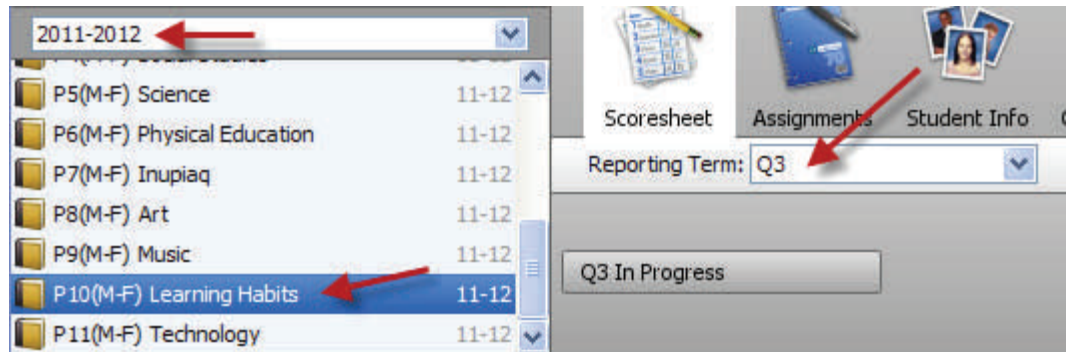


# Progress Reports – 1st/2nd Grade

This guide will walk you through the steps of entering comments for the 1st and 2nd grade progress report in PowerSchool.

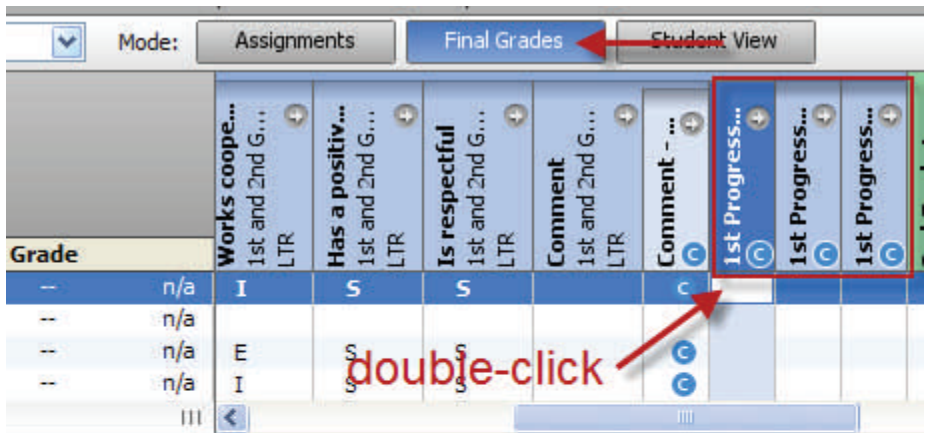
Log into PowerTeacher and launch your Gradebook.

Make sure you are viewing the current year and that the reporting term is correct by checking the year you are viewing and the reporting term.



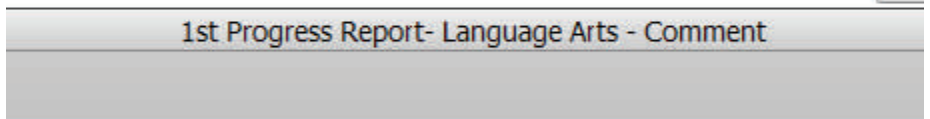
Comments for 1st/2nd grade progress reports will be entered in the Learning Habits class.

Click on Learning Habits and make sure you are viewing the Scoresheet tab, then click the 'Final Grades' button. This will show all the standards that you normally use to enter report card grades. On the far right of this list is the standard for the progress report comment.



The standards are written vertically and are hard to read, to see the entire standard double-click the colored column, you will then see the description pop-up below the scores.

To enter a comment for a student double-click in the cells beneath the progress report comment.



When you are done with a class, save your Gradebook and proceed to the next class.



To see an example of the Kindergarten progress report look on the PS Teachers Page on the district website.