

# PowerTeacher for Elementary Report Cards Quick Guide

## Entering Final Grades

Check that you are in the **correct** year



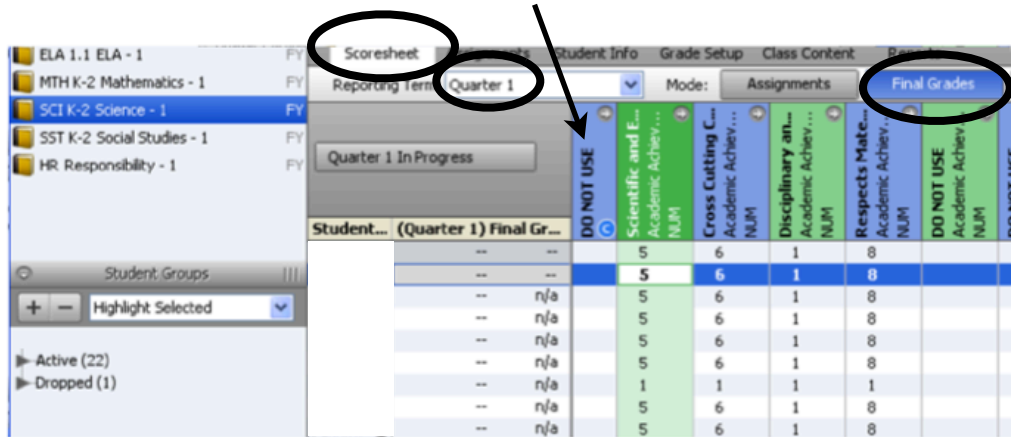
## Entering Final Grades

Click on the **Scoresheet** tab  
Click on **Final Grades**

Be sure you are in the right  
Reporting Term

Enter points (1-9) for each of the  
indicators for each class- MTH, SCI,  
SST, ELA, etc...

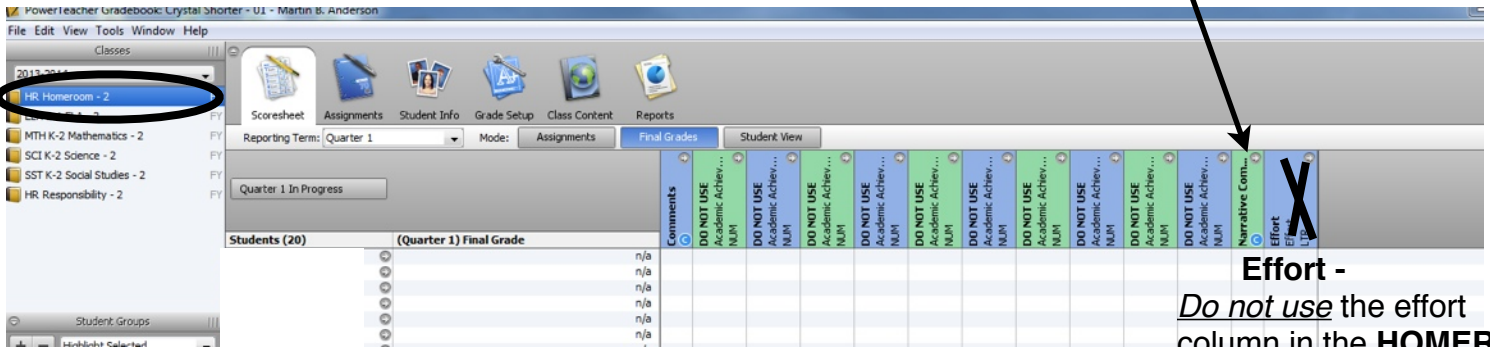
Do not enter any information in columns that say **DO NOT USE**. They will not show anywhere on report card!



## Adding Comments

Enter comments for the report  
card in the **HOMEROOM** class.

Use the column **NARRATIVE COMMENTS** - you can put both  
pre-made comments and your own comments in this space (up to  
500 characters).

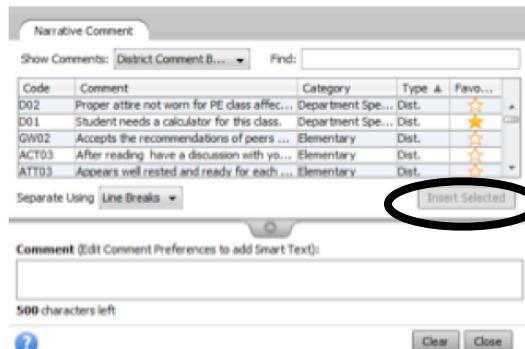


*Double Click* in the Narrative Comment column cell for the student  
you want to enter comments for

To use **already made comments**,  
Scroll through the comment  
Click on the one you want to use  
Click on **insert selected**

**OR**

Write your own in the blank  
(Narrative Comments column only)



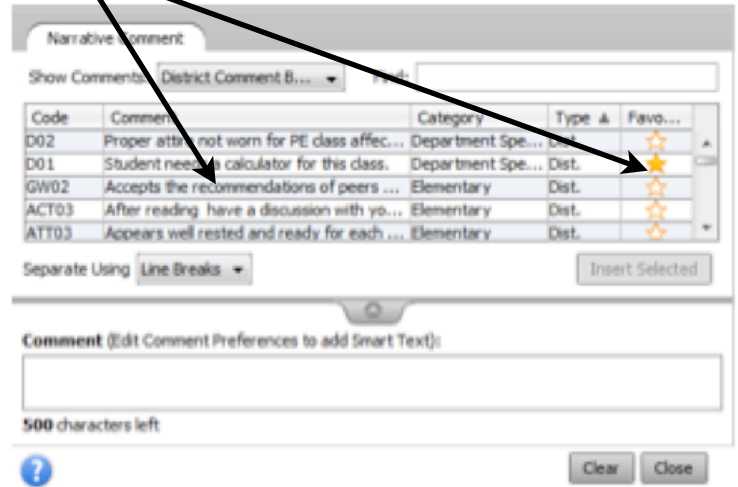
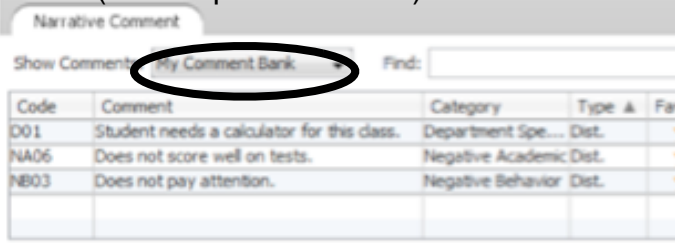
**Effort -**  
*Do not use* the effort  
column in the **HOMEROOM**  
class.  
Effort grades must  
go in each individual  
**subject** area (MTH, SCI,  
etc. classes).

## TIME SAVING TIP!

You can pick comments for your own bank also. It will significantly narrow your search:

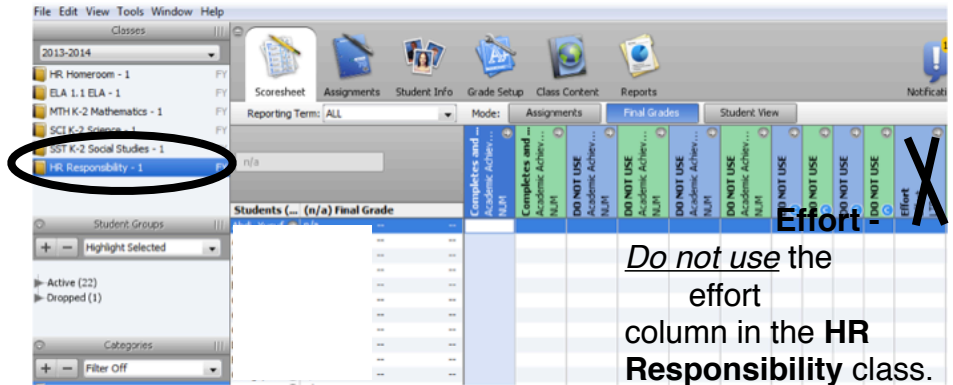
Click on the comments you use often  
Click on the Favorites star

This comment was copied to your My Comment Bank (use drop down to see)



## HR Responsibility

Click into column space  
Enter letter grades (O G S I N)  
for **ALL** of the categories  
**except Effort** (again, effort grades only go in each subject area (class)).  
**\*\*EVEN THOUGH IT SAYS NUM in the column heading, they should be letter grades!!! If you right click and choose grades, you will see the letter choices at the bottom, or you can just enter them**



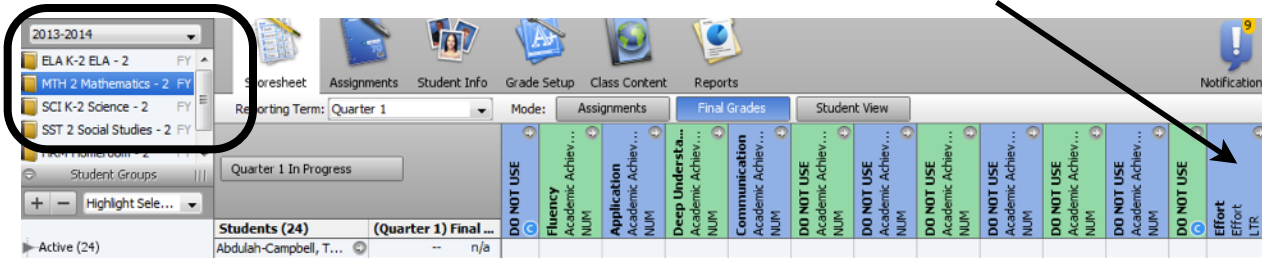
\*do not compare these categories to the categories in the sample Report

**Do not use** the effort column in the **HR Responsibility** class. Effort grades **must** go in each individual **subject** area (MTH, SCI, etc. classes).

## EFFORT Grades

Effort Grades only go into each individual subject area - MTH, SCI, SST, ELA, etc... **not** HR Homeroom or HR Responsibility!

Enter letter grades (O G S I N)



Effort Key	
O	Outstanding Effort
G	Good Effort
S	Satisfactory Effort
I	Improving Effort
N	Effort Needs Improvement

## Last Step!

Once you are all set with grades, you need to indicate this for EACH class, including HR Homeroom & HR Responsibility. Click "In Progress" then check Final Grade Complete OK

