

PK-2nd Report Cards in PowerTeacher Pro

This guide will walk you through the steps of entering grades and comments for PK, KG, 1st, and 2nd grade students in PowerTeacher Pro.

Before you start entering grades here is some general information about how these report card works.

4	Advanced	Exceeds Standards
3	Proficient	Able to demonstrate standards at grade level
2	Developing	Approaching standards, needs assistance
1	Emerging	Starting the standard, needs more time
NA		Not observed or addressed at this time

- PK-2nd grade all use number grades (1 through 4).
- Depending on the grade you teach you will have between 4-6 different classes to enter grades for.
- No grades are entered for your AM or PM Attendance classes.
- After entering your grades be sure to verify them. This involves a separate step where you check a box and save. Directions to do this are on the last page of this guide.
- PK-2nd grade report cards have a single comment section. This comment is entered in the ‘Social & Emotional Development’ or ‘Personal & Social Development’ class.

To begin entering your grades, log into PowerTeacher, then click the link to PowerTeacher Pro under one of the classes you teach.

Depending on the grade you teach you will see different classes listed. You may or may not see the Inupiat Culture class, this class may be assigned to your Bilingual teacher.

1st English Language Arts PowerTeacher Pro	2nd English Language Arts PowerTeacher Pro
1st Mathematics PowerTeacher Pro	2nd Mathematics PowerTeacher Pro
1st Integrated Subject Areas PowerTeacher Pro	2nd Integrated Subject Areas PowerTeacher Pro
1st Inupiat Culture Development PowerTeacher Pro	2nd Inupiat Culture Development PowerTeacher Pro
1st Personal & Social Development PowerTeacher Pro	2nd Personal & Social Development PowerTeacher Pro

Once you are in PTP, click Grading on the left menu, then click ‘Standards’ under grades.

This loads the page where you will enter grades and comments for the class.

[PK Communication, Language, & Literacy
PowerTeacher Pro](#)

[PK Cognition & General Knowledge
PowerTeacher Pro](#)

[PK Phys Well-Being, Health & Motor Devt
PowerTeacher Pro](#)

[PK Social & Emotional Development
PowerTeacher Pro](#)

[PK Approaches to Learning
PowerTeacher Pro](#)

[PK Inupiat Culture Development
PowerTeacher Pro](#)

[KG English Language Arts
PowerTeacher Pro](#)

[KG Mathematics
PowerTeacher Pro](#)

[KG Integrated Subject Areas
PowerTeacher Pro](#)

[KG Inupiat Culture Development
PowerTeacher Pro](#)

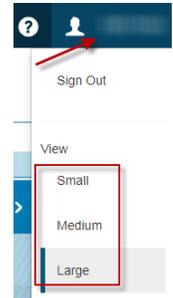
[KG Personal & Social Development
PowerTeacher Pro](#)

The screenshot shows the PowerTeacher Pro interface. On the left is a vertical navigation menu with icons and labels for Grading, Students, Progress, Reports, Settings, and Apps. The 'Grading' menu item is highlighted with a red arrow. To the right of the menu, under the 'Grades' section, there are two options: 'Traditional' and 'Standards'. The 'Standards' option is highlighted with a red arrow.

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

You can also change the size of the text by clicking on your name in the top-right corner and choosing a different text size.



You will see standards for each class listed as codes in columns from left to right. Click on the space under a standard and across from a student to enter a score.

When you click on a standard the description of the standard will appear above your list of student names.

You can either type in the score on your keyboard or using the number pad on the right in the 'score inspector'.

You can use the score inspector to fill scores down to all students or across for all standards for a single student.

SAVE FREQUENTLY

Click here to change your class

Grades: Standards - Q1

P1(A) PK Communication, Language, & Literacy

ES18.PK.CL.L.VC.01 Child uses communication skills and oral langu... Show More

Grade Scale Type: (1 - 4)

Description of the current standard	Q1	ES18.PK.CL L.VC.01	ES18.PK.CL L.VC.02	ES18.PK.CL L.VC.03
STUDENT (36)				
1. Mary, Mary	--			
2. Jordan, Jordan	--			
3. Lisa, Lisa	--			
4. Steven, Steven	--			
5. William, William	--			
6. Margaret, Margaret	--			

Click here to enter a grade for this standard. Use the 'score inspector' on the right to enter the grade or type in the number on your keyboard.

Grades are entered as numbers 1-4 or 'n/a' if not-observed or addressed at this time

You can fill a score across for a single student or down for the whole class.

The last standard in the Social Development class is where your overall comment is entered.

Comments are entered in the score inspector. After a comment has been entered you will see a small blue icon in the score box for that student.

SAVE FREQUENTLY

ES18.PK.COM Comments for this Quarter (Comment Only) Show More

Grade Scale Type: (1 - 4)

STUDENT (36)	Q1	ES18.PK.SE D.SD.09	ES18.PK.CO M
1. Mary, Mary	--		
2. Jordan, Jordan	--		
3. Lisa, Lisa	--		
4. Steven, Steven	--		

Your comments go here.

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The last step is to VERIFY your grades!
This is done for EACH class you enter grades.

Do this after you have made sure there are no blank grades and that all grades are correct.

You do not need to verify grades for AM/PM attendance.

At the bottom of each page where you enter standards grades is a link to 'Final Grade Status', click it.

The screenshot shows the PowerSchool interface for a class titled "P1(A) PK Social & Emotional Development - 18-19". The page displays a table for entering standards grades for Q1. The table has columns for the student list, the quarter (Q1), and several standards (ES18.PK.SED.SD.05, ES18.PK.SED.SD.06, ES18.PK.SED.SD.07, ES18.PK.SED.SD.08). The "Final Grade Status" button is located at the bottom right of the table, highlighted with a red box. Three red arrows point from the right side of the table towards this button.

The Final Grade Status box opens.

1. Check the box to indicate your final grades are complete.
2. Comments are optional, they are viewable by your principal or secretary.
3. Click Save!

The screenshot shows the "Q1 Final Grade Status" dialog box. It has a title bar with a close button (X). The main content area contains a checkbox labeled "Q1 Final Grades are Complete" which is checked. Below this is a text input field for "Comment" with a character count of "Characters Left: 200". At the bottom right, there is a green "Save" button. A red arrow points from the text "Check this box" to the checked checkbox, and another red arrow points from the text "Then save!" to the "Save" button.

You will see a green checkmark on your Final Grade Status button. Repeat these steps for each class that will give a grade.

The screenshot shows the "Final Grade Status" button with a green checkmark next to it, and the "Save" button to its right.