

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 links: 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 is the 'Current Classes' section, which lists three classes: 'AM-PM(1) Homeroom Gr. 02 PowerTeacher Pro', 'AM-PM(1) Homeroom Gr. 03 PowerTeacher Pro', and 'Visual Arts Gr. 02'. Each class entry has a set of icons for various functions like calendar, calculator, and printer.

A close-up of the reporting period selection dropdown menu. It shows three options: 'P1 (9/5/2017 - 11/12/2017)', 'R1 (11/13/2017 - 2/15/2018)', and 'R2 (2/16/2018 - 8/31/2018)'. The 'R2' option is currently selected and highlighted with a blue background.

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 'PowerSchool' logo is on the left, and the current class 'AM-PM(1) Homeroom Gr. 03 - 18-19' is displayed in the center. On the right, there are buttons for 'Create', a help icon, and a user profile icon. Below the header is a 'Grading' tab, which is highlighted. Under the 'Grading' tab, there are several options: 'Assignments', 'Assignment List', 'ScoreSheet', 'Categories', 'Grades', 'Traditional', 'Standards', 'Comment Verification', 'Category Totals', and 'All Reporting Terms'. The 'Standards' option is circled in red. A red arrow points from the 'Standards' option to the main content area, which is currently blank.

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

The screenshot shows the PowerTeacher Pro interface. On the left is a sidebar with icons for Grading, Students, Progress, Reports, and Settings. The main area displays a report card for 'Grades: Standards - P1' and 'AM-PM(1) Homeroom Gr. 03'. The report is for 'Class Grade: P1' and 'Grade Scale Type: (A - F)'. The calculation method is 'Category Weighting'. The report shows columns for 'STUDENT (5)', 'P1', and various learning skills like 'E1-6.LS', 'E1-6.LS.PR', 'E1-6.LS.PW', and 'PR Responsibility'. A red circle highlights the 'PR Responsibility' column header, with a callout box stating 'Hover mouse over heading shows learning skills'. Another red circle highlights the 'P1' dropdown menu, with a callout box stating 'Make sure you are in the correct reporting'. A red circle highlights the 'PR Responsibility' column header, with a callout box stating 'Advancing to other entry columns'. A red circle highlights the 'Page 1 of 5' and 'Columns/Page 4' area, with a callout box stating 'You can advance to other entry columns using the page navigator at the bottom of the grade sheet.' A red circle highlights the 'PR Responsibility' column header, with a callout box stating '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.' A red circle highlights the 'PR Responsibility' column header, with a callout box stating 'You can advance to other entry columns by clicking on the far left advance arrow.'

Grades: Standards - P1
AM-PM(1) Homeroom Gr. 03

Class Grade: P1
Grade Scale Type: (A - F)
Calculation: Category Weighting

STUDENT (5)

P1

E1-6.LS
E1-6.LS.PR
E1-6.LS.PW
PR Responsibility

Page 1 of 5
Columns/Page 4

Legend
Icons - Professional Judgment Indicator

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.

The screenshot shows the PowerTeacher Pro interface with the filter menu open. The filter menu has three options: 'Show Filter', 'Hide Summary', and 'Show Metrics'. The 'Show Filter' option is selected. The filter menu is located at the bottom of the report card. A red arrow points from the 'Show Filter' option to the 'PR' column header in the report card.

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. 03 - 18-19

Grades: Standards - P1
AM-PM(1) Homeroom Gr. 03

Scale Type: (E - N)

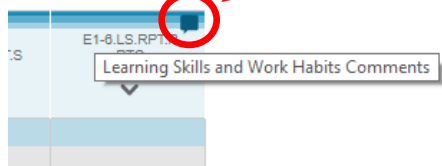
Page 1 of 2 Columns/Page 9

Final Grade Status Save

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

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



Comment Entry tool

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**

PowerSchool

VIS(1) Visual Arts Gr. 03 - 18-19

Create ? [User Icon]

Grades: Standards - P1

VIS(1) Visual Arts Gr. 03

E1-6.ARV.PR.M PR Visual Arts

Grade Scale Type: (V - D)

Filter PR. Clear Apply

1-3 of 4 items

STUDENT (5)

P1

E1-6.ARV.PR.M

E1-6.ARV.PR.M.FLG

E1-6.ARV.PR.C

V W D Codes

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.

PowerSchool

VIS(1) Visual Arts Gr. 03 - 18-19

Create ? [User Icon]

Grades: Standards - P1

VIS(1) Visual Arts Gr. 03

E1-6.ARV.PR.M PR Visual Arts

Grade Scale Type: (V - D)

Filter PR. Clear Apply

1-3 of 4 items

STUDENT (5)

P1

E1-6.ARV.PR.M

E1-6.ARV.PR.M.FLG

E1-6.ARV.PR.C

V W D Codes

Page 1 of 2 Columns/Page 3

Final Grade Status Save

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

VIS(1) Visual Arts Gr. 03 - 18-19

Create ? User

Grading

Students

Progress

Reports

Settings

Apps

Grades: Standards - P1

VIS(1) Visual Arts Gr. 03

E1-6.ARV.PR.M.FLG PR ESL/ELD/IEP/NA Visual Arts

Grade Scale Type: (E - NA)

Filter PR. Clear Apply

1-3 of 4 items

STUDENT (5)	P1	E1-6.ARV.PR.M	E1-6.ARV.PR.M.FLG	E1-6.ARV.PR.C
1. Dixon, Coen	--	--		
2. Foster, Ethan	--	--		
3. King, Alston	--	--		
4. Muir, Benjamin	--	--		
5. Stack, Coleton	--	--		

Page 1 of 2 Columns/Page 3

Legend Icons - Professional Judgment Indicator

Final Grade Status Save

E1-6.ARV.PR.M.FLG

E I EANDI NA Codes Enter

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

Incomplete Exempt Absent

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.

PowerSchool

VIS(1) Visual Arts Gr. 03 - 18-19

Create ? [User Icon]

Grades: Standards - P1 [Dropdown]

VIS(1) Visual Arts Gr. 03

E1-6.ARV.PR.C PR Visual Arts Comments - (Comment Only) [Show More]

Grade Scale Type: (E - NA)

Filter PR. [Clear] [Apply]

1-3 of 4 items

STUDENT (5)	P1	E1-6.ARV.PR.M	E1-6.ARV.PR.M.FLG	E1-6.ARV.PR.C
1. Dixon, Coen	--	--	--	
2. Foster, Ethan	--	--	--	
3. King, Alston	--	--	--	
4. Muir, Benjamin	--	--	--	
5. Stack, Coletton	--	--	--	

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

Legend
Icons - Professional Judgment Indicator

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.



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) Clear All
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"/> The dates must be manually changed to reflect the current school year.
Include Attendance	<input checked="" type="checkbox"/> On Make sure to enter the correct date for printing. This appears on the report card.
Select Attendance Conversion	Period to AM/PM <input type="checkbox"/>
Pages to Print*	<input type="checkbox"/> All Pages <input type="checkbox"/> Learning Skills/Work Habits Page <input type="checkbox"/> First Course Page <input type="checkbox"/> Second Course Page <input type="checkbox"/> Mark Legend Page
Sort By Homeroom	<input checked="" type="checkbox"/> On <input type="checkbox"/>


Submit Cancel

- 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	 

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.