

Pre-K Report Cards in PowerTeacher Pro

This guide will walk you through the steps of entering quarter grades and comments for PK students in PowerTeacher Pro.

There is a report card rubric and example PK report card posted on the PowerSchool Teachers page.

Log into PowerTeacher, then click the link for PowerTeacher Pro under your 'PK4 Standards' class.

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

Verify that you are in the correct quarter before you start entering grades. You will enter all your grades and comments in the PK4 Standards class.

Click in the space under the first standard across from the student's name to open the score inspector. In the score inspector enter the comment to record the student's height and weight.

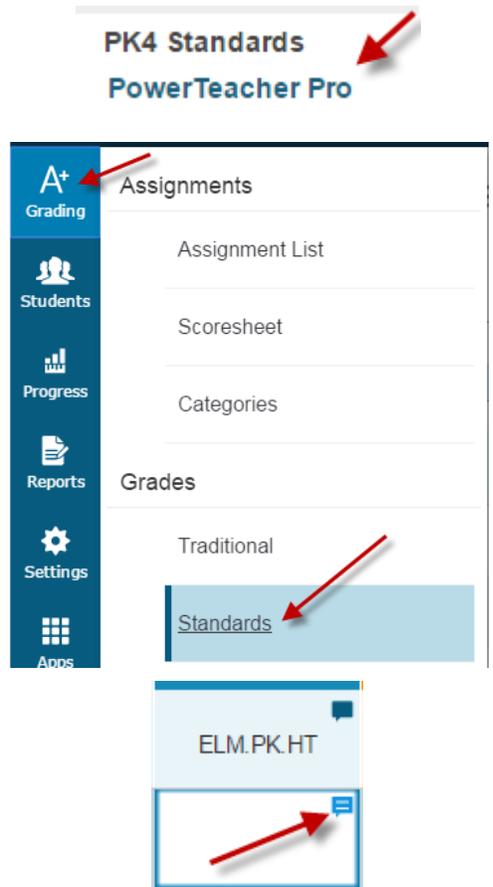
After you have entered the student's height and weight you will see a small blue icon in the score box for that student.

There is only enough room on the report card to record height and weight this way:

XX in
XX lbs

	Q1
Student Height	45 in
Student Weight	50 lbs

[Example PK report card](#)
[PK report card rubric](#) - For info



Grades: Standards - Q1

Q1

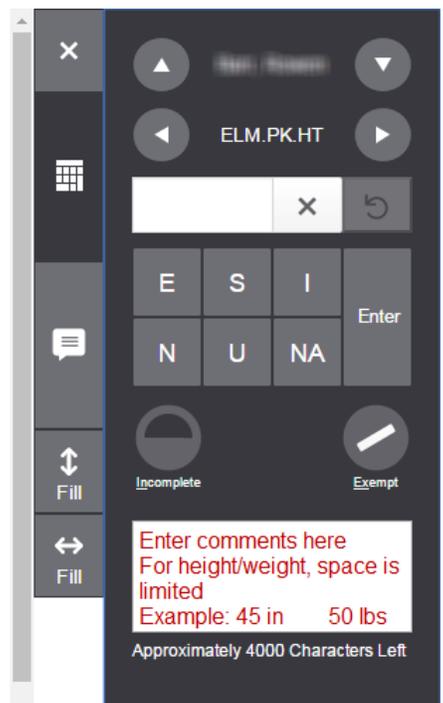
Verify your term

P1(A) PK4 Standards

ELM.PK.HT Height Standard description [Show More](#)
Grade Scale Type: (E - NA)

STUDENT (19)	Q1	ELM.PK.HT	ELM.PK.WT	ELM.PK.GD.01
1.	--			
2.	--			
3.	--			
4.	--			

Click here to enter the grade or comment for each standard for each student.



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Moving left to right through the standards, after you enter the height and weight you will now enter letter grades for each standard.

PK uses the ESINU grade scale.

Grading Symbols		
E	=	Excellent
S	=	Satisfactory
I	=	Improving
N	=	Needs improvement
U	=	Unsatisfactory
NA	=	Not Addressed (not yet taught)

Click on the first graded standard, 'Skips/gallops/runs/hops', enter the appropriate letter grade by typing it or clicking on the button in the score inspector.

You can save time by entering the score that most students have and filling it down. Enter a score for the first student on your list, then click the up/down fill button to fill in all blank scores for that standard to the same grade.

Grades: Standards - Q1

P1(A) PK4 Standards

ELM.PK.GD.01 Skips/gallops/runs/hops

Grade Scale Type: (E - NA)

STUDENT (19)	Q1	ELM.PK.HT	ELM.PK.WT	ELM.PK.GD.01
1. [Student Name]	--			E
2. [Student Name]	--			
3. [Student Name]	--			
4. [Student Name]	--			
5. [Student Name]	--			

To fill scores, enter score for one student, then click the fill up/down button to copy it down to replace all blank scores.

Fill Complete: 18 scores updated

If you fill one grade for all students you'll need to manually change the grade for any students who should not get that same grade.

Continue working your way to the right, until you get to the ELM.PK.CM.99 standard, this is the last standard for the report card and where you will enter the overall report card comment. This is the only comment that will print on the report card. If you scroll any farther to the right you will see the standards that are used for the progress report.

ELM.PK.CM.99 Overall Comment

Grade Scale Type: (E - NA)

STUDENT (19)	Q1	ELM.PK.ID.01	ELM.PK.ID.02	ELM.PK.CM.99
1. [Student Name]	--			
2. [Student Name]	--			
3. [Student Name]	--			
4. [Student Name]	--			

Enter your overall report card comment here

Approximately 4000 Characters Left

The PK report card is meant to be printed double-sided and folded as a booklet, the comments are printed on the back page.

Comments:

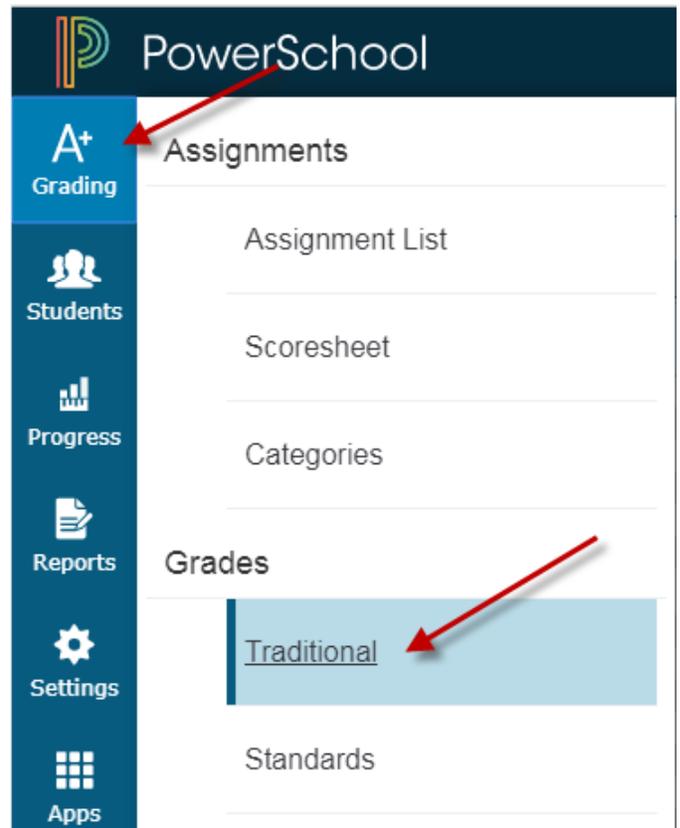
Q1:Overall report card comment goes here!

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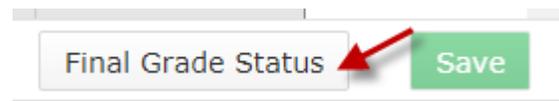
The last step is to **VERIFY** your grades! Only do this if after you have made sure that all student grades are correct and there are no blank grades.

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'. At the top right is a close button (X). Below the title, there is a checkbox labeled 'Q1 Final Grades are Complete' which is checked. Below that is a text input field labeled 'Comment'. At the bottom left, it says 'Characters Left: 200'. At the bottom right is a green button labeled 'Save'. 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!

