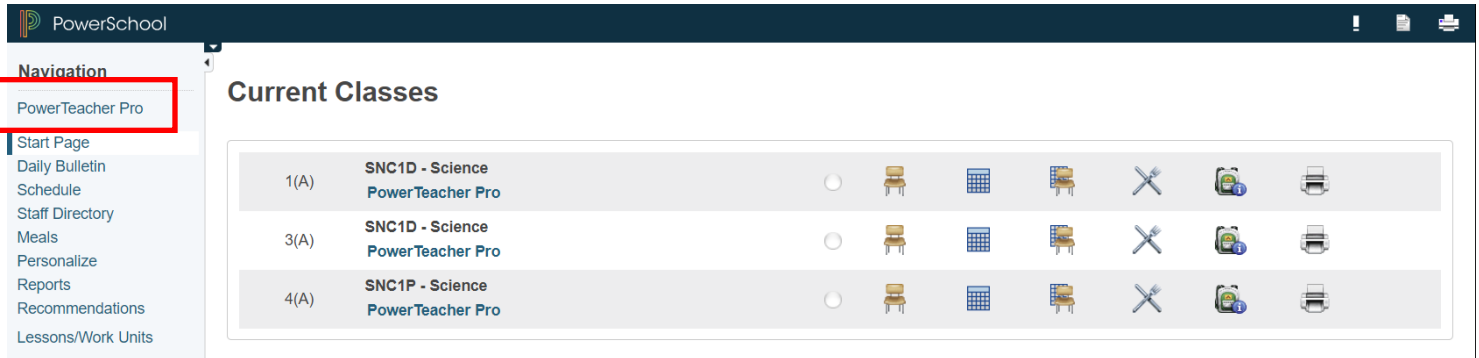


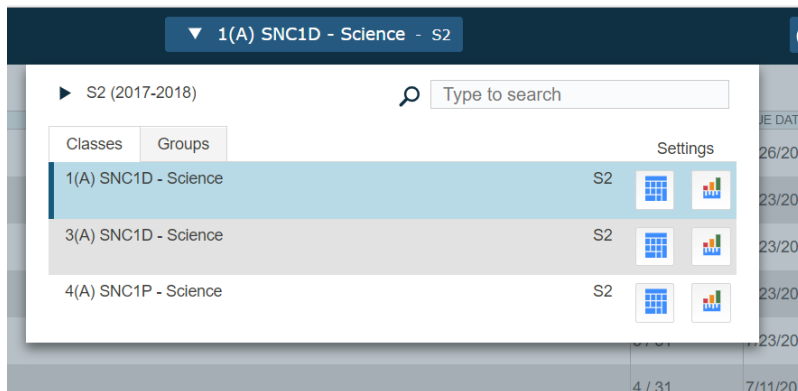
# Report Card entry

## Secondary Teachers

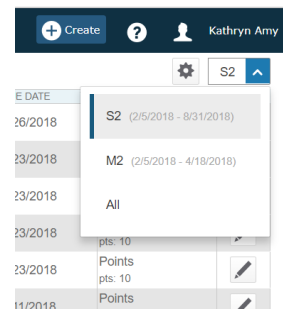
From the PowerTeacher attendance page (<https://powerschool.granderie.ca/teachers/pw.html>) after you log in you will want to click on PowerTeacher Pro link in top left corner.



Classes are listed and can be selected at the top centre of the PowerTeacher Pro Window.

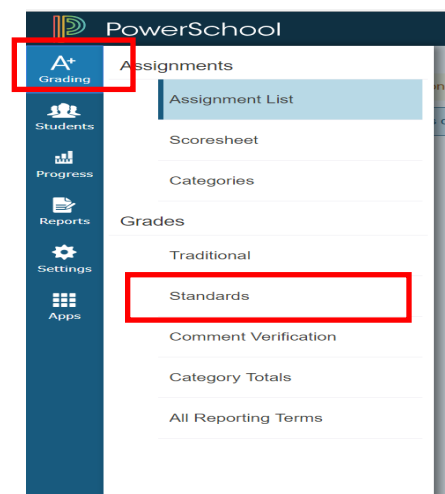


Make sure you are in the correct reporting period (P, R1, R2) by selecting



### Report Card Entry

Once you are in the class and correct reporting period. Select the Grading tab on the top right of the screen and select the "Standards" link under the Grades section.



Click here to enter percent-  
age grade. You can type  
grade in or use the mark  
tool.

Learning Skill Columns. You can type grade in or use the quick entry mark tool.

Click to access other Learning skills, ESL, IEP, and Request Interview check boxes.

[illegible]

## Quick Entry Mark Tool

PowerSchool

4(A) SNC1P - Science - S2

Grades: Standards - S2

4(A) SNC1P - Science

An invalid grade scale exists for at least one class or standard. Contact your administrator to correct the grade scale configuration before saving scores.

Class Grade: S2

Grade Scale Type: (100 - 0)

Calculation: Total Points

Grade: 85 | 85% | --

85 | 85% | E | S | S | S | N

Final Grade Status

Save

S2 - Grade

85 | 85% | % | < | ↺

Calculated: -- --

7 | 8 | 9

4 | 5 | 6

1 | 2 | 3

0 | . | Enter

! | ✓ | ✗ | ⇅

Incomplete | Exempt | Absent | F/R

Characters Left: 500

Make sure you click the save button before you close browser or exit screen

You may directly type comments here for report card when in the grade cell.

Vertical fill to complete all cells in column

Horizontal fill to complete all cells in row.

If you use the mark book function of PTP you can override the calculation by typing here.

## Comments

Click here to open comment entry tool.

Click on setting cog to access comment tools

Click on Report card grade cell for comment entry

Comment entry can be facilitated by Comment entry tool. You can create your own comments for use. You can type in box or cut and past comments from other file.

- For detailed instructions on creating a personal comment bank visit: <http://bit.ly/CommentBank>

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

Entry tool changes to purpose of the cell you are in. To check off the ESL, IEP or both boxes on report card. You can use the tool here or type in the cell. You will not be allowed to enter any characters other than the ones that are intended for this cell

Typing or selecting "Y" will check off the request for Interview box on report card.

Note: this field is found in the last column of the standards. You can tell what the column is for by hovering your mouse over the heading of of any column.

## Checking Report Cards Complete

Once the report card data entry is complete for any subject click the “Final Grade Status Button” at bottom of the page.

Check the Final Grades complete box and then hit save.

Final Grade Status Save

PowerSchool

Grades: Standards - S2

4(A) SNC1P - Science

Class Grade: S2

Grade Scale Type: (100 - 0)

STUDENT (21)

3. Bonaccorso, Bradley	--
4. Brennan, Luke	--
5. Burnett, Zakery	--
6. Dawson, Derek	--
7. Foster, Kyra	--
8. Guthro, Shianna	--
9. Hoyle, Byron	--
10. Hunter, Riley	--
11. Kwarciany, Riley	--
12. Lacombe, Christian	--
13. Matthews, Elizabeth	--
14. McKeen, Dawson	--
15. Ray, Amanda	--
16. Roffey, Ethan	--
17. Sandiford, Whitney	--
18. Schram, Lee	--
19. Seery, Britney	--
20. Simmermaker, Jeremy	--
21. Turvey, Braeden	--

Page 2 of 2

Columns/Page 6

Legend

Icons - Professional Judgment Indicator

Final Grade Status Save

S2 Final Grade Status

S2 Final Grades are Complete

Comment

Characters Left: 200

Save

The “Final Grade Status” will display as follows with a green check mark

✓ Final Grade Status 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

If you have any questions or concerns please contact us either by email at [pshelp@granderie.ca](mailto:pshelp@granderie.ca) or call 519 756 6301 ext 287077