

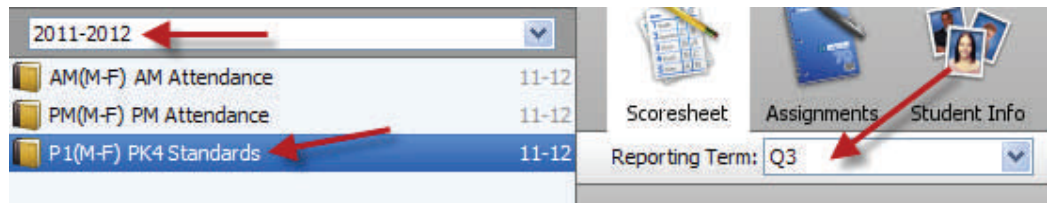
Progress Reports – Pre-K

This guide will walk you through the steps of entering comments for the Pre-Kindergarten 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 Pre-Kindergarten progress reports will be entered in the 'PK4 Standards' class.



Click on the PK4 Standards class 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.

At the far right of this list of are the three standards for the progress report; Work & Social Skills, Language Arts, and Math.

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.

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

