

# 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.

The screenshot shows the PowerTeacher Pro interface. On the left is a yellow 'Navigation' menu with the following items: Start Page, Daily Bulletin, Schedule, Staff Directory, Meals, Personalize, Reports, Recommendations, and Lessons/Work Units. The 'PowerTeacher Pro' link is circled in red. To the right, under the heading 'Current Classes', there is a table of classes:

Class	Reporting Period	PowerTeacher Pro
AM-PM(1) Homeroom Gr. 08	AM	PowerTeacher Pro
VIS(1) Visual Arts Gr. 08		PowerTeacher Pro
DAN(1) Dance Gr. 08		PowerTeacher Pro

A dropdown menu for selecting a reporting period. The options are:

- P1 (9/5/2017 - 11/12/2017)
- R1 (11/13/2017 - 2/15/2018)
- R2 (2/16/2018 - 8/31/2018)

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

The screenshot shows the PowerSchool interface. At the top, the header reads 'PowerSchool' and 'AM-PM(1) Homeroom Gr. 08 - 18-19'. On the left is a blue sidebar with the following tabs: Grading, Students, Progress, Reports, Settings, and Apps. The 'Grading' tab is selected. Under the 'Grading' tab, there is a list of options: Assignment List, Scoresheet, Categories, Grades, Traditional, Standards, Comment Verification, and Category Totals. The 'Standards' option is circled in red. On the right side of the interface, there is a dropdown menu for the reporting period, currently set to 'P1'.

## 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

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

Hover mouse over heading shows learning skills

PR Responsibility

Advancing to other entry columns

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

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.

PowerSchool

AM-PM(1) Homeroom Gr. 08 - 18-19

Grades: Standards - P1

AM-PM(1) Homeroom Gr. 08

PR PR Responsibility

ale Type: (E - N)

Columns/Page 9

Professional Judgment Indicator

Final Grade Status

Save

Dropdown menu options: E, G, S, N, Codes, Enter, Missing, Collected, Incomplete, Exempt, Absent, Fill, No Fill.

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 NOT 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

Comments

Clear Comment

Show Comment Bank

Approximately 1400 Characters Left

Save

When entering comments you might find it useful to use the

**Comment Entry Tool**

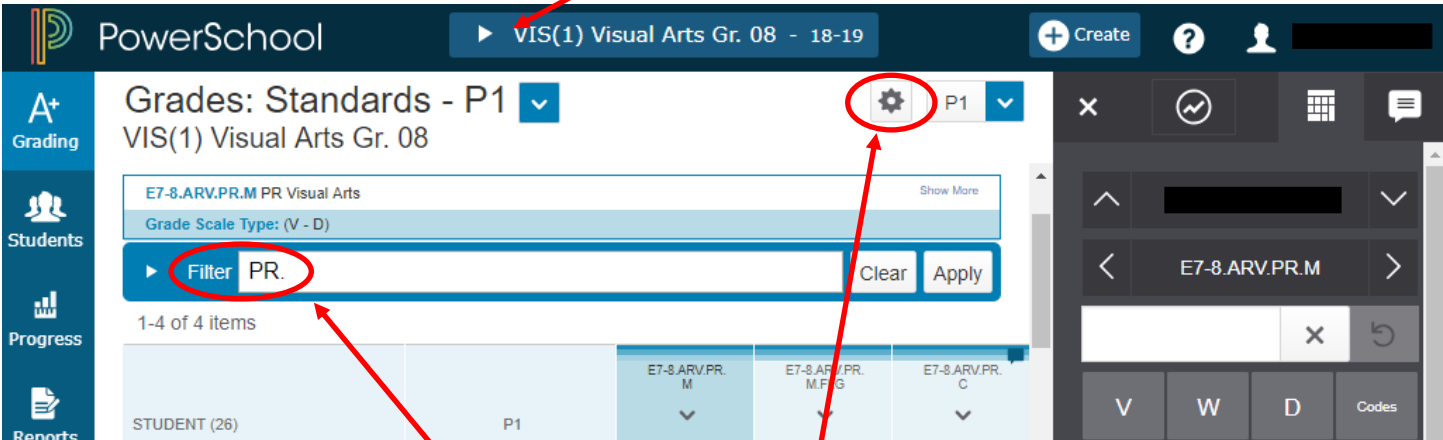
While you will be prompted when you move to the next subject area you will want to save and regularly your work using the button on bottom right of page.

**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**

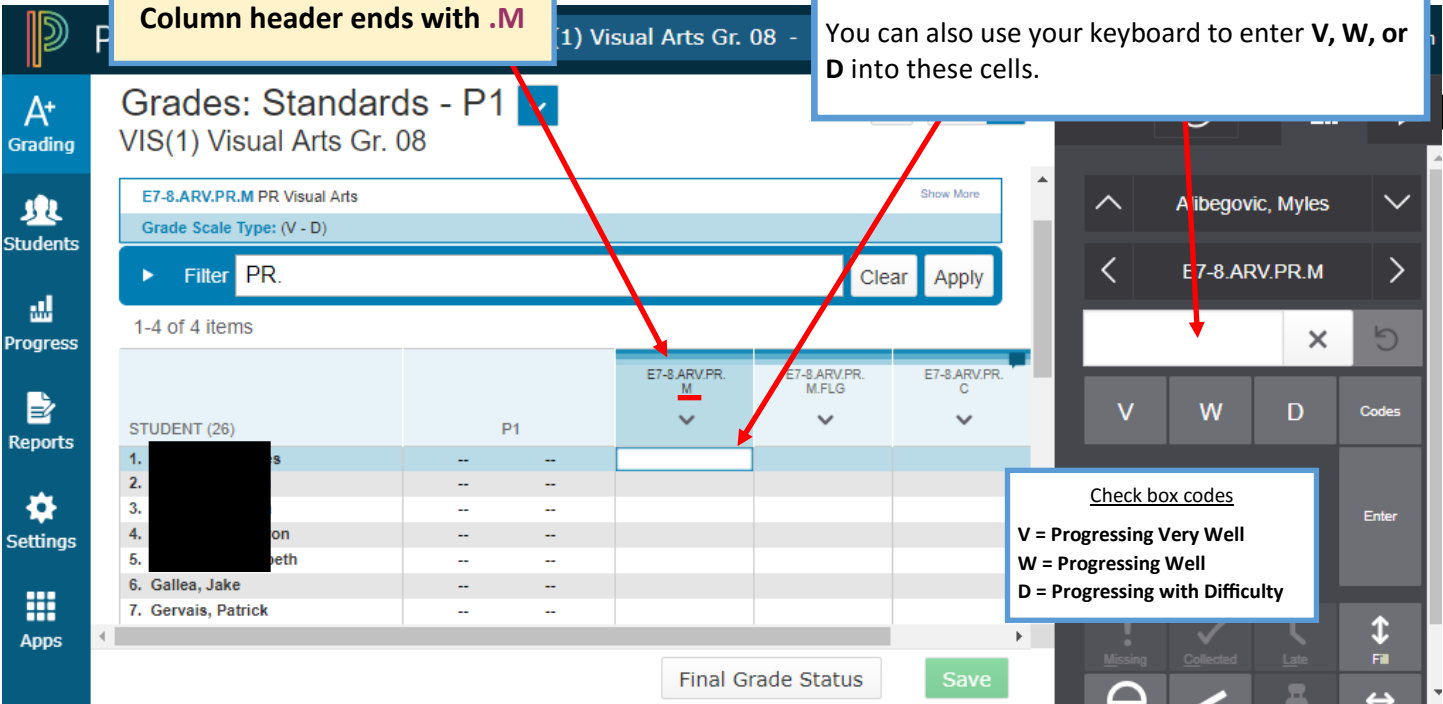


You can filter the visible columns so that only the columns for the reporting period are visible.  
Clicking on the cog wheel and selecting Show Filter

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

## Second Page of Reports, Subject Specific Information—Step 2 the Flag Column

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

PowerSchool

▶ VIS(1) Visual Arts Gr. 08 - 18-19

+ Create
?

A+
Grading

Students

Progress

Reports

Settings

Apps

## Grades: Standards - P1

### VIS(1) Visual Arts Gr. 08

E7-8.ARV.PR.M.FLG PR ESL/ELD/IEP/NA Visual Arts
Show More

Grade Scale Type: (E - NA)

Filter PR.
Clear
Apply

1-4 of 4 items

STUDENT (26)	P1	E7-8.ARV.PR.M	E7-8.ARV.PR.M.FLG	E7-8.ARV.PR.G
1. Alibegovic, Myles	--	--		
2. Creighton, Ryan	--	--		
3. Davidson, Olivia	--	--		
4. Fairburn, Cameron	--	--		
5. Freypons, Elizabeth	--	--		
6. Gallea, Jake	--	--		
7. Gervais, Patrick	--	--		
8. Hagan, Madison	--	--		
9. Hauser, Sadie	--	--		

Final Grade Status
Save
Incomplete
Exempt
Absent

×

A s

< E7-8.ARV.PR.M.FLG >

×

E
I
EANDI
Codes

NA

Enter

Late
Fill

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.

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VIS(1) Visual Arts Gr. 08 - 18-19

Create ?

Grades: Standards - P1

VIS(1) Visual Arts Gr. 08

E7-8.AR.V.PR.C PR Visual Arts Comments - (Comment Only) Show More

Grade Scale Type: (E - NA)

Filter PR. Clear Apply

1-4 of 4 items

STUDENT (26)	P1	E7-8.AR.V.PR. M	E7-8.AR.V.PR. M.FLG	E7-8.AR.V.PR. C
1. Alibegovic, Myles	--	--	--	
2. Creighton, Ryan	--	--	--	
3. Davidson, Olivia	--	--	--	
4. Fairburn, Cameron	--	--	--	
5. Freypons, Elizabeth	--	--	--	
6. Gallea, Jake	--	--	--	
7. Gervais, Patrick	--	--	--	
8. Hagan, Madison	--	--	--	
9. Hauser, Sadie	--	--	--	

Final Grade Status Save

(Comment Only)

Missing Collected Late Fill

Incomplete Exempt Absent Fill

Characters Left: 130

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

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		
<div>Standard Additional</div>		
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)**

<b>Report Information</b>	
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) <span>Clear All</span>
Current Selection Students*	All 20 students in my classes. <input type="checkbox"/>
Store Code for Report Period 1*	R1 <input type="checkbox"/>
Store Code for Report Period 2 (may be left blank)	Please Select... <input type="checkbox"/>
Progress Report Attendance End Date*	P1 <input type="checkbox"/>
First Report Card Attendance End Date*	R2 <input type="checkbox"/>
Print Date*	12/13/2012 <input type="checkbox"/>
Include Attendance	<input checked="" type="checkbox"/> On <input type="checkbox"/>
Select Attendance Conversion	Period to AM/PM <input type="checkbox"/>
Pages to Print*	All Pages Learning Skills/Work Habits Page First Course Page Second Course Page Mark Legend Page <input type="checkbox"/>
Sort By Homeroom	<input checked="" type="checkbox"/> On <input type="checkbox"/>

Submit Cancel

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.

- Click "Submit" at the lower right.
- At the Report Queue screen click "Refresh" to prompt the status to change from "Pending" to "Completed".
- 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

Created On	Report Name	Started	Ended	Created By	Status	Delete All Options
12/13/2012	Elementary Report Cards (1-6)	12/13/2012 11:55 AM	12/13/2012 11:55 AM	Baker, Lily	Completed	<div><div></div><div></div></div>

Created By

Baker, Lily

Status

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.