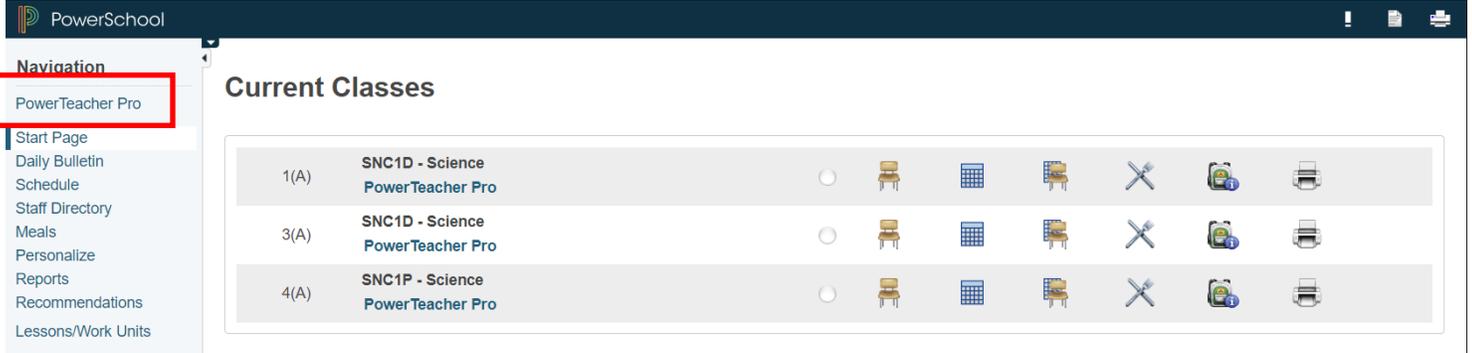


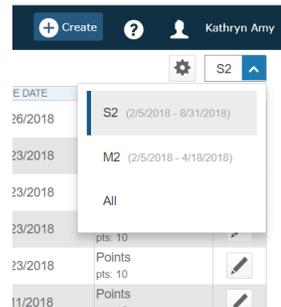
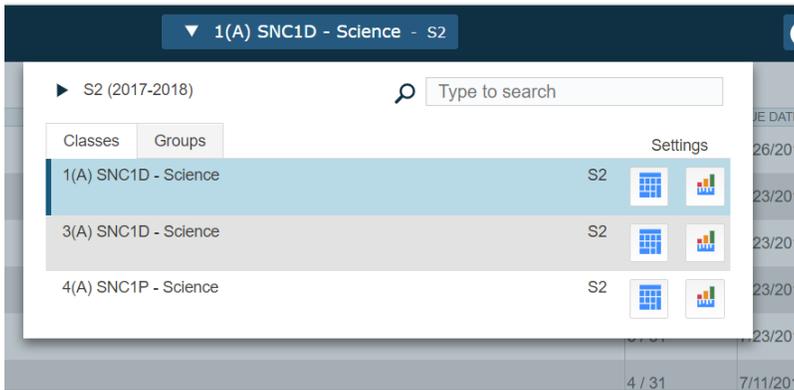
Report Card entry

Secondary Teachers

From the PowerTeacher attendance page (<https://powerschool.granderie.ca/teachers/pw.html>) after you log in you will want to click on PowerTeacher Pro link in top left corner.



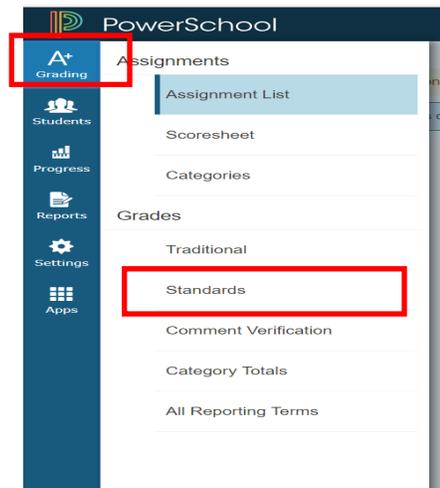
Classes are listed and can be selected at the top centre of the PowerTeacher Pro Window.



Make sure you are in the correct reporting period (P, R1, R2) by selecting

Report Card Entry

Once you are in the class and correct reporting period. Select the Grading tab on the top right of the screen and select the "Standards" link under the Grades section.



Click here to enter percentage grade. You can type grade in or use the mark tool.

Learning Skill Columns. You can type grade in or use the quick entry mark tool.

Click to access other Learning skills, ESL, IEP, and Request Interview check boxes.

The screenshot shows the PowerSchool Grading interface for '4(A) SNC1P - Science - S2'. A yellow warning banner at the top states: 'An invalid grade scale exists for at least one class or standard. Contact your administrator to correct the grade scale configuration before saving scores.' The main area is a table with columns for 'S2', 'S9-12.SNC1P', and several 'S9-12.SNC1P' sub-columns (R, W, I, O, C). The first row shows a grade of '85' and '85%'. A red box highlights the '85%' cell. Another red box highlights the 'S9-12.SNC1P' sub-column headers. A third red box highlights a blue arrow icon in the right margin. A blue box at the bottom center points to the 'Page 1 of 2' navigation controls. At the bottom right, there are 'Final Grade Status' and 'Save' buttons.

Navigate to other columns by changing the page number here.

Quick Entry Mark Tool

The screenshot shows the same PowerSchool Grading interface, but with the 'Quick Entry Mark Tool' (PTP) open over the '85%' cell. The tool has a numeric keypad, a percentage sign, and a 'Save' button. A red arrow points from the '85%' cell to the tool's input field. A blue box at the top right explains the mark-book function. A blue box at the bottom right explains the vertical fill function. A blue box at the bottom right explains the horizontal fill function. A blue box at the bottom left explains the save button. A blue box at the bottom center explains the comment field.

If you use the mark-book function of PTP you can override the calculation by typing here.

Vertical fill to complete all cells in column

Horizontal fill to complete all cells in row.

Make sure you click the save button before you close browser or exit screen

You may directly type comments here for report card when in the grade cell.

Comments

Click here to open comment entry tool.

Click on setting cog to access comment tools

Click on Report card grade cell for comment entry

Comment entry can be facilitated by Comment entry tool. You can create your own comments for use. You can type in box or cut and past comments from other file.

- For detailed instructions on creating a personal comment bank visit: <http://bit.ly/CommentBank>

To fill in the ESL and IEP box for each section of the report you can simply click on the column beside the comment and use the entry tool. E= ESL, I = IEP, EANDI = both checked.

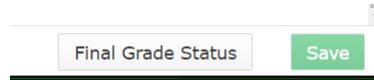
Entry tool changes to purpose of the cell you are in. To check off the ESL, IEP or both boxes on report card. You can use the tool here or type in the cell. You will not be allowed to enter any characters other than the ones that are intended for this cell

Typing or selecting "Y" will check off the request for Interview box on report card.

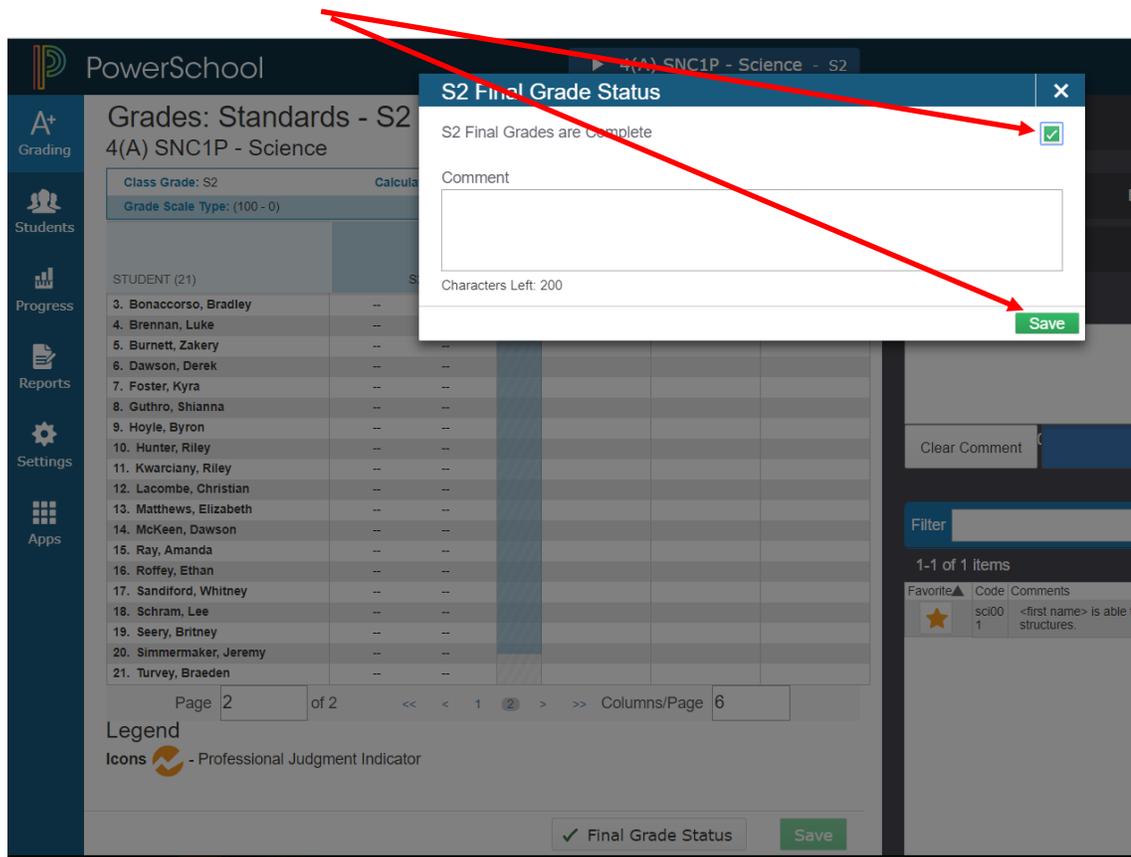
Note: this field is found in the last column of the standards. You can tell what the column is for by hovering your mouse over the heading of of any column.

Checking Report Cards Complete

Once the report card data entry is complete for any subject click the “Final Grade Status Button” at bottom of the page.



Check the Final Grades complete box and then hit save.



The “Final Grade Status” will display as follows with a green check mark



For other tips and tricks for entry into report cards check out.

<http://bit.ly/PTPHelp> - PowerTeacher Pro Help - detailed manual

<http://bit.ly/PTPWelcomeVideo> - welcome and basics video for PTP

If you have any questions or concerns please contact us either by email at pshelp@granderie.ca or call 519 756 6301 ext 287077