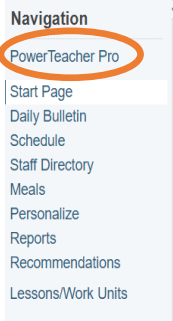
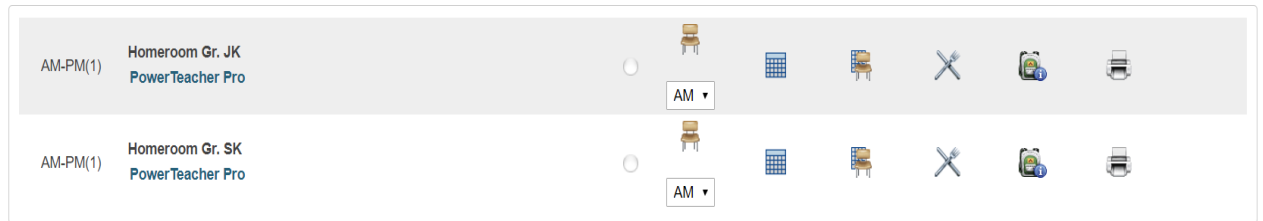


Kindergarten Communication of Learning Report Entry

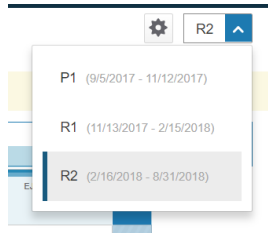
From the PowerTeacher attendance page (<https://powerschool.granderie.ca/teachers/pw.html>) after you log in you will want to click on PowerTeacher Pro link in top left corner.



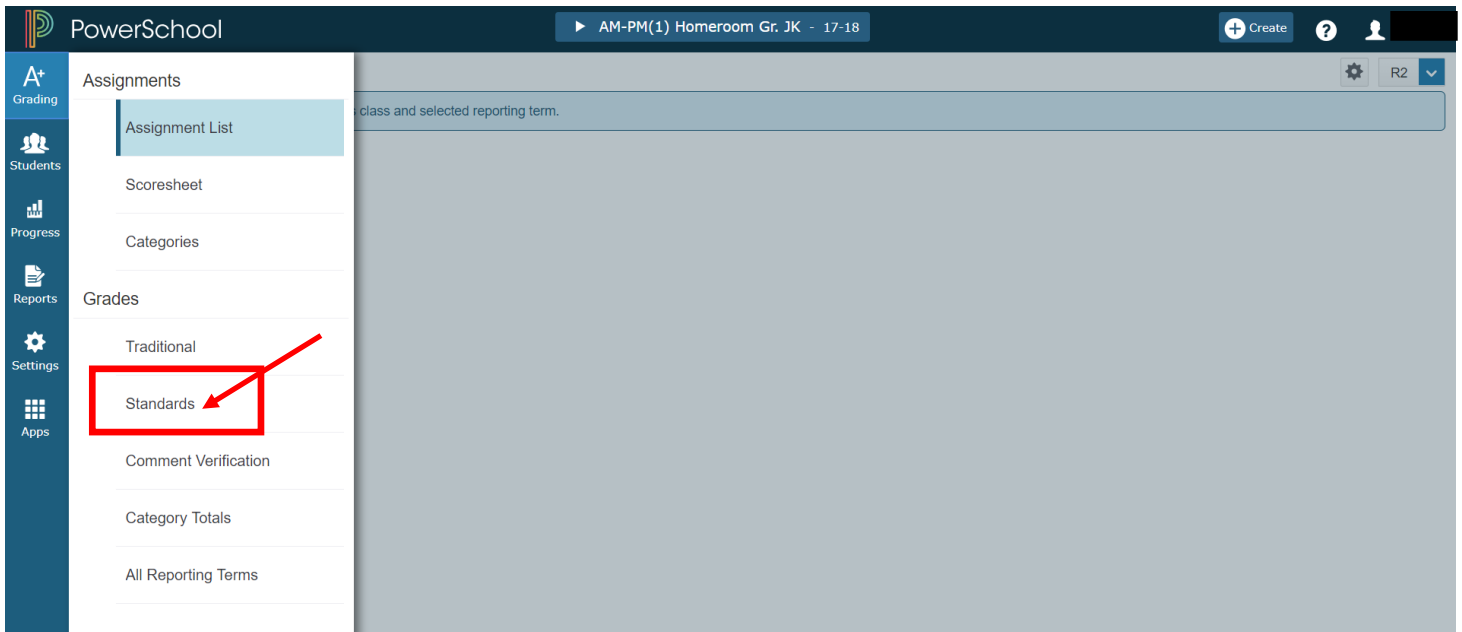
Current Classes



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



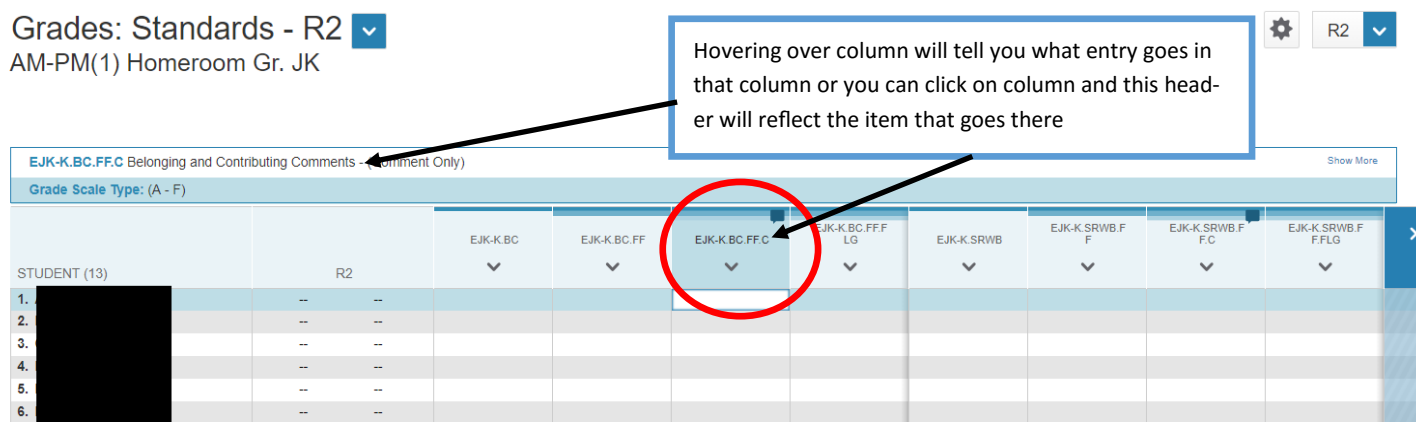
To get to the area which you want to enter your Key Learning information you will need to click on the Grading tab on left and select Standards under the Grade header



Comments can be entered in the columns that have the small speech bubble.

Grades: Standards - R2
AM-PM(1) Homeroom Gr. JK

Hovering over column will tell you what entry goes in that column or you can click on column and this header will reflect the item that goes there

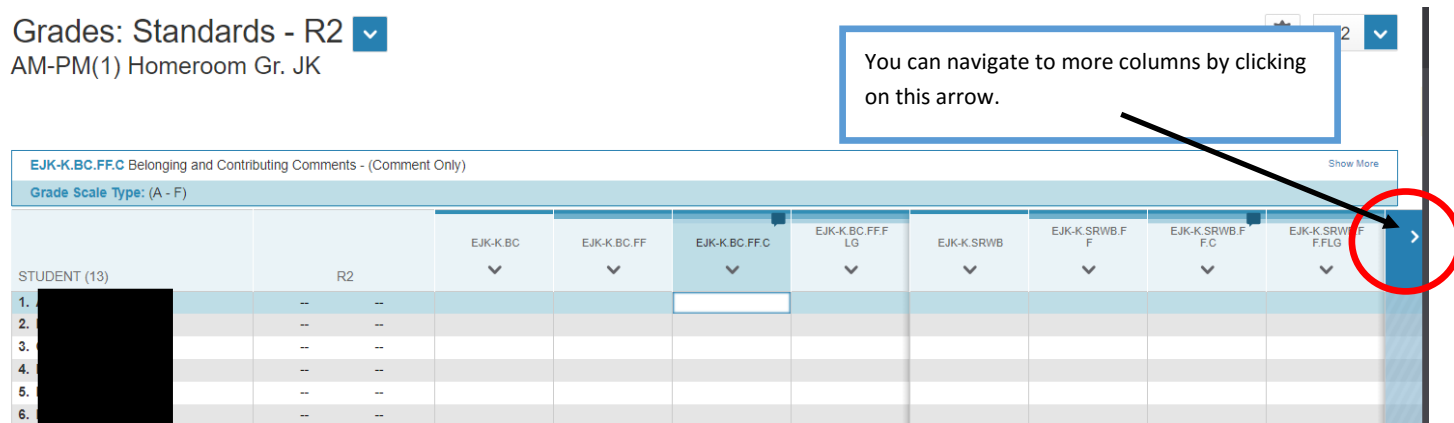


EJK-K.BC.FFC Belonging and Contributing Comments - (Comment Only)		Grade Scale Type: (A - F)							
STUDENT (13)	R2	EJK-K.BC	EJK-K.BC.FF	EJK-K.BC.FFC	EJK-K.BC.FFC LG	EJK-K.SRWB	EJK-K.SRWB.F	EJK-K.SRWB.F.FC	EJK-K.SRWB.F.FLG
1.	--	--	--	--	--	--	--	--	--
2.	--	--	--	--	--	--	--	--	--
3.	--	--	--	--	--	--	--	--	--
4.	--	--	--	--	--	--	--	--	--
5.	--	--	--	--	--	--	--	--	--
6.	--	--	--	--	--	--	--	--	--

You can advance to other entry cells by clicking on the far left advance arrow or using the page numbers below the grade sheet.

Grades: Standards - R2
AM-PM(1) Homeroom Gr. JK

You can navigate to more columns by clicking on this arrow.

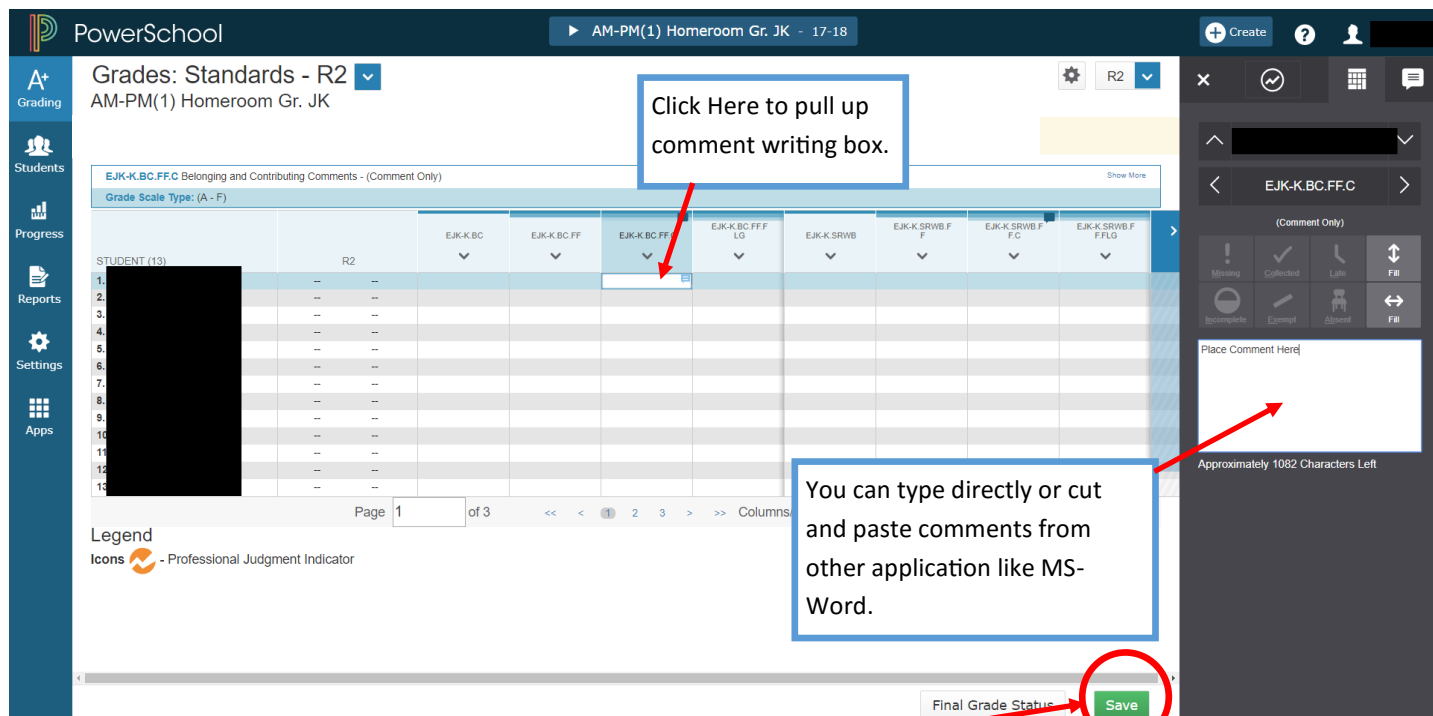


EJK-K.BC.FFC Belonging and Contributing Comments - (Comment Only)		Grade Scale Type: (A - F)							
STUDENT (13)	R2	EJK-K.BC	EJK-K.BC.FF	EJK-K.BC.FFC	EJK-K.BC.FFC LG	EJK-K.SRWB	EJK-K.SRWB.F	EJK-K.SRWB.F.FC	EJK-K.SRWB.F.FLG
1.	--	--	--	--	--	--	--	--	--
2.	--	--	--	--	--	--	--	--	--
3.	--	--	--	--	--	--	--	--	--
4.	--	--	--	--	--	--	--	--	--
5.	--	--	--	--	--	--	--	--	--
6.	--	--	--	--	--	--	--	--	--

If you click on the cell beside the the student this will bring up the tool for entry of comments.

Click Here to pull up comment writing box.

You can type directly or cut and paste comments from other application like MS-Word.



EJK-K.BC.FFC Belonging and Contributing Comments - (Comment Only)		Grade Scale Type: (A - F)							
STUDENT (13)	R2	EJK-K.BC	EJK-K.BC.FF	EJK-K.BC.FFC	EJK-K.BC.FFC LG	EJK-K.SRWB	EJK-K.SRWB.F	EJK-K.SRWB.F.FC	EJK-K.SRWB.F.FLG
1.	--	--	--	--	--	--	--	--	--
2.	--	--	--	--	--	--	--	--	--
3.	--	--	--	--	--	--	--	--	--
4.	--	--	--	--	--	--	--	--	--
5.	--	--	--	--	--	--	--	--	--
6.	--	--	--	--	--	--	--	--	--
7.	--	--	--	--	--	--	--	--	--
8.	--	--	--	--	--	--	--	--	--
9.	--	--	--	--	--	--	--	--	--
10.	--	--	--	--	--	--	--	--	--
11.	--	--	--	--	--	--	--	--	--
12.	--	--	--	--	--	--	--	--	--
13.	--	--	--	--	--	--	--	--	--

Page 1 of 3

Final Grade Status **Save**

After you have entered your comments make sure you click save. It would be wise to save often.

To fill in the ELL and IEP boxes for each section of the report you can simply click on the column beside the comment and use the entry tool. E= ESL/ELD, I = IEP, EANDI = both checked.

PowerSchool

AM-PM(1) Homeroom Gr. JK - 17-18

Grades: Standards - R2

AM-PM(1) Homeroom Gr. JK

EJK-K.BC.FF.FLG ESL/IEP Belonging and Contributing

Grade Scale Type: (E - Eandi)

STUDENT (12)

R2

EJK-K.BC

EJK-K.BC.FF

EJK-K.BC.FF.C

EJK-K.BC.FF.LG

EJK-K.SRWB

EJK-K.SRWB.F

Page 1 of 4

Columns/Page 6

Legend

Icons - Professional Judgment Indicator

Final Grade Status

Save

Don't forget to hit save.

E

I

EANDI

Codes

Enter

Missing

Collected

Late

Incomplete

Exempt

Absent

Fill

Fill

PRINTING REPORT CARDS

Return to the PowerTeacher Portal by clicking on the waffle-board icon labelled "Apps" at the bottom left of page.



When you are back in PowerTeacher Portal you can click on the Printer icon.

Current Classes

AM-PM(1) Homeroom Gr. 03 PowerTeacher Pro

AM-PM(1) Homeroom Gr. 04 PowerTeacher Pro

AM

AM

Select the "additional" tab

Print Class Reports

Standard

Additional

Which report would you like to print?

Class Attendance Audit

For which students?

The 2 students in this class.

Test print?

☐ Print only the first 2 pages.

Kindergarten Communication of Learning Report Card

Report Information	
Description	Kindergarten Communication of Learning Report Card
Version	1.3
Output File Name	Kindergarten Communication of Learning
Category	Paper Reports
Published Date	04/28/2017 10:39 AM
Teacher Safe	Yes
Comments	This report will print for the students in the current selection or all students who have been active in the current school this year (excluding students who have been transferred to another Board). To run the Kindergarten Communication of Learning Report: (1) Select the Store Code for the Report Period.
Report Parameters	
(Check box on the right to save as default value)	
Current Selection Students*	<input checked="" type="radio"/> The Selected 13 Students Only <input type="radio"/> All Students
Store Code for Report Period*	R2 ▼
Progress Report Attendance End Date*	11/07/2016 (MM/DD/YYYY)
First Report Card Attendance End Date*	02/09/2017 (MM/DD/YYYY)
Include students transferred out on or after	(MM/DD/YYYY)
Report Card Date*	06/05/2017 (MM/DD/YYYY)
Include Attendance	<input checked="" type="checkbox"/> On
Select Attendance Conversion	Period to AM/PM ▼
Sort By Homeroom	<input checked="" type="checkbox"/> On
Teacher Name*	Use Teacher First Initial and Last Name ▼
Ignore Student Exclusion	<input checked="" type="checkbox"/> Enabled

Teachers To Print	
Co-Teaching Roles Designated as Teacher	None Co-teacher Job Share Teacher ECE Class Observer
Co-Teaching Roles Designated as Early Childhood Educators	None Co-teacher Job Share Teacher ECE Class Observer
Trace Options	
Trace Log	<input type="checkbox"/> Enabled
Include Query Output	<input type="checkbox"/> Enabled
Query Output Row Limit	100
Sample Dataset Mode	<input type="checkbox"/> Enabled

Select the Correct Reporting Period

Double check to make sure all dates are correct

To ensure the ECE's Name appears on the report card.

Scheduling

Please select when to run

☒ Run Now ☐ Schedule


Legend

Icons: Time Entry, Data Entry

Set values as above:

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	Options
12/13/2012	Elementary Report Cards (1-5)	12/13/2012 11:55 AM	12/13/2012 11:55 AM	Baker, Lily	Completed	 

Delete All