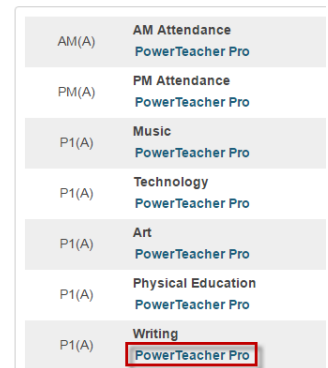


3rd-5th Grade Progress Reports

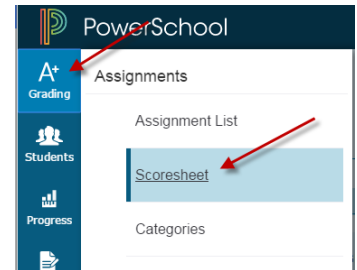
This guide will walk you through the steps to prepare for progress reports for 3rd-5th grade students. The 3rd-5th grade progress report contains letter grades and comments for ALL classes you have in PowerSchool, even the ones you may not be teaching this quarter (you can use the grade NA for those classes). You can view an example progress report on the PowerSchool Teachers page on the district website.

Log into PowerTeacher and click the link for PowerTeacher Pro under one of your classes, in this example we will use Writing.

Current Classes



On the left menu click on Grading, then choose the Scoresheet. Your assignments and grades will appear here, to get ready for progress reports you need to make sure your grades are all up-to-date and enter a comment for the final grade.



Click on the student's grade in the scoresheet, this opens the Score Inspector on the right side of the page.

In the Score Inspector you can enter a comment for the student for this class.

After you have entered a comment for the first student you can switch students by using the up and down arrows in the Score Inspector. Or you can just click on the next student's final grade.

After you have entered a comment for a student you will see a small blue text balloon in the score box.

You can also use the Score Inspector to manually set the grade of NA (not addressed) for classes you did not teach (Art, Music, etc).

Click SAVE to store your comments or they won't print on the progress report.

Quarter Progress Report

Student: [blurred] | Date Printed: 9/9/16 | Grade: 4

Class	Teacher	Grade	%	Q1 Abs	Q1 Tar	Teacher comment
AM Attendance				0	1	No comments for AM/PM attend, or Learning Habits on progress reports
PM Attendance				0	0	
Art		NA	0	0	0	Art was not taught this quarter :(
Physical Education		P	80	0	0	You're getting faster!
Mathematics		B	81	0	0	Math class comment, you are doing great in math!
Science		NA	0	0	0	Science was not taught this quarter.
Social Studies		B	85	0	0	Your maps look great!
Learning Habits				0	0	
Inupiaq		P	80	0	0	Inupiaq class comment here.
Reading		C	70	0	0	Some assignments need improvement.
Technology		P	80	0	0	You are showing proficiency in using technology.
Music		P	80	0	0	You are a talented musician.
Writing		A	93	0	0	Writing comment goes here. Way to keep on writing!