

# 1-2nd Grade Entry

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

This process is much easier if you set your default student screen to the grade entry screen. After logging in click on 'Personalize' on the left side of the screen.

Click on 'Default Student Screen'.

Select 'Final Grade Entry (Traditional)', click Submit.

You will use the Final Grade Entry (Traditional) screen to enter grades for all except the Learning Habits class. See the next page for entering Learning Habits grades.

Start by entering grades for your regular classes, Writing, Reading, Math, Inupiaq, Music, etc.

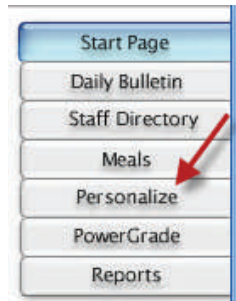
You will see a list of student names on the left side of the screen, click on the top name (either last name or first name, it doesn't matter).

If you changed your default student screen you will be see the grade entry screen where you can enter comments and grades. Otherwise select 'Final Grade Entry (Traditional)' from the Select screens drop down list.

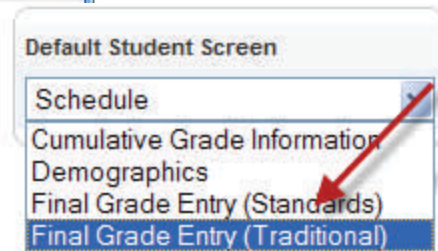
Click Submit to save your grade and comment, then select the next student. NOTE: This comment will NOT go on the report card, it WILL be viewable to parents and students when they log onto the PowerSchool student/parent portal.

When you are done with an entire class you can click on the name of the next class you wish to enter grades on.

See the next page for Learning Habits grade entry



Function	Description
Change Password	Change current
Default Student Screen	Sets the initial s
Display Section Number	Show or hide th



P1(M-F)	Writing		<input type="radio"/>				
P2(M-F)	Reading		<input type="radio"/>				
P3(M-F)	Mathematics		<input type="radio"/>				
P4(M-F)	Social Studies		<input type="radio"/>				
P5(M-F)	Science		<input type="radio"/>				
P6(M-F)	Physical Education		<input type="radio"/>				
P7(M-F)	Inupiaq Language		<input type="radio"/>				
P8(M-F)	Art		<input type="radio"/>				
P9(M-F)	Music		<input type="radio"/>				
P10(M-F)	Learning Habits		<input type="radio"/>				
P11(M-F)	Technology		<input type="radio"/>				

## Final Grade Entry

1 223817 JNES  
This is the Final Grade Entry (Traditional) screen

Select screens

Q1 Q2 Q3 Q4

Final Grade (Letter) |

Enter or modify the teacher comment for this student below. NOTE: If you are using PowerGrade to record comments, changes below will be overwritten the next time your gradebook is saved.

Comment Bank:

- [01] - Showing good academic progre
- [02] - Outstanding effort/exceeds stan
- [03] - Has shown improvement during
- [04] - Doing superior work.
- [05] - Student is studying/trying to achi
- [06] - Uses class time wisely.

Comment:

You can type comments or add pre-defined comments

Submit

# 1-2nd Grade Entry

The Learning Habits class was created to allow teachers to enter grades for non-class related standards.

P10(M-F) Learning Habits



Click on the backpack icon for the Learning Habits class. Select the 'Final Grade Entry (Standards)' screen.

You will see two identical lists of standards, one for 1st grade, one for 2nd. Look near the top of the screen to see the grade level of the current student. Make sure you enter grades and comments in the correct area or they will not show up on the report card.

The first grade item (1st Grade Learning Habits) is a placeholder, do not enter a grade. The last grade item (Comment) is also a placeholder, don't enter a grade.

Type your comments in the appropriate comment field. These comments are the ONLY comments that will print on the report card.

Click 'Submit' to save these grades and comments, you can click on the next student in the class to enter their grades.

**Final Grade Entry** Student grade level  
student name 1 DRG

**1st grade, use these**

ELM.01 Elementary Standards 1st Grade

ELM.01.LH - 1st Grade Learning Habits

ELM.01.LH.01 - Listens attentively/follows directions I

ELM.01.LH.02 - Uses Class time wisely I

ELM.01.LH.03 - Completes Homework on time E

ELM.01.LH.04 - Works/writes neatly U

ELM.01.LH.05 - Is prepared for class S

ELM.01.LH.06 - Comes to school rested and ready to learn E

ELM.01.LH.07 - Works cooperatively with others E

ELM.01.LH.08 - Has a positive attitude E

ELM.01.LH.09 - Is respectful S

ELM.01.LH.99 - Comment

Q1 Comment: This comment was entered in the Learning Habits comment field...

Q2 Comment:

**ELM.02 Elementary Standards 2nd Grade** **2nd grade, use these**

ELM.02.LH - 2nd Grade Learning Habits

ELM.02.LH.01 - Listens attentively/follows directions I

ELM.02.LH.02 - Uses Class time wisely I

ELM.02.LH.03 - Completes Homework on time E

ELM.02.LH.04 - Works/writes neatly U

ELM.02.LH.05 - Is prepared for class S

ELM.02.LH.06 - Comes to school rested and ready to learn E

ELM.02.LH.07 - Works cooperatively with others E

ELM.02.LH.08 - Has a positive attitude E

ELM.02.LH.09 - Is respectful S

ELM.02.LH.99 - Comment

Q1 Comment:

Q2 Comment:

Submit

This is what the grades and comments look like on the report card:

**Grade Period Q2R: Overall Comments**

This comment was entered in the Learning Habits comment field...

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