

Entering Report Card Grades (3-5)

This guide is intended for use by teachers in grades 3-5.

There are two separate places where you will need to enter grades in order to give your students a complete report card; in the Gradebook for each content area, and in PowerTeacher for specific 'Learning Habits'.

GRADEBOOK– Content area classes

Log into PowerTeacher and launch your Gradebook.

Select the class you wish to enter or verify final grades in.

This guide makes the assumption that you have all grades and assignments entered in your Gradebook. If you are missing any grades or assignments enter those before proceeding.

Make sure your 'Reporting Term' is set to the term you wish to enter final grades on. This will be important to check if you are finishing your Q1 grades after Q2 has started.

Look at each student and verify their final letter grade and percentage.

A blank score is NOT counted as zero, you must enter a '0' for that assignment to be calculated in the final grade. If the final grade does not update right away you can 'Recalculate final scores' from the Tools menu.

Comments entered on the Final Grade using the Score Inspector will NOT display on the report card, they will display on the parent/student access pages.

Report card comments are entered on the next page of this guide.

Save and exit your Gradebook, these scores and comments are ready for report cards, continue to the next page...

Launch Gradebook

AM(M-F) AM Attendance	08-09
PM(M-F) PM Attendance	08-09
P1(M-F) Writing	08-09
P2(M-F) Reading	08-09
P3(M-F) Mathematics	08-09
P4(M-F) Social Studies	08-09
P5(M-F) Science	08-09
P6(M-F) Physical Education	08-09
P7(M-F) Inupiaq Language	08-09
P8(M-F) Art	08-09
P9(M-F) Music	08-09
P10(M-F) Learning Habits	08-09
P11(M-F) Technology	08-09

Filter By: Reporting Term: Q1

(Q1) Final Grade		
B	88%	175/200
A	90%	180/200
A	95%	95/100
A	90%	90/100
C	70%	70/100
C	70%	70/100

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POWERTEACHER– Learning Habits

Although the 'Learning Habits' class is listed in your Gradebook you will NOT enter grades or comments for it in the Gradebook.

Log into PowerTeacher and from your Start page select the backpack icon for the Learning Habits class.

You may have

This will open the roster for the class, select either the first or last name of the first student on your list.

Once you have the student selected you can then select the screen to view, to enter grades select 'Final Grade Entry (Standards)'.
(Standards)'.

Here you will see the list of specific learning habits for which you can enter grades. The first column is for Q1, as we go through the school year the other columns will be available.

The standards are separated by grade level, so please be sure to enter scores in the appropriate grade level.

Comments entered here WILL display on the report card.

One tip to make this process a little faster, you can change the default student screen to Final Grade Entry (Standards).

Log into PowerTeacher, then click 'Personalize' on the left side of the screen.

Click on 'Default Student Screen'.

Select 'Final Grade Entry (Standards)' from the drop down list, then click 'Submit'.

Contact Robin Gage (rgage@nwarctic.org) or Reney Finkenbinder (rfink@nwarctic.org) if you have problems.



P10(M-F) Learning Habits

