
S	=	Satisfactory
I	=	Improving
N	=	Needs Improvement
U	=	Unsatisfactory Progress

- Social Studies
PowerTeacher Pro
- Reading
PowerTeacher Pro
- Mathematics
PowerTeacher Pro
- Physical Education
PowerTeacher Pro
- Writing
PowerTeacher Pro

Log into PowerTeacher and click the link to PowerTeacher Pro under one of the 3rd-5th 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'.

Setup

- Class Descriptions
 - Display Settings
 - Traditional Grade Calculations
 - Standards Grade Calculations
- Functions

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

Class Names

Display and Sorting

Period / Day

Section Number (sort by Number)

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 3 means 3rd grade, 34 means 3rd and 4th grade. 45 would mean 4th and 5th grade.

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

▶ 34 Mathematics - 16-17

Assignments

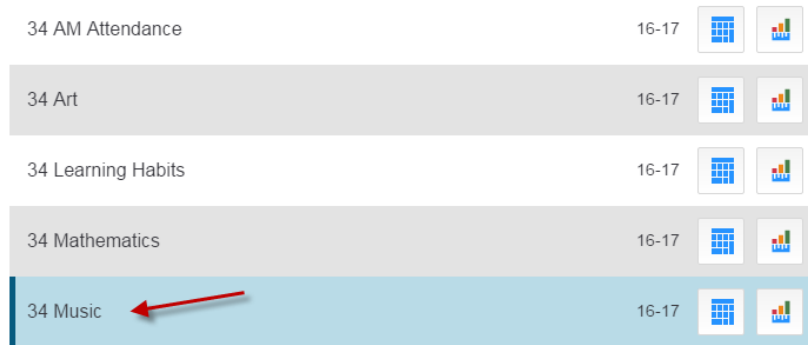
Assignment List

Scoresheet

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

For classes that you teach regularly (Mathematics, Reading, Inupiaq, Writing, Social Studies, for example), make sure your assignments and student scores are up to date. Student's final grades will recalculate when you click Save.



Classes that you may not have taught this quarter (Science, Art, Music, Technology, for example) a grade of NA (not addressed) should be given.

WRITING	B
READING	B
MATHEMATICS	A
SOCIAL STUDIES	B
SCIENCE	B
PHYSICAL EDUCATION	P
INUPIAQ	P
ART	P
MUSIC	P
TECHNOLOGY	P

To give a NA grade select a class you did not teach this quarter from your class list at the top of the screen. In his example we will use Music.

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, enter 'NA'. You can fill a grade to all students who have a blank grade using the up/down fill button.

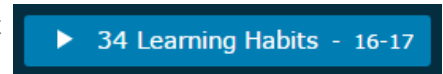
Do not enter report card comments in the score inspector for any final grade. These comments print on the progress report, but not the report card. The report card comment is entered in the Learning Habits class.

ALL 10 classes should have final grades for ALL students.

Learning Habits on the next page.

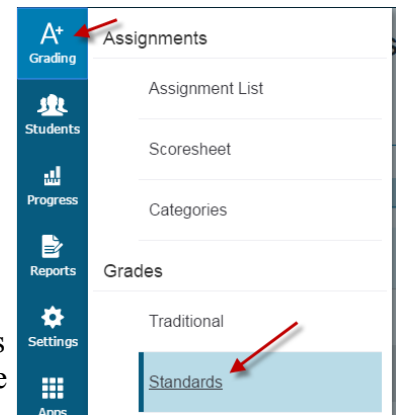
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The Learning Habits (LH) class is where certain grades and the overall report card comments are entered. The LH class takes up about half of the report card, you will not want to leave it blank.



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'.



3rd, 4th, and 5th grade Learning Habits are the same, but they are listed in separate groups. You need to make sure that a 3rd grade student only gets grades in the 3rd grade LH standards. If grades for a 3rd grade student are entered in the 4th grade standards they will not appear on the report card.

34 Learning Habits

3rd grade standards start with ELM.03

4th grade standards start with ELM.04

5th grade standards start with ELM.05

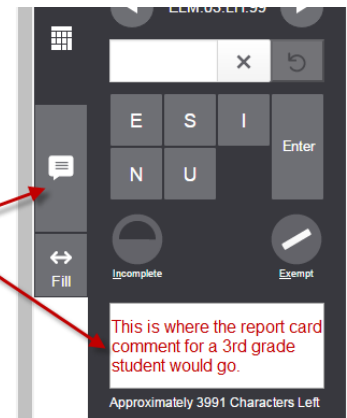
STUDENT (18)		Q1	ELM.03.LH	ELM.03.LH.01	ELM.03.LH.02
1	Student Name	--		E	S
2	Student Name	--		E	E

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

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

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STUDENT (18)		Q1	ELM.03.LH.08	ELM.03.LH.09	ELM.03.LH.99
1	Student Name	--			
2	Student Name	--			
3	Student Name	--			
4	Student Name	--			



3rd grade, enter the comment in the ELM.03.LH.99 standard
 4th grade, ELM.04.LH.99
 5th grade, ELM.05.LH.99

Click on the score box and enter your comment in the score inspector or use the comment bank to enter pre-defined comments.

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

An example 3-5th grade report card is available on the PowerSchool Teachers page.

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	E
Works cooperatively with others	E
Has a positive attitude	E
Is respectful	E

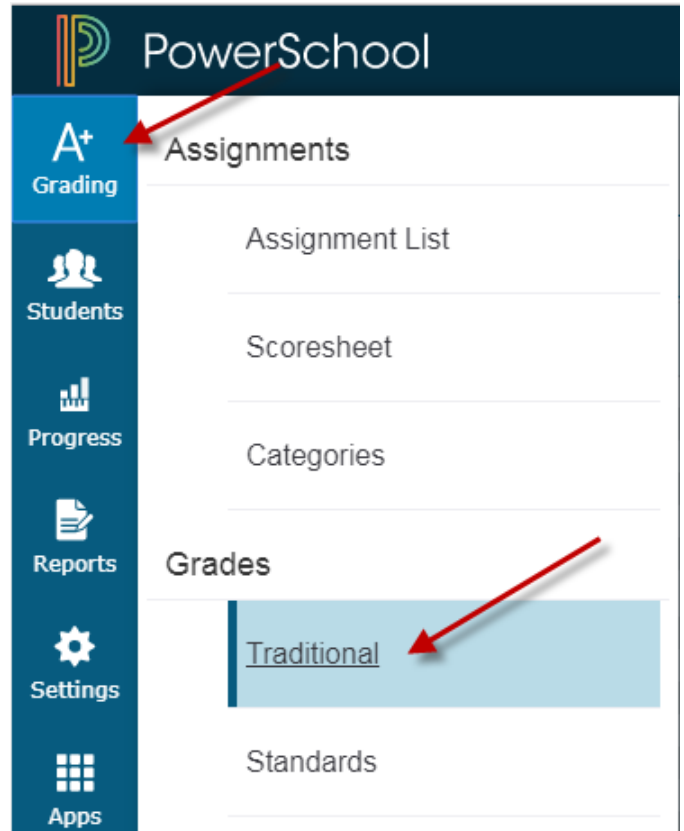
Q1 Comments: 3rd grade report card comment goes here!

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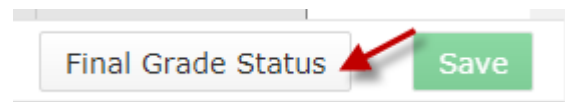
The last step is to VERIFY your grades! Only do this if after you have made sure that all student grades are correct and there are no blank grades.

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 checked checkbox and the 'Save' button.

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

