Report Card entry

Grade 1—6

From the PowerTeacher attendance page (https://powerschool.granderie.ca/teachers/pw.html) after you log in you will want to click on PowerTeacher Pro link in top left corner.

Make sure you are in the correct reporting period (P, R1, R2) by selecting

To get to the area which you want to enter your Key Learning information you will need to click on the Grading tab on left and select Standards under the Grade header

First Page of Report Card (Learning Skills & Work Habits)

The first Report Card page is for Learning Skills and Work Habits

To report on Learning Skills select the **homeroom** section PowerTeacher Pro

Make sure you are in the correct reporting

Hover mouse over heading shows learning skills

Grades: Standards - P1
AM-PM(1) Homeroom Gr. 08

Class Grade: P1   Calculation: Category Weighting   Show More

Grade Scale Type: (A - F)   Grade: -- | -- | --

STUDENT (25)	P1	E7-8.LS	E7-8.LS.PR	E7-8.LS.PR.R	E7-8.LS.PR.V
21. Pickering, Harrison	--	--			
	--	--			
		--		PR Responsibility	
son	--				
ace	--				

Advancing to other entry columns

Page 1 of 5   <<   <   1   2   3   4   5   >   >>   Columns/Page 4

Legend   Final Grade Status   Save

You can advance to other entry columns using the page navigator at the bottom of the grade sheet.

You can change the number of columns being displayed on each page by changing the Columns/Page value.

For Learning Skill entry there are 9 columns you will need to see.

You can advance to other entry columns by clicking on the far left advance arrow.

Show Filter

Hide Summary

Show Metrics

Show More

You can filter the visible columns so that only the columns for the reporting period are visible by clicking on the cog wheel and selecting Show Filter.

For Progress Reports type   **PR.**
for Term 1 and Term 2 Reports type   **RPT.**
Note: The period is needed

First Page of Report Card (Learning Skills & Work Habits) con't

Completing the Learning Skills & Work Habits section of the Report

Click on the cell corresponding to the Learning Skill and specific student.

You will be presented with a tool you can use to enter E, G, S, or N into the cell.

You can also use your keyboard to enter E, G, S, or N into cells.

You can use the vertical button to fill the whole column for a given Learning Skills for each student.

NOTE: The Horizontal fill button should <u>NOT</u> be used as it will fill across multiple Reporting periods

Comment Entry tool

Click on cell in the column with the speech bubble to bring up comment tool to enter comments for Learning Skill strengths/Next Steps

When entering comments you might find it useful to use the

Comment Entry Tool

While you will be prompted when you move to the next subject area you will want to save and regularly your work using the button on bottom right of page.

Don't forget to hit save

Save

Second Page of Reports, Subject Specific Information—Step 1 the Mark Column

Use the dropdown at the top, centre of the window to select subject areas.

Then select the **Grading** tab (left side) and select **Standards**
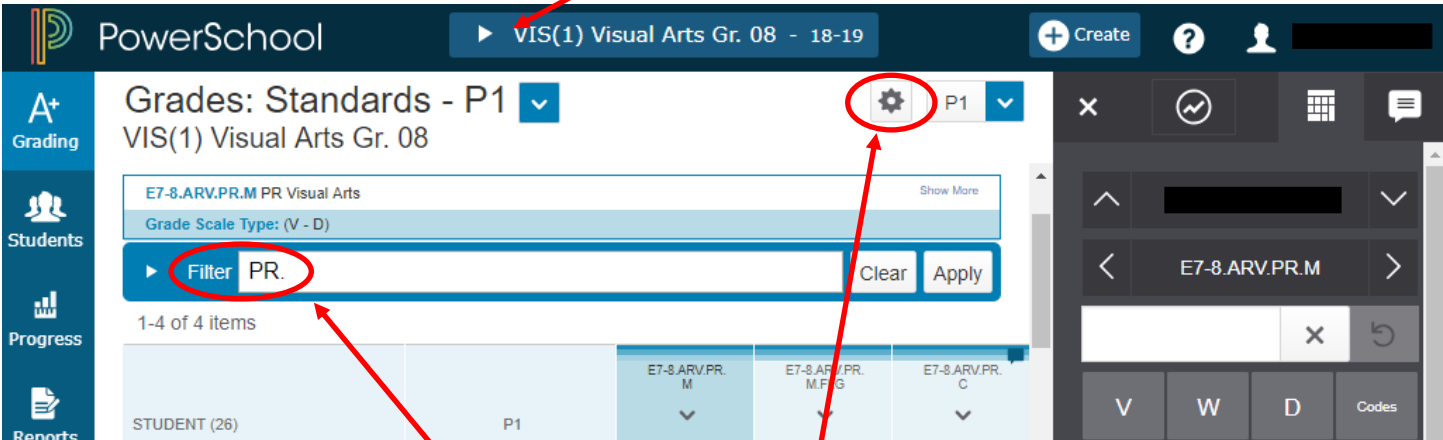
You can filter the visible columns so that only the columns for the reporting period are visible.
Clicking on the cog wheel and selecting Show Filter

For Progress Reports type   PR.   for Term 1 and Term 2 Reports type   RPT.   The period is needed

Enter **V , W,** or **D**
in the Mark column

Column header ends with .M

When you click on a cell next to a student under in the **Mark** column you will be presented with a tool you can use to enter **V, W, or D** into the cell.

You can also use your keyboard to enter **V, W, or D** into these cells.
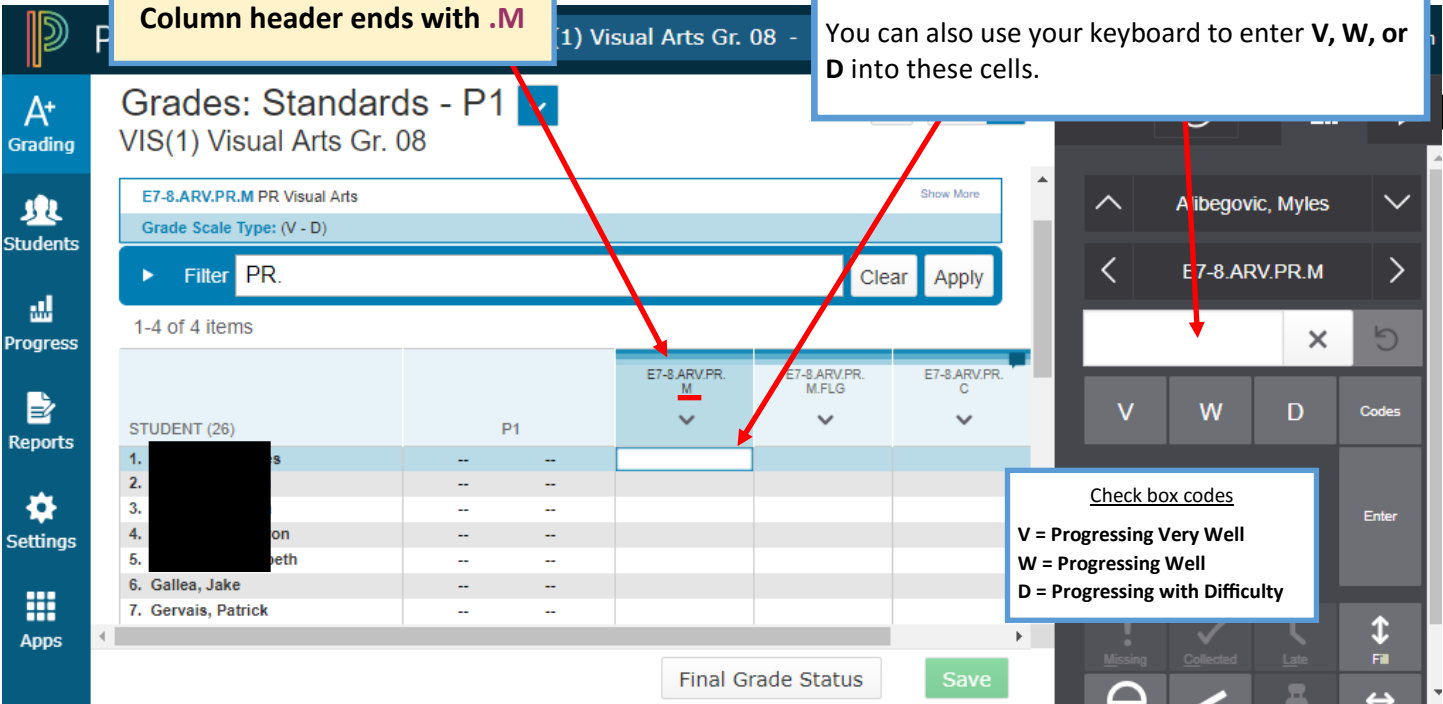
Check box codes

V = Progressing Very Well
W = Progressing Well
D = Progressing with Difficulty

Enter **E, I, or EANDI** or **NA**
in the Flag column

Column header ends with .FLG

When you click on a cell next to a student under in the **Flag** column you will be presented with a tool you can use to enter **E, I, EANDI,** and for some subjects, **NA** into the cell.

You can also use your keyboard to enter **V, W, or**

Check box codes

E = ELS/ELD
I = IEP
EANDI = ESL/ELD and IEP
NA - some subjects

Second Page of Reports, Subject Specific Information—Step 3 the Comment Column

Similarly to the Learning Skills comment entry you can add comments for subject areas by selecting the cell in the column with the speech bubble and use the comment entry tool.

While you will be prompted when you move to the next subject area you will want to save and regularly your work using the button on bottom right of page.

Don't forget to hit save

For other tips and tricks for entry into report cards check out.

http://bit.ly/PTPHelp - PowerTeacher Pro Help - detailed manual

http://bit.ly/PTPWelcomeVideo - welcome and basics video for PTP

http://granderie.ca/edtech/report-entry—Ed Tech PowerTeacher Pro Support Page

Printing Report Cards

1. To print report cards, visit the PowerTeacher Start Page and click the "Printer" icon beside the appropriate class.

Current Classes

| AM-PM(A) | Homeroom Gr. 06 |
| AM-PM(A) | Homeroom Gr. 07 |

2. Choose the tab labeled "Additional" and select the appropriate report.

Reports for All Students

Standard | Additional

Paper Reports	Version	Description
Elementary Progress Report (1-6)	2.3	Elementary Progress Report (1-6)
Elementary Progress Report (7-8)	2.3	Elementary Progress Report (7-8)
Elementary Report Cards (1-6)	2.1	Elementary Report Cards (1-6)
Elementary Report Cards (7-8)	2.1	Elementary Report Cards (7-8)

3. At the report setup screen set values as follows:
   a. February Report Cards
      i. "Store Code for Report Period 1" set to "R1"
      ii. "Store Code for Report Period 2" set to "Please Select"
   b. June Report Cards
      i. "Store Code for Report Period 1" set to "R1" ii. "Store Code for Report Period 2" set to "R2"

See image on next page…

Set values as follows:

Elementary Report Cards (1-6)

Report Information	
Description	Ontario Elementary Report Cards Grades 1 - 6
Version	2.1
Output File Name	Elementary Report Cards 16
Category	Paper Reports
Report Parameters	(Check checkbox on the right to save as default value)

Current Selection Students*	All 20 students in my classes.	☐
Store Code for Report Period 1*	R1 ▾	☐
Store Code for Report Period 2 (may be left blank)	Please Select... ▾ / Please Select... / P1 / R1 / R2	☐
Progress Report Attendance End Date*	(MM/DD/YYYY)	☐
First Report Card Attendance End Date*	(MM/DD/YYYY)	☐
Print Date*	12/13/2012 (MM/DD/YYYY)	☐
Include Attendance	☑ On	☐
Select Attendance Conversion	Period to AM/PM ▾	☐
Pages to Print*	All Pages / Learning Skills/Work Habits Page / First Course Page / Second Course Page / Mark Legend Page	☐
Sort By Homeroom	☑ On	☐

The dates must be manually changed to reflect the current school year.

Make sure to enter the correct date for printing. This appears on the report card.

4. Click "Submit" at the lower right.
5. At the Report Queue screen click "Refresh" to prompt the status to change from "Pending" to "Completed".
6. Once the status displays as "Completed" click the PDF icon 📕 to view and print the report.

Report Queue - My Jobs

Standard | Additional

Refresh ▾

Queued Reports

Created On	Report Name	Started	Created By	Status	Options
No reports running or pending!					

Completed Reports

Delete All

Created On	Report Name	Started	Ended	Created By	Status	Options
12/13/2012	Elementary Report Cards (1-6)	12/13/2012 11:55 AM	12/13/2012 11:55 AM	Baker, Lily 📕	Completed	🔵🗑

Created By	**Status**
Baker, Lily 📕	Completed

Important: In order to ensure that values for course medians are correct it is important that Intermediate Division teachers not print report cards until all grade level teachers have completed their report card entry.