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!

		\frown									
ELA 1.1 ELA - 1	FY	Scorest	heet	ests St	udent I	nfo Grad	e Setup (Class Conte	nt Ren		
MTH K-2 Mathematics - 1	FY	Reporting	g Term Quarter	1	`	Moc	ie: As	signments	Fina	l Grades	
SCI K-2 Science - 1	FY				0		.1 : 0	1:0	1.9		
SST K-2 Social Studies - 1	FY			_		iev.	D	lie al	late iev.	liev.	
📙 HR Responsibility - 1	FY	Quarter 1	In Progress		ns.	Ach	Ach	Achary	Act	Ach	1
					5	enić	ŭ j	in in in	ect	L ji	2
		Chudent	(Ourseless 1) E	a d Ca	Z o	E de G	UN Cade	UN de la	Cade P	N D N	2
		Student	(Quarter 1) H	inal Gr		vî 4 2	Ū < Z	0 < 2	2 A 2	0 < 2	6
						5	6	1	8		
Student Groups						5	6	1	8		
Highlight Selected				n/a		5	6	1	8		Г
- 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		Г
				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).



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)

Show Co	mmenta: District Comment B + Pind:				
Code	Comment	Category	Type A	Favo	
002	Proper attire not worn for PE class affec	Department Spe	Dist.	会	1.
D01	Student needs a calculator for this class.	Dist.	*	100	
GW02	Accepts the recommendations of peers	Elementary	Dist.	1	
ACT03	After reading have a discussion with yo	Elementary	Dist.		
ACT03 ATT03 Jeparate	After reading have a discussion with yo Appears well rested and ready for each Using Line Breaks •	Elementary Elementary	Dist.	🕃 ert Selecte	e e
ACT03 ATT03 Separate	After reading have a discussion with yo Appears well rested and ready for each Using Line Breaks • at (Edit Comment Preferences to add Smart Tr	Elementary Elementary ext):	Dist. Dist.	<u>Ş</u> ert Selecte	ed

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)

Show Co	ommenter My Comment Bank 🔹 Find	t:		
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



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