PowerTeacher for Elementary Report Cards Quick Guide Entering Final Grades



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...

Adding Comments

Enter comments for the report card in the HOMEROOM class. Do <u>not</u> enter any information in columns that say **DO NOT** USE. They will not show anywhere on report card!

		Scorest		$\boldsymbol{1}$	where the	to Crad	- Calum - C	lass Conter	N Dane		
	ELA 1.1 ELA - 1 PY	Scoresi	icer	3 90	udent Ir	nro Grad	e Setup C	lass concer	K P		
	MTH K-2 Mathematics - 1 FY	Reporting	g Term Quarter 1	\mathbf{D}		 Mod 	e: Ass	ignments	Fina	l Grades	
	SCI K-2 Science - 1 FY				0		.1 : 0	1:0			
	SST K-2 Social Studies - 1 FY			_		iev na	ng C	an iev.	ate iev.	iev.	
	HR Responsibility - 1 FY	Quarter 1	In Progress		nse	A ch al	Ach	Ach	Acha	Achi	10
					NOT	Scientific and E Academic Achiev. VUM	리겉	N K	ji ti	nor i demic	2
						scien VUM	M de	M de	Sta S Σ		2
		Student	(Quarter 1) Fina	l Gr	80	NU ŠCI	S S D	NU AC	AC AC	N N N	Σ
,						5	6	1	8		
	Student Groups					5	6	1	8		
	+ - Highlight Selected			n/a		5	6	1	8		
	Highlight Selected			n/a		5	6	1	8		
				n/a		5	6	1	8		
	Active (22)			n/a		5	6	1	8		
	Dropped (1)			n/a		1	1	1	1		
				n/a		5	6	1	8		
				n/a		5	6	1	8		

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

PowerTeacher Gradebook: Crystal Shore	rter - UI - Martin B	8. Anderson																			
File Edit View Tools Window Help																					
Classes III 2013-2014 HR Homeroom - 2			1		0	1	3														
ESTOLET 2 FY	Scoresheet	Assignments	Student Info	Grade Setup	Class Content	Repo	rts														
MTH K-2 Mathematics - 2 FY	Reporting Terms	Quarter 1	-	Mode:	Assignments	Final	Grade	s (Student Vi	ew								Y			
SCI K-2 Science - 2 FY									0 : (0 : 9	0 : 0	: 0	2 : 0	: 0	: 0	: 6		0 0			
SST K-2 Social Studies - 2 FY	-							lev	viev.	liev	liev	iev.	liev	liev.	liev	lev	lev	E			
HR Responsibility - 2 FY	Quarter 1 In Pro	gress					at a	USE: Act	USE	USE	USE Ach	USE: Ach	USE Achi	USE Achi	USE C Achi	USE Ach	USE	e C			
							me	D NOT cademic	10 M	Emi O	Į į	emi o	E U	E i	10 Ma	10 Ma	10 Ma	ativ	+ - A		
	Students (20)		(Quarter 1)	Final Grade		_	00	Acad Acad	ACad Acad	Acad NUM	Acad NUM	Acad	Acad	Acad	Acad	DO P Acad	DO N				
		0)			n/a												-			
		0	2			n/a													ffort -		
		0	2			n/a n/a												n	t upo th	an offert	
Student Groups		C				n/a											D0		<u>n use</u> ti	ne effort	
- Hobiobt Selected		Q)			n/a											001	um	n in the	e HOME	
		-															COI	un			Inc

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)

D02 D01 GW02 ACT03 ATT03	Proper attire not worn for PE class affec Student needs a calculator for this class. Accepts the recommendations of peers After reading have a discussion with yo	Department Spe Elementary	Dist.	\$	Ŀ
GW02 ACT03	Accepts the recommendations of peers After reading have a discussion with yo	Elementary		+	
ACT03	After reading have a discussion with yo		100 C 1		
			Dist.	1	
ATT03		Elementary	Dist.	4	
	Appears well rested and ready for each	Elementary	Dist.		
ommen	t (Edit Comment Preferences to add Smart T	ext):			
500 chara	cters left				

Μ 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)

Show Co	ommenter My Comment Bank 🔹 Pind	f:		
Code	Comment	Category	Type A	Fa
D01	Student needs a calculator for this class.	Department Spe	Dist.	
NA06	Does not score well on tests.	Negative Academic	Dist.	
NB03	Does not pay attention.	Negative Behavior	Dist.	

Show O Code Type A Favo D02 Proper at ot worn for PE class affec. Departr D01 calculator for this class. Shude Departs GW02 Accepts the r mendations of peers ... Elementary Dist ACT03 After reading have a discussion with yo... Elementary Dist. ATT03 Appears well rested and ready for each ... Elementary Dist. Insert Selected Separate Using Line Breaks + Comment (Edit Comment Preferences to add Smart Text): 500 characters left Clear Close

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



EFFORT Grades



*