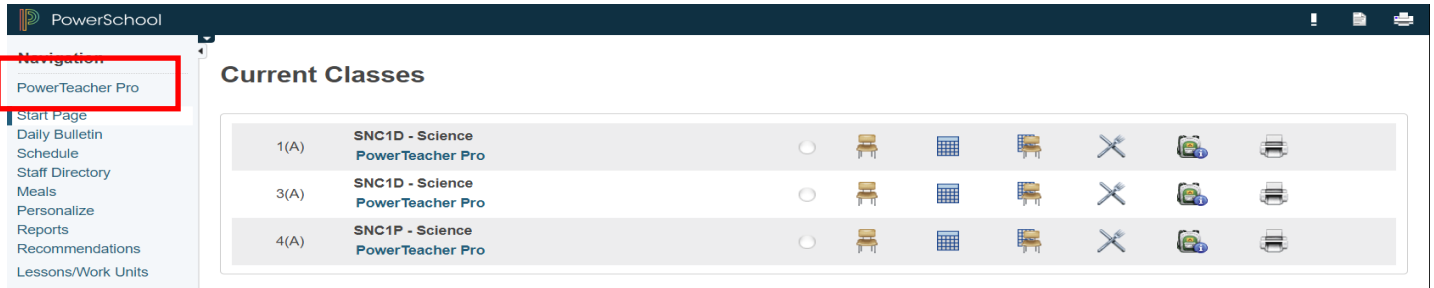


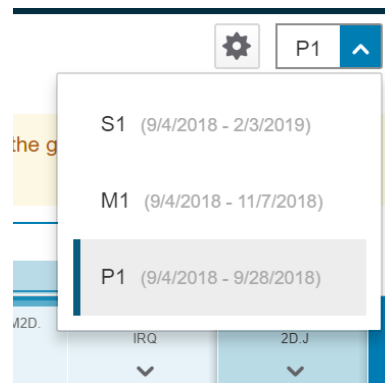
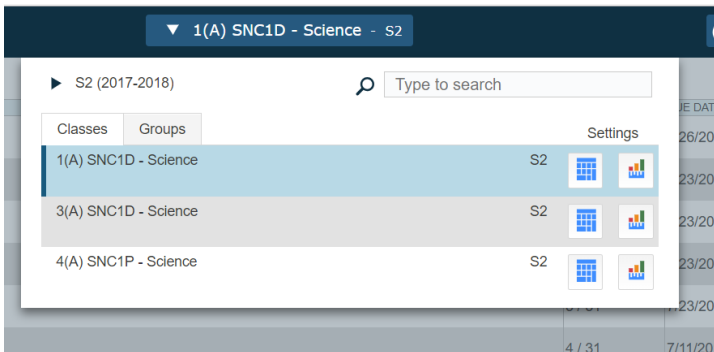
# Progress entry

## 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.



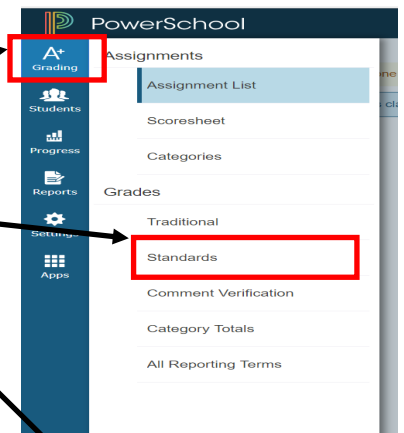
Classes are listed and can be selected at the top centre of the PowerTeacher Pro Window.



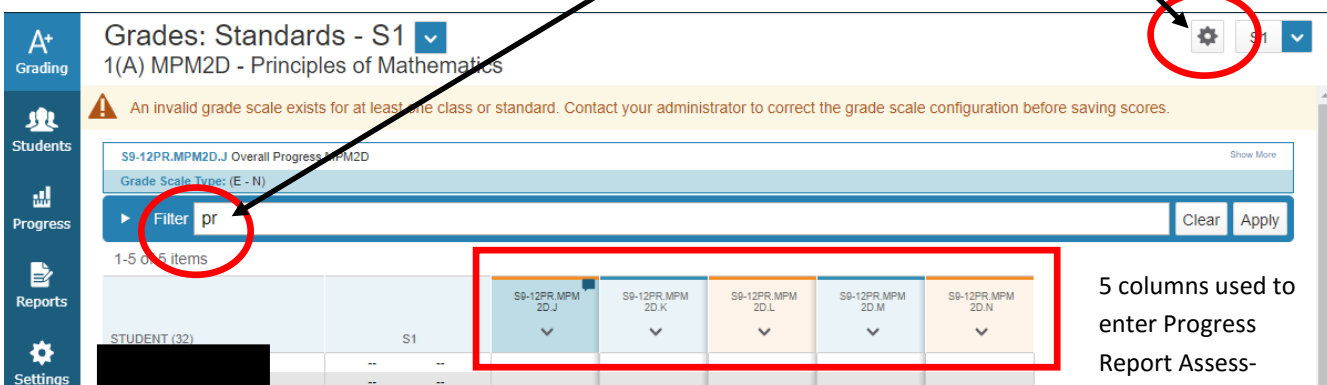
Make sure you are in the correct reporting period P1 for Progress report Semester 1.

### 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.



To eliminate all columns but the 5 that you will use for the progress report. Click on the cog beside the reporting period pulldown and select show filter. Type "pr" in filter box and click apply.



5 columns used to enter Progress Report Assessments

Find the column for Overall progress It will be designated with a heading S9-12PR COURSECODE J (eg. S9-12PR MPM2D J). You can also identify it by hovering over or clicking in cell which causes it to display the column name.

PowerSchool

1(A) MPM2D - Principles of Mathematics - S1

Grades: Standards - P1

1(A) MPM2D - Principles of Mathematics

S9-12PR.MPM2D.J Overall Progress MPM2D

Grade Scale Type: (E - N)

STUDENT (32)

P1

S9-12.MPM2D.C

S9-12.MPM2D.S

S9-12.MPM2D.FLG

S9-12.MPM2D.IRQ

S9-12PR.MPM2D.J

Overall Progress MPM2D.J

Navigate columns here. For Overall Progress you will find it on page 2 last column when displaying 5 columns per page.

Page 2 of 3

Columns/Page 5

Legend

Icons - Professional Judgment Indicator

Final Grade Status

Save

Clicking in the first box of the Overall Progress column you can either type in the overall evaluation of (N, S, G, or E) or you can use the entry tool. Also this in the quick entry tool there is ability to type a comment or use a limited bank to place an optional comment. This is totally optional.

PowerSchool

1(A) MPM2D - Principles of Mathematics - S1

Grades: Standards - P1

1(A) MPM2D - Principles of Mathematics

S9-12PR.MPM2D.J Overall Progress MPM2D

Grade Scale Type: (E - N)

STUDENT (32)

P1

S9-12.MPM2D.C

S9-12.MPM2D.S

S9-12.MPM2D.FLG

S9-12.MPM2D.IRQ

S9-12PR.MPM2D.J

Overall Progress MPM2D.J

Click here to access comment tool

You can use these buttons to fill all empty cells vertically.

Final Grade Status

Save

## Comments

Click here to open comment entry tool.

Click here to access small comment bank

Click on Overall Progress cell for comment entry

Text bubble in cell indicates a comment has been added.

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.

- Adding comments for Progress reports are completely optional. The comment bank in PowerTeacher Pro was based on schools previous electronic progress reports shared with board by teachers of secondary schools.
- For detailed instructions on creating a personal comment bank visit: <http://bit.ly/CommentBank>

For the progress reports only the last 5 columns in PowerTeacher Pro standards are being used.

Column ending w J is for Overall Progress and Comment.

Columns K, L, & M are 3 learning skills. In order Organization, Independent Work, & Initiative respectively.

Column N you can Type Y for yes to indicate you recommend an interview.

Enter the three learning skills by typing directly N,S,G, E or by using the entry tool.

Click on calculator icon to return to entry tool from comments.

Move between columns using this arrow or keyboard arrow.

Do use vertical fill to repeat entry down columns. \*\*for now do not use horizontal fill as it effects other report periods.

These 5 columns are the only columns that you need to complete for progress report.

## Entry of Request for Interview

The screenshot shows the PowerSchool interface for entering report card data. On the left, a table lists standards for 'S9-12PR.MPM 2D.M' and 'S9-12PR.MPM 2D.N'. The 'Request for Interview' field is highlighted in the last column. A red arrow points from the text box to the 'Y' button in the keypad, indicating that typing or selecting 'Y' will check off the request for interview box on the report card.

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 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 screenshot shows the 'Final Grade Status' button and the 'Save' button. A red arrow points from the text 'Check the Final Grades complete box and then hit save.' to the 'Final Grade Status' button.

The screenshot shows the PowerSchool interface for checking report card completion. A dialog box titled 'S2 Final Grade Status' is open, showing 'S2 Final Grades are Complete' with a green checkmark. The dialog box has a 'Comment' field and a 'Save' button. A red arrow points from the text 'Check the Final Grades complete box and then hit save.' to the 'Save' button.

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

The screenshot shows the 'Final Grade Status' button and the 'Save' button. A red arrow points from the text 'Check the Final Grades complete box and then hit save.' to the 'Final Grade Status' button.

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