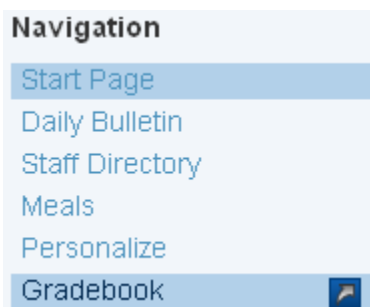


PowerTeacher

Elementary Report Card Entry

Launching Gradebook

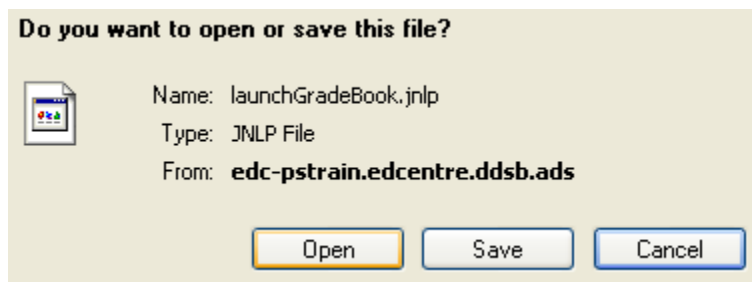
1. The PowerTeacher Gradebook is available by choosing Gradebook in the Navigation menu.



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

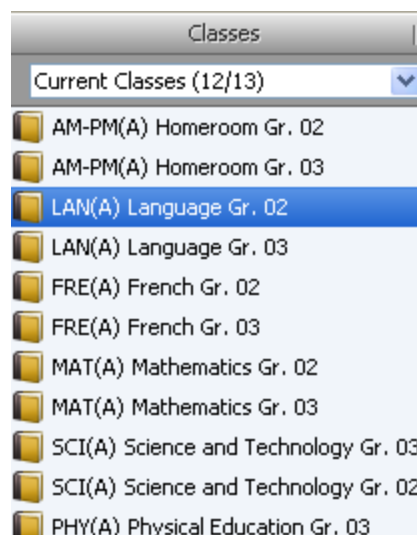
Launch PowerTeacher Gradebook

3. Choose "Open"...

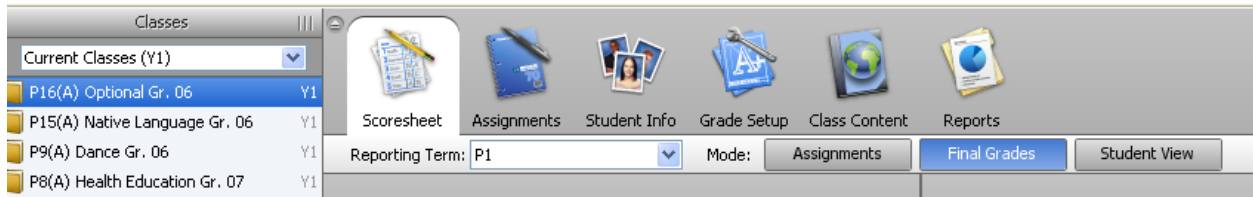


Selecting Classes

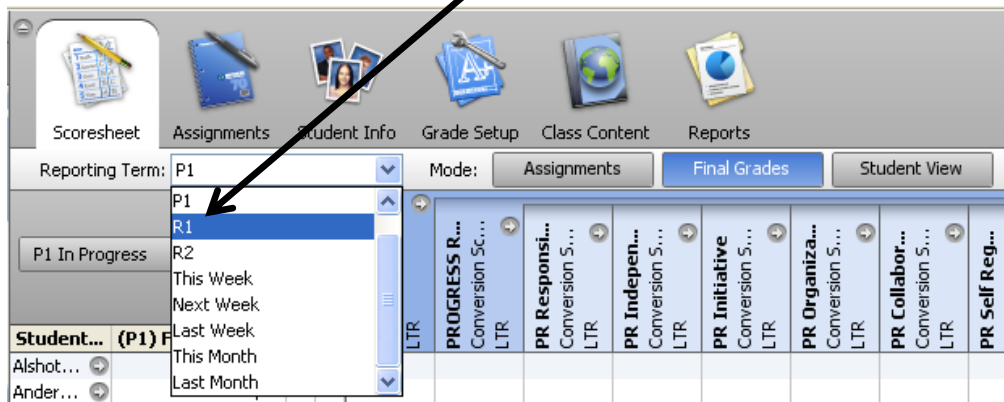
1. Classes are listed and can be selected at the top left of the Gradebook window.



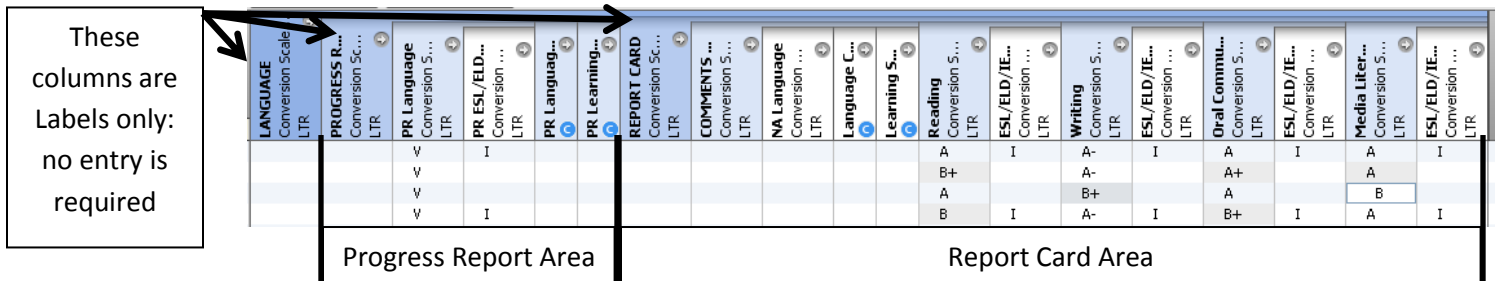
2. Report card entry is accessed by choosing Final Grades mode



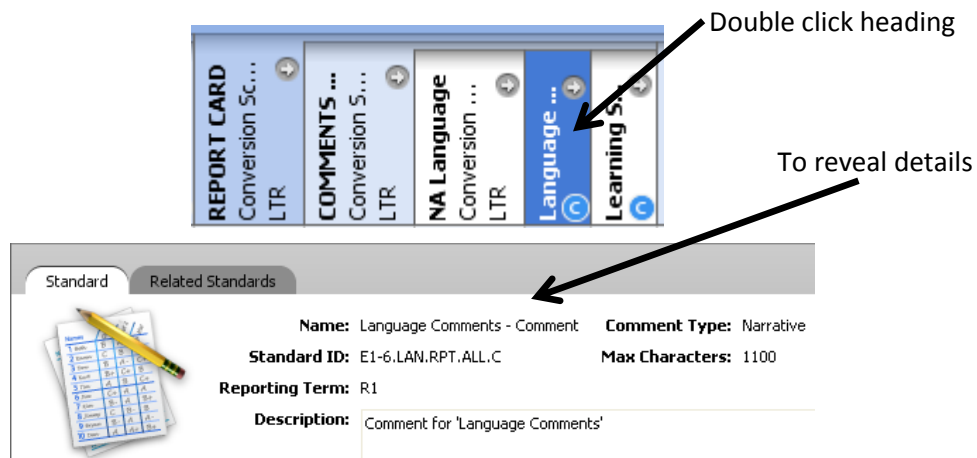
3. **Be sure** to select the correct reporting period in the drop down menu. R1 for February report cards, R2 for June.



4. The grade entry area will display as follows



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

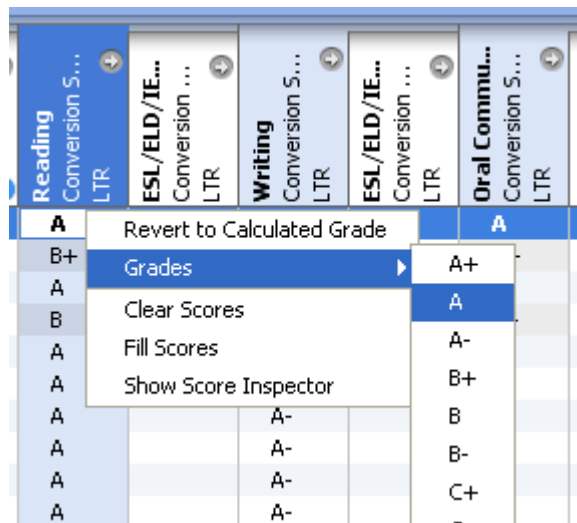


Entering Values

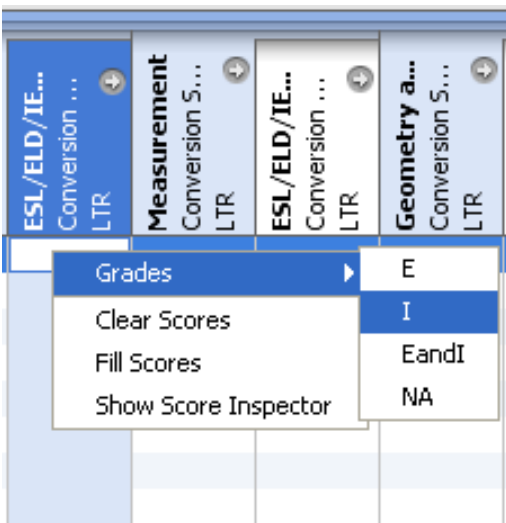
To enter values, right click on a cell, choose “Grades”, and then select the appropriate grade.

- Depending on the type of value required for each column the choices under “Grades” will vary.

Report Card Grade: A+...D-, ALT, R, I



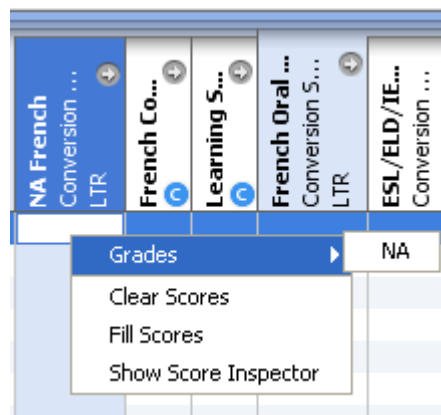
IEP and ESL Indicator: E, I, EandI



NA Indicator

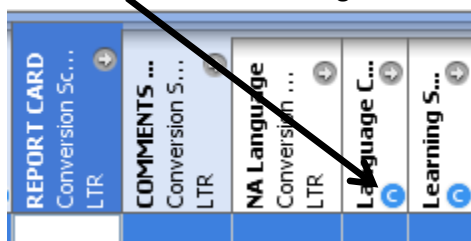
The “NA” indicator can appear in two different locations depending on the subject. For example, math has the “NA” indicator included in the E, I, EandI list for each strand, French however has a dedicated column for entering the “NA” indicator.

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

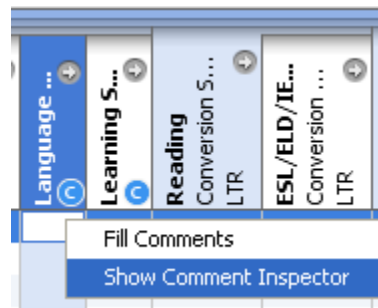


Entering Comments

- Comment fields are indicated with a “c” in the bottom right of the heading label.



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



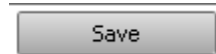
- The comment bank is displayed. Select a comment and click "Insert Selected" to add the comment to the box below.
- The list of available comments can be shortened by entering appropriate search terms in the "Find" box. In the example below the terms MAT-Grade 2-L3 were entered to display the list of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

 A screenshot of the 'Standard Comment' window. The window has a blue title bar with the text 'Standard Comment'. Inside, there is a section for student information: 'Student: Alshot, John', 'Final Grade Item: Mathematics Comments - Comment', and 'Reporting Term: R1'. Below this is a 'Narrative Comment' section. It includes a 'Show Comments:' dropdown menu set to 'District Comment Bank' and a 'Find:' text box containing 'MAT-Grade 2-L3'. Below the search box is a table of comments. The table has columns for 'Code', 'Comment', 'Category', 'Type', and 'Favorites'. There are five rows of comments, all with 'MAT-Grade 2-L3' as the category and 'Dist.' as the type. Below the table is a 'Separate Using' dropdown menu set to 'Line Breaks' and an 'Insert Selected' button. At the bottom of the window is a 'Comment' text area with the text 'John has demonstrated a thorough understanding of measurement of length, mass, and volume.' Below the text area is a character count: 'Approximately 1010 characters left'. At the very bottom are 'Clear' and 'Close' buttons.

| Code | Comment | Category | Type | Favorites |
|------------|--|----------------|-------|-----------|
| MAT4192332 | - demonstrates considerable ability to read, repr... | MAT-Grade 2-L3 | Dist. | ☆ |
| MAT4192333 | - demonstrates considerable understanding of m... | MAT-Grade 2-L3 | Dist. | ☆ |
| MAT4192334 | - with considerable effectiveness, estimates, me... | MAT-Grade 2-L3 | Dist. | ☆ |
| MAT4192335 | - demonstrates considerable ability to compare, ... | MAT-Grade 2-L3 | Dist. | ☆ |
| MAT4192336 | - identifies two-dimensional shapes and three-di... | MAT-Grade 2-L3 | Dist. | ☆ |

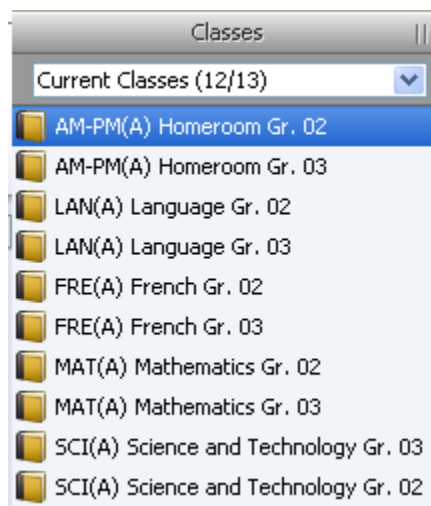
Saving

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

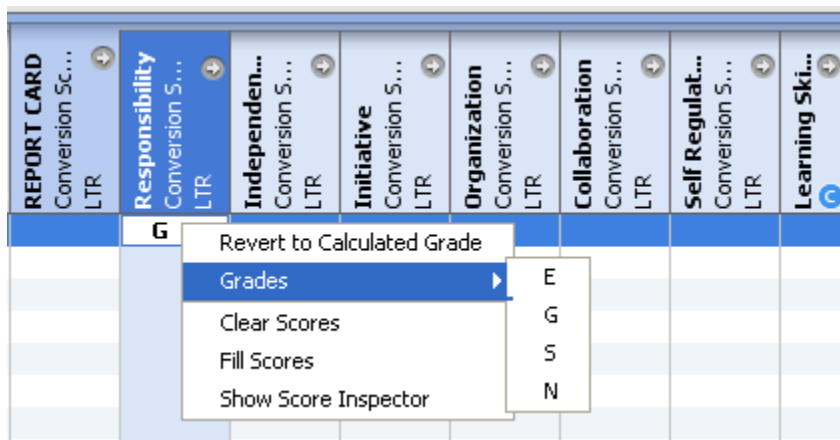


Homeroom Learning Skills

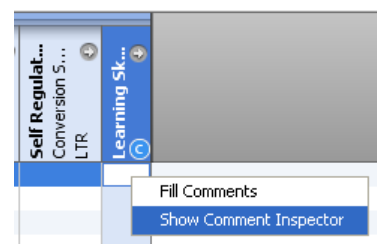
1. Homeroom learning skills are entered by choosing the Homeroom class from the list of classes at the top left.



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

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>

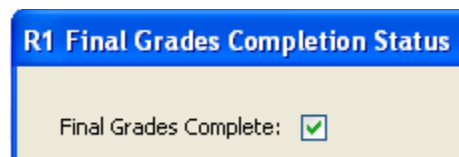
As an example: With considerable effectiveness, <First name> assesses ways in which animals have an impact on society and the environment, and ways in which humans have an impact upon animals and the places where they live. This is demonstrated by <his/her> work on the Endangered Species assignment.

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.

A form with a blue header bar containing the text "R1 Final Grades Completion Status" in white. Below the header is a light beige area. In this area, the text "Final Grades Complete:" is followed by a small blue square containing a white checkmark.

3. The “In Progress” box will display as follow.

