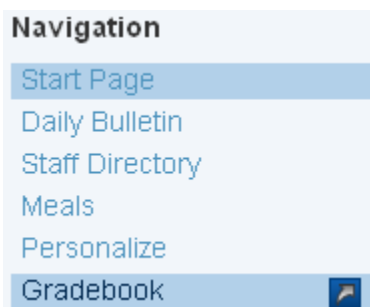# PowerTeacher Elementary Report Card Entry
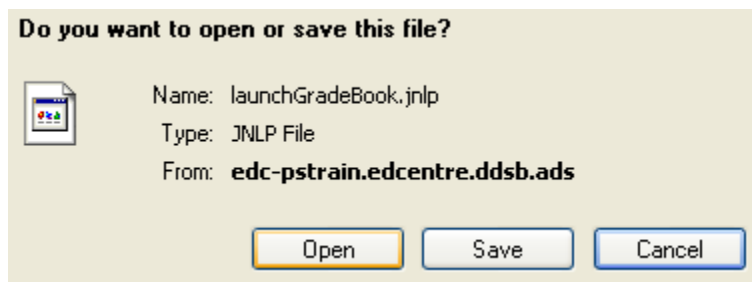
Launching Gradebook

1. The PowerTeacher Gradebook is available by choosing Gradebook in the Navigation menu.

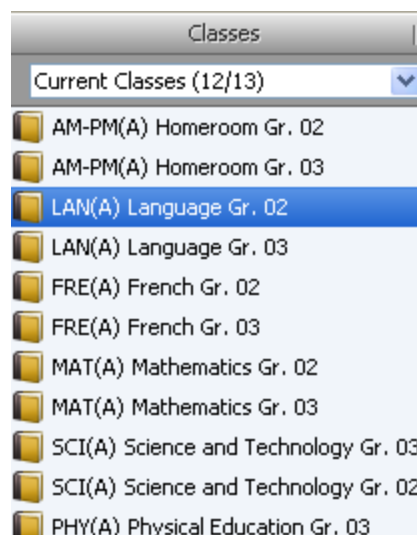2. Click the Launch PowerTeacher Gradebook button at the bottom of the screen.
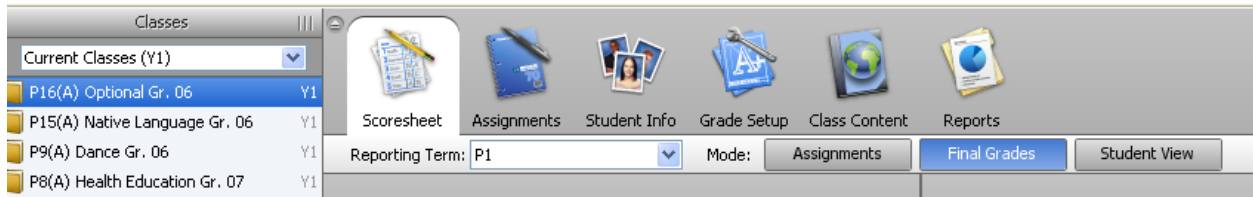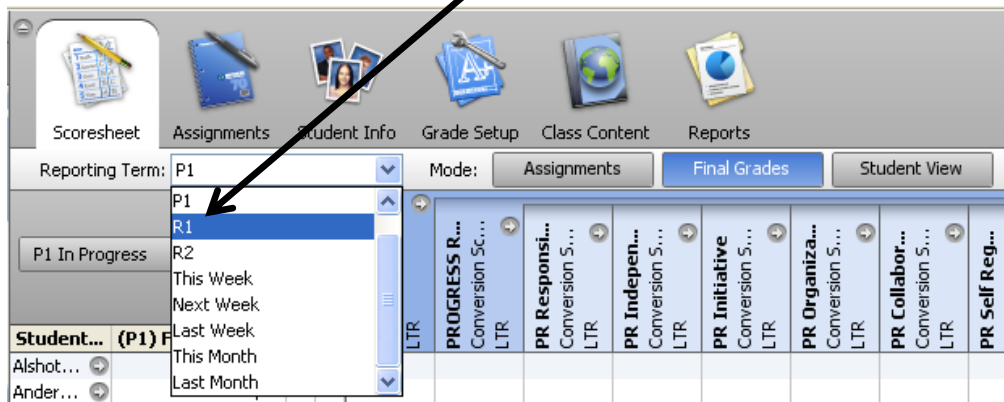

3. Choose "Open"…

Selecting Classes

1. Classes are listed and can be selected at the top left of the Gradebook window.
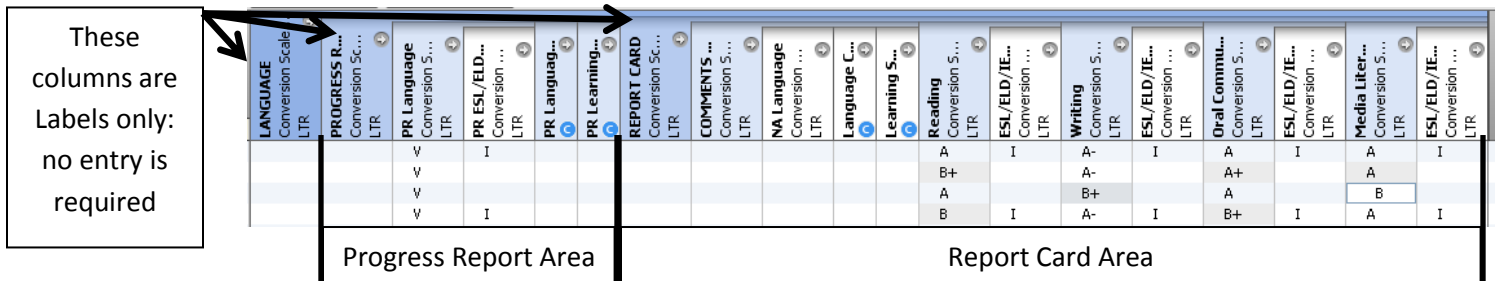
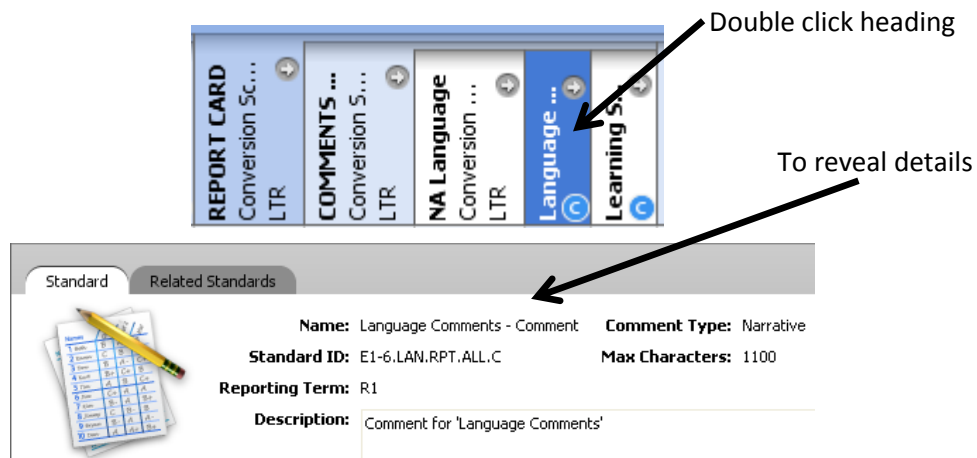2. Report card entry is accessed by choosing Final Grades mode

3. **Be sure** to select the correct reporting period in the drop down menu. R1 for February report cards, R2 for June.

4. The grade entry area will display as follows

These columns are Labels only: no entry is required

Progress Report Area   Report Card Area

Tip: double clicking on a heading label will display a panel at the bottom of the screen that includes details about the column.

Double click heading

To reveal details

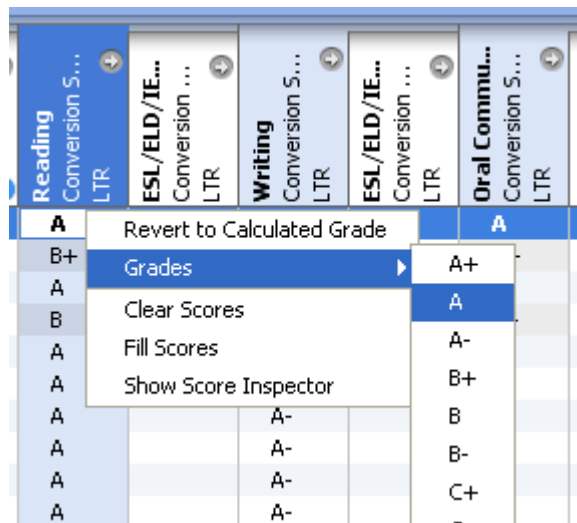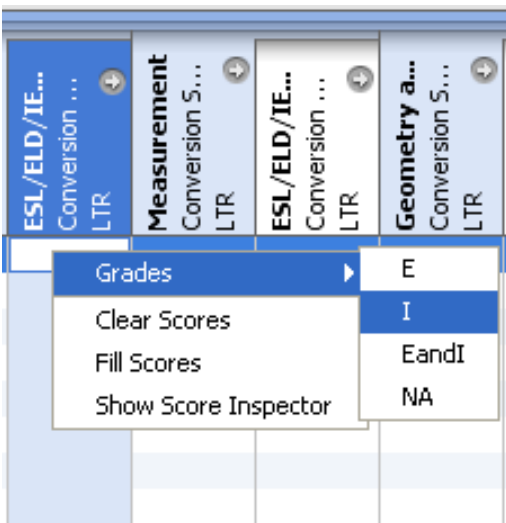|	
Name: Language Comments - Comment	**Comment Type:** Narrative
Standard ID: E1-6.LAN.RPT.ALL.C	**Max Characters:** 1100
Reporting Term: R1	
Description: Comment for 'Language Comments'	

Entering Values

To enter values, right click on a cell, choose "Grades", and then select the appropriate grade.

- Depending on the type of value required for each column the choices under "Grades" will vary.
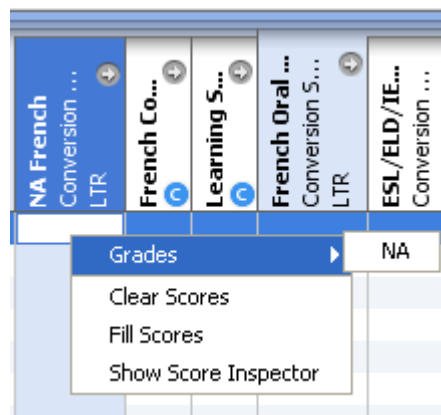
Report Card Grade: A+…D-, ALT, R, I   **IEP and ESL Indicator: E, I, EandI**
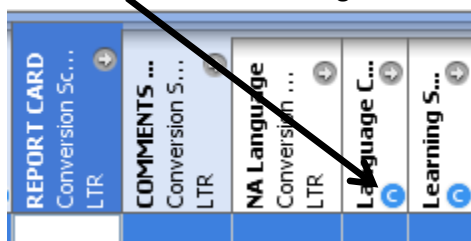

NA Indicator

The "NA" indicator can appear in two different locations depending on the subject. For example, math has the "NA" indicator included in the E, I, EandI list for each strand, French however has a dedicated column for entering the "NA" indicator.

Note: Do not enter "NA" for all math students that do not have an IEP or ESL indicator.
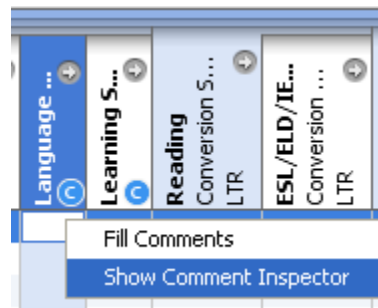

Entering Comments

1. Comment fields are indicated with a "c" in the bottom right of the heading label.

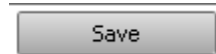2. Right click in a comment cell and choose **Show Comment Inspector**.

3. The comment bank is displayed. Select a comment and click "Insert Selected" to add the comment to the box below.
4. The list of available comments can be shortened by entering appropriate search terms in the "Find" box. In the example below the terms MAT-Grade 2-L3 were entered to display the list of comments.
5. Comments can be modified or entered by typing directly in the comment box.
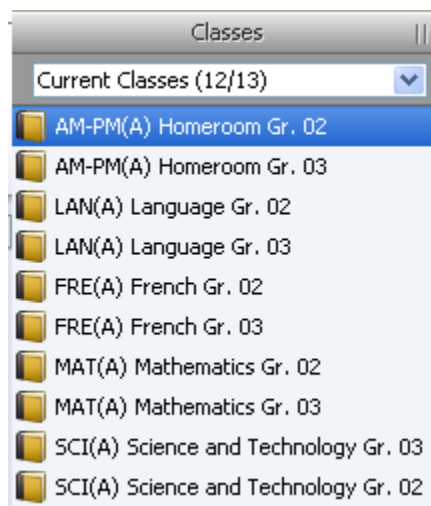6. Once the comment box is complete, click "Close".

Saving

1. The Save button is at the bottom right of the screen. Be sure to save often to ensure that all entries are recorded.
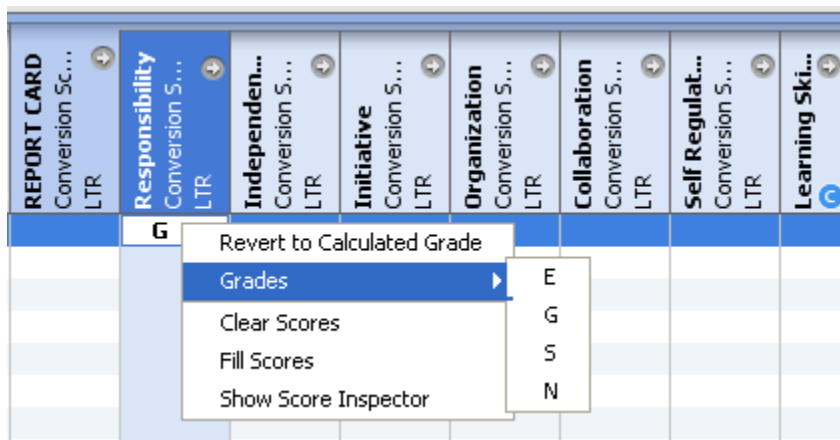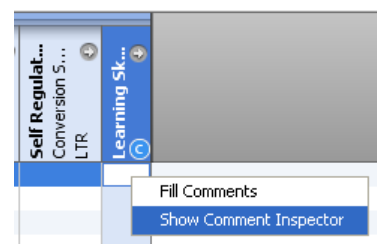
Homeroom Learning Skills

1. Homeroom learning skills are entered by choosing the Homeroom class from the list of classes at the top left.

2. Learning skills codes are entered by right clicking on a cell and choosing the correct letter from the grades menu.

3. Homeroom learning skills comments are entered by right clicking on a cell, and choosing "Show Comment Inspector".
4. Statements are entered in the "Comment" box, then click "Close"

Comment (Edit Comment Preferences to add Smart Text):

Sam demonstrates a considerable interest in his learning. He is well organized and embraces challenges. He is still working on teamwork skills and is encouraged to seek out opportunities to demonstrate leadership in class.

Approximately **1477** characters left

Clear   Close

Wildcards

The following wildcards are available in PowerTeacher and can be added to comments:

<First name>

<Last name>

<Preferred name>

<he/she>

<his/her>

<him/her>
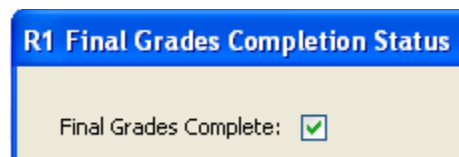
<He/She>

<His/Her>

As an example: With considerable effectiveness, <First name> assesses ways in which animals have an impact on society and the environment, and ways in which humans have an impact upon animals and the places where they live. This is demonstrated by <his/her> work on the Endangered Species assignment.

Checking Report Cards as Complete

1. Once report card data entry is complete for any subject click the "In Progress" button.

2. Place a check in the "Final Grades Complete" box.

3. The "In Progress" box will display as follow.