

3rd-5th Grade Report Cards in PowerTeacher Pro

This guide will walk you through the steps of entering report card comments, Learning Habits grades, and grades for classes you may not have taught during the quarter for 3rd-5th grade students.

Grades for 3rd-5th grade are a combination of P/F and ABC, but they are both based on assignment scores and points earned/points possible, or by category weighting.


Learning Habits is the exception to this rule, in this class you will grade on standards using ESINU grades.

3rd - 5th Grades

- A = Superior
- B = Above Average
- C = Average
- D = Below Average
- F = Failing
- NA = Not Addressed
- P = Pass
- F = Fail

Learning Habits Grades

- E = Excellent
- S = Satisfactory
- I = Improving
- N = Needs Improvement
- U = Unsatisfactory Progress



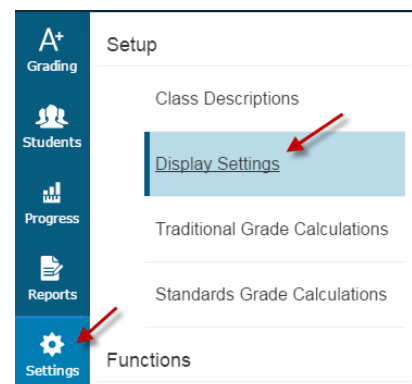
A vertical list of subject categories with 'PowerTeacher Pro' links. A red arrow points to the 'Mathematics' link.

- Social Studies PowerTeacher Pro
- Reading PowerTeacher Pro
- Mathematics PowerTeacher Pro
- Physical Education PowerTeacher Pro
- Writing PowerTeacher Pro

Log into PowerTeacher and click the link to PowerTeacher Pro under one of the 3rd-5th grade classes you teach.

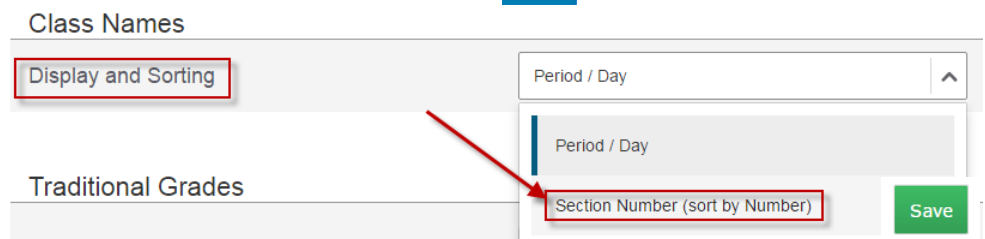
If you teach a mixed grade level class the first thing you'll want to do is change how your class names are displayed.

Click on Settings on the left, then choose 'Display Settings'.



The 'Setup' page in PowerTeacher Pro. A red arrow points to the 'Display Settings' link in the 'Class Descriptions' section. Another red arrow points to the 'Settings' gear icon in the left sidebar.

Change the first option, Display and Sorting, to 'Section Number (sort by Number)'. Then click Save.



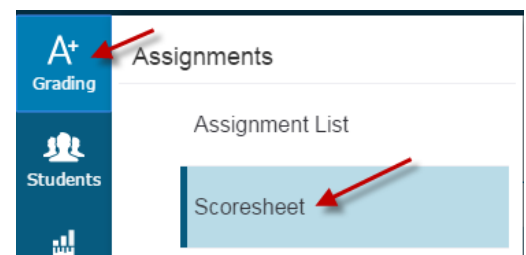
The 'Class Names' settings page. A red box highlights the 'Display and Sorting' dropdown menu, which is currently set to 'Period / Day'. A red arrow points to the 'Section Number (sort by Number)' option. A green 'Save' button is visible on the right.

This will add the section number to each class name, the section number is the grade(s) for that class. For example, a section number of 3 means 3rd grade, 34 means 3rd and 4th grade. 45 would mean 4th and 5th grade.

After changing your display settings, change your view to the Scoresheet. Click Grading on the left menu, then select 'Scoresheet'.



A dark blue button with a play icon and the text '34 Mathematics - 16-17'.

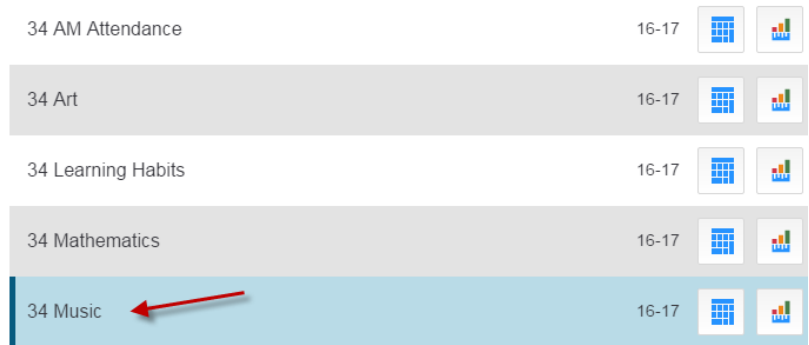


The 'Assignments' page in PowerTeacher Pro. A red arrow points to the 'Scoresheet' link in the 'Assignment List' section. Another red arrow points to the 'Grading' link in the left sidebar.

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Before you enter any grades, verify that you are in the correct term.

For classes that you teach regularly (Mathematics, Reading, Inupiaq, Writing, Social Studies, for example), make sure your assignments and student scores are up to date. Student's final grades will recalculate when you click Save.



Classes that you may not have taught this quarter (Science, Art, Music, Technology, for example) a grade of NA (not addressed) should be given.

WRITING	B
READING	B
MATHEMATICS	A
SOCIAL STUDIES	B
SCIENCE	B
PHYSICAL EDUCATION	P
INUPIAQ	P
ART	P
MUSIC	P
TECHNOLOGY	P

To give a NA grade select a class you did not teach this quarter from your class list at the top of the screen. In his example we will use Music.

Click in the GRADE column for the first student, the score inspector opens on the right side.

To enter grades for a student you can type it using your keyboard or the buttons in the score inspector on the right, enter 'NA'. You can fill a grade to all students who have a blank grade using the up/down fill button.

Do not enter report card comments in the score inspector for any final grade. These comments print on the progress report, but not the report card. The report card comment is entered in the Learning Habits class.

ALL 10 classes should have final grades for ALL students.

Learning Habits on the next page.

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The Learning Habits (LH) class is where certain grades and the overall report card comments are entered. The LH class takes up about half of the report card, you will not want to leave it blank.

Switch to your Learning Habits class by clicking your class name at the top of the page.

New steps to enter Learning Habits grades:

Change your view by clicking Students on the left menu bar and select 'Standards Progress'.

3rd, 4th, and 5th grade Learning Habits have the same items listed, but are specific to each grade level. You need to make sure that a 3rd grade student only gets grades in the 3rd grade standards. If grades for a 3rd grade student are entered in the 4th grade standards they will not appear on the report card.

The Standards Progress view will show all LH standards for one student, for each quarter. The standards are grouped by grade and show previous quarters.

For each standard you will enter the ESINU letter grade for that student. You can type the grade in or use the score inspector.

The last standard for each grade level is the Report Card comment, only this comment will appear on the report card.

Click on the score box for the 'Report Card Comment', enter your comment in the score inspector on the right side of the screen. **Comments over 680 characters may not appear**

Click on the drop-down button next to the name of the student to switch to the next student.

An example 3-5th grade report card is on the PowerSchool Teachers page.

ELM.04.LH - 4th Grade Learning Habits		
ELM.04.LH.01 - Listens attentively/follows directions	I	<input type="text"/>
ELM.04.LH.02 - Uses Class time wisely	S	<input type="text"/>
ELM.04.LH.03 - Completes Homework on time	I	<input type="text"/>
ELM.04.LH.04 - Works/writes neatly	S	<input type="text"/>
ELM.04.LH.05 - Is prepared for class	S	<input type="text"/>
ELM.04.LH.06 - Comes to school rested and read...	S	<input type="text"/>
ELM.04.LH.07 - Works cooperatively with others	S	<input type="text"/>
ELM.04.LH.08 - Has a positive attitude	S	<input type="text"/>
ELM.04.LH.09 - Is respectful	S	<input type="text"/>
ELM.04.LH.99 - Report Card Comment		<input type="text"/>

Click here to enter grade for each standard

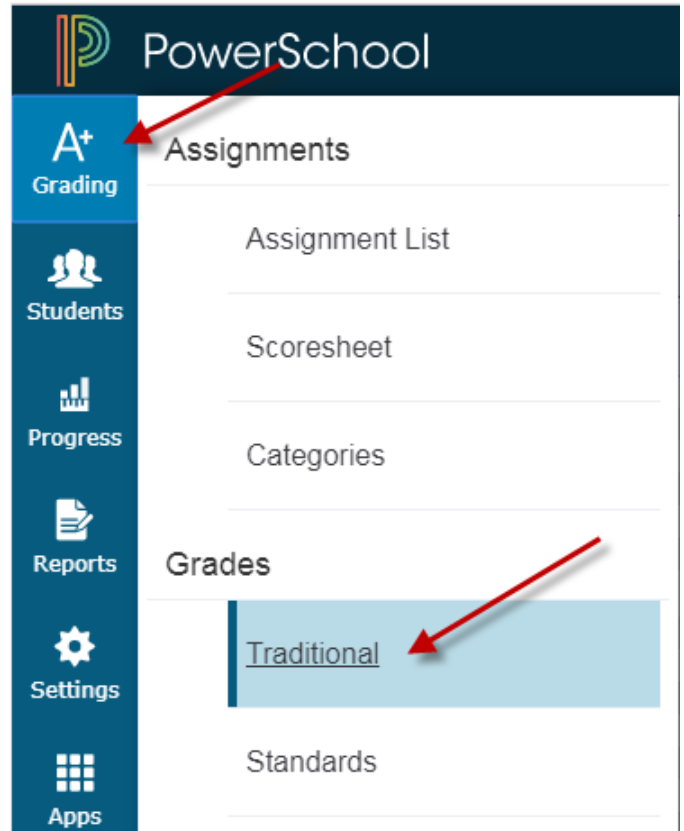
ELM.04.LH - 4th Grade Learning Habits		
ELM.04.LH.01 - Listens attentively/follows directions	I	<input type="text"/>
ELM.04.LH.02 - Uses Class time wisely	S	<input type="text"/>
ELM.04.LH.03 - Completes Homework on time	I	<input type="text"/>
ELM.04.LH.04 - Works/writes neatly	S	<input type="text"/>
ELM.04.LH.05 - Is prepared for class	S	<input type="text"/>
ELM.04.LH.06 - Comes to school rested and read...	S	<input type="text"/>
ELM.04.LH.07 - Works cooperatively with others	S	<input type="text"/>
ELM.04.LH.08 - Has a positive attitude	S	<input type="text"/>
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ELM.04.LH.99 - Report Card Comment		<input type="text"/>

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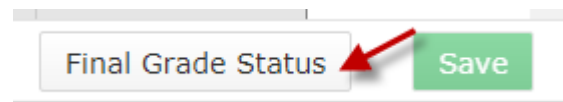
The last step is to **VERIFY** your grades! Only do this if after you have made sure that all student grades are correct and there are no blank grades.

Grade verification is only required for the classes you give grades for. You do not need to verify grades for AM/PM attendance, Academic Success, or Advisory classes.

Change to the Traditional Grades page by clicking on Grading, then 'Traditional' under the Grades section.



In the bottom-right corner of the page click the button for 'Final Grade Status'.



Check the box that your grades are complete, enter a comment if you desire. This comment will be viewable to the principal or secretary.

Click **SAVE!**

A screenshot of a dialog box titled 'Q1 Final Grade Status'. At the top right is a close button (X). The main text says 'Q1 Final Grades are Complete' with a green checkmark icon to its right. Below this is a text input field labeled 'Comment'. At the bottom left of the input field, it says 'Characters Left: 200'. At the bottom right is a green button labeled 'Save'. Red arrows point to the checkmark icon and the 'Save' button.

Once you have clicked save you'll see a green check mark, your grades have been verified!

