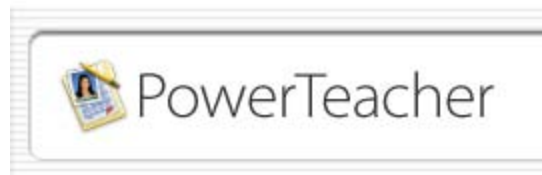


Getting Ready for Report Cards

Putting Standards & Comments in Backpack pages 1-4

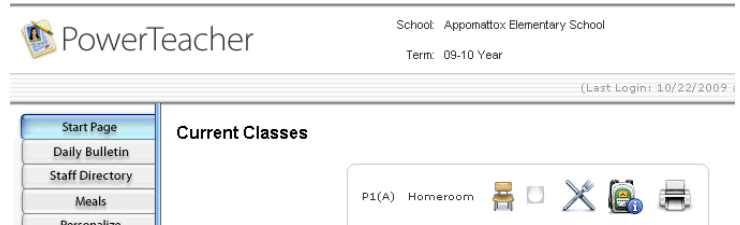
Things to do in Gradebook

- Overriding Grades page 5
- Marking Final Grades Complete Status page 6
- Printing Grade Verification Report page 7

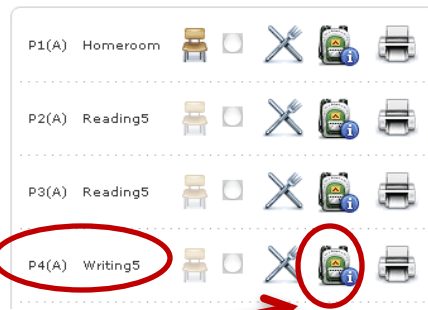


Putting Standards Grades in PowerSchool

1. Log in to your PowerTeacher account.



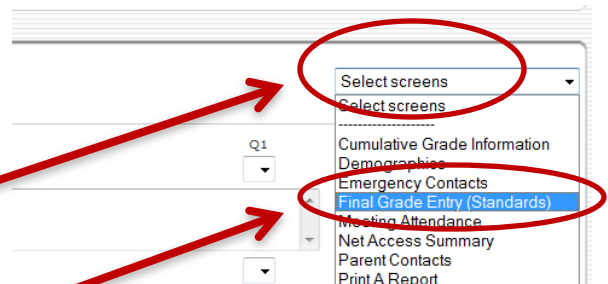
2. Click on the class to which you want to add a standards grade.



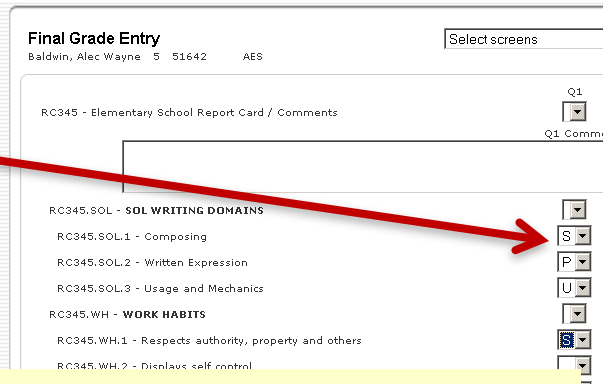
3. Then click on backpack.

4. Select a student

5. From Select Screens, choose Final Grade Entry (Standards).



5. This is where you will enter your comments. Homeroom teachers enter comments. (You can enter comments in Gradebook, also.)

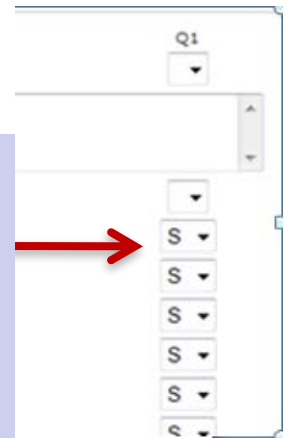


Crystal Rees' Instructions entering comments from Gradebook.

1. Log in to Powerschool
2. launch grade book
3. Click on the class you want to enter grades (If it's behavior related=homeroom, for standards its whatever math 1, math2, social studies 1, social studies 2)
4. There are two tabs next to reporting term (Assignments and Final grades) Click on Final grades. I entered in my grades this way and clicked save after finished. There is a fill all section so it made it much easier. Also it has the homework grade already recorded so it is much easier to fill in the homework grade for math since it's in front of me!

6. Pull down the tabs and select the grade you want to enter.

“One thing that could be helpful for teachers doing entry - on the Final Grade Standards Entry page if you highlight the drop-down menu for a score and type in the valid rubric score, you can "TAB" to the next value and enter another score. So, if I was assessing a P for all of the Work Habits I could highlight and press "P" in the first one and then tab P, tab P, tab P etc. instead of hitting the drop down and selecting for each one. I don't know, maybe that would be quicker for some people.”
- Greg Satterwhite suggestion.



BL = Below Level
 OL = On Level
 AL = Above Level/Advanced

S = satisfactory
 P = progressing
 U = unsatisfactory

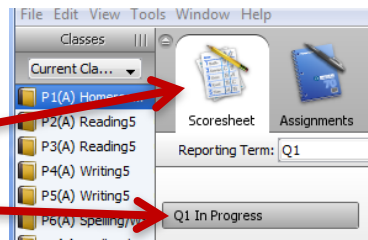
7. When filling in information for students' conduct, click submit **prior to going to the next student.** *If you don't*, the data you have entered will not be saved.



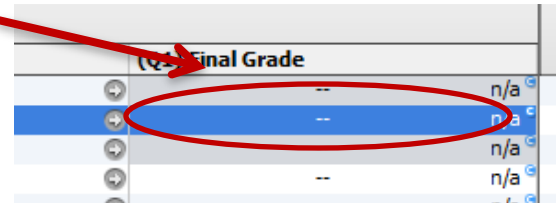
The image shows a portion of a web form. It consists of four vertically stacked dropdown menus, each with a small downward-pointing arrow on the right side. Below these menus is a blue button with the word "Submit" in white text. A red arrow originates from the text "prior to going to the next student" in the adjacent text block and points directly to the "Submit" button.

Using Override in Gradebook

1. Select a class from the classes pane.
Choose the Scoresheet tab.
Choose reporting term.

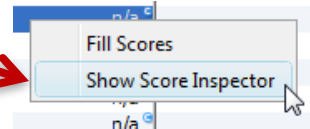


2. Click anywhere in the final grade field of the student for which you want to manually override a final grade.



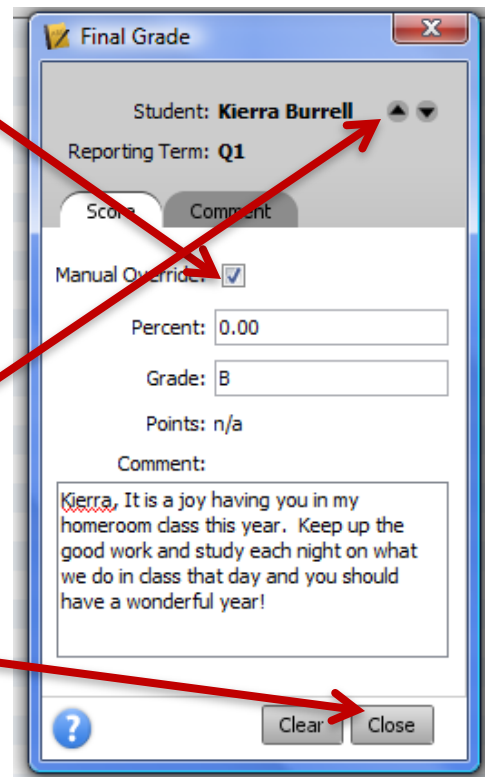
Do one of the following:

- Right-click and select **Score Inspector**.
- Or From the gradebook menu bar, choose **Tools > Score Inspector**.



3. The Final Grade Score Inspector Dialogue box appears.

4. Select the **Manual Override** checkbox.
 - Enter the new percent in the **Percent** field, if applicable.
 - Enter the new letter grade in the **Grade** field, if applicable.
 - Enter final grade text in the **Comment** field, if applicable.



Note: It is not necessary to select the **Manual Override** checkbox in order to add, edit, or delete a final grade comment.

5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

7. Click on **Close** when you finish all students.

Note: The final grade field appears shaded until you click **Save**.

6. Click **Save**. The final grade appears within the selected student final grade field.

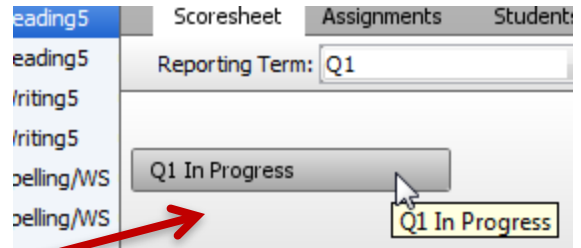
Note: The final grade appears bolded, italicized, and with a red circular "I". If a comment was entered, a blue circular "C" also appears.



Marking the Final Grades Completion Status

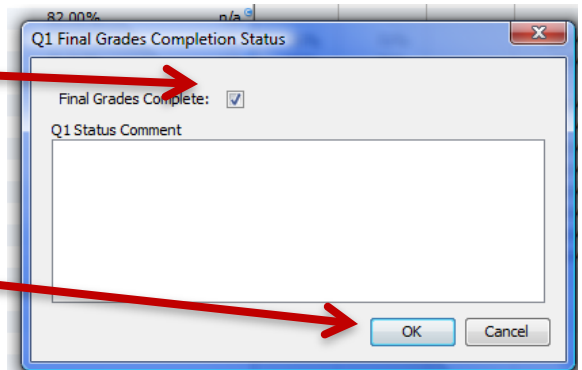
1. You will need to mark **each** class as complete.

2. Click on the Q1 In Progress button.

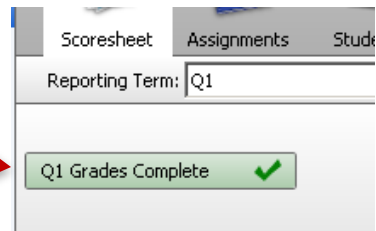


3. Check the Final Grades Complete Checkbox.

4. Click OK

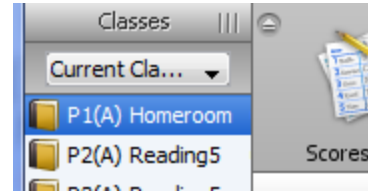


5. Now the checkbox should say Q1 Grades Complete.



Running the Final Grades Verification Report

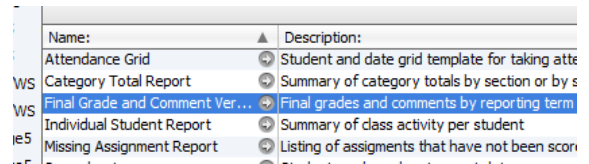
1. Select a class from the Classes Pane.



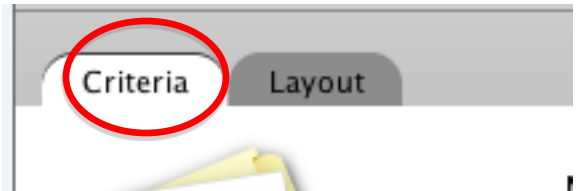
2. Click the **Reports** tab.



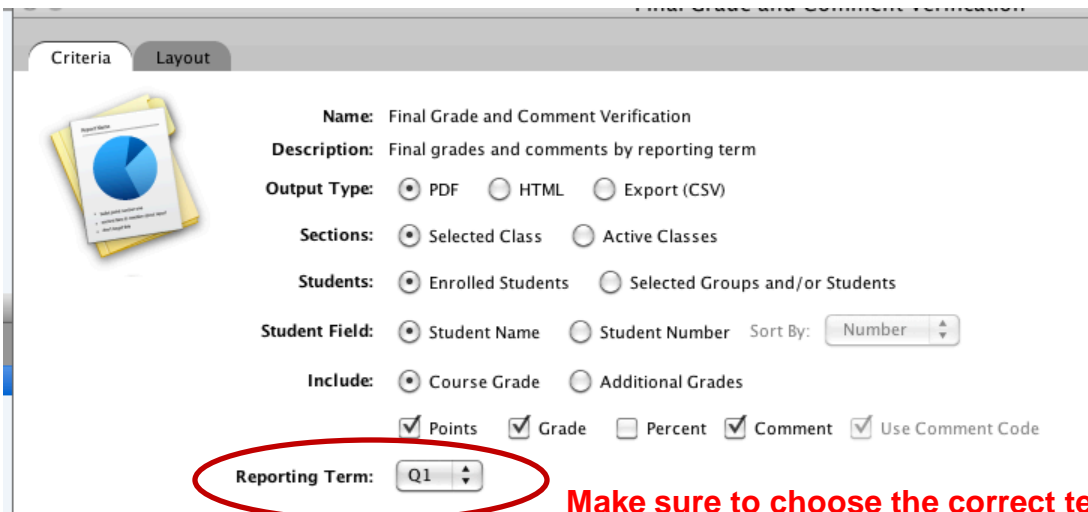
3. Click **Final Grade and Comment Verification**.



1. The Final Grade and Verification Window appears.
2. Choose the **Criteria** tab.

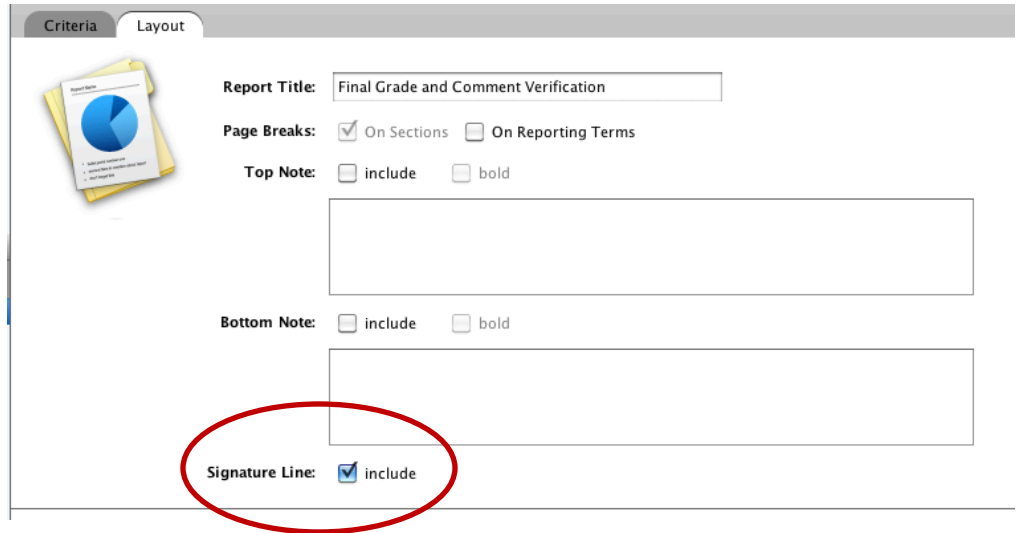
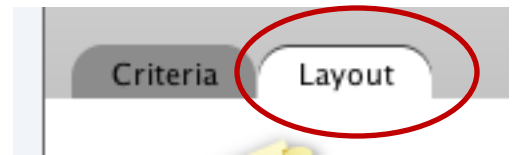


3. Edit the information as needed. See below.



Make sure to choose the correct term.

7. Choose the layout tab.

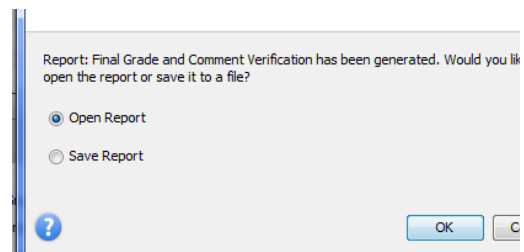


8. Check the box next to signature line.

9. Click **Run Report**.



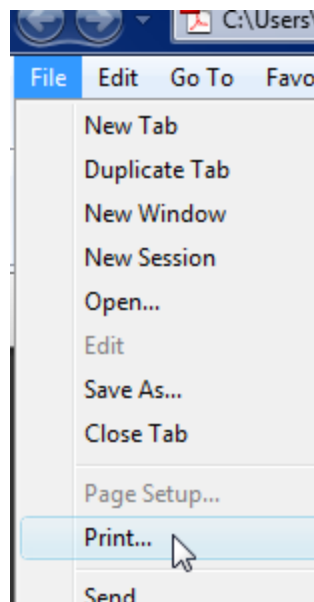
10. Select the **Open Report** option.



11. Click **OK**.

12. Choose File, Print.

13. You will need a report for **each class**. These reports will be 2 – 3 pages depending on your comments.



14. Check over these reports to make sure there are no mistakes.

Final Grade and Comment Verification			Reading5 9A
Reporting Term: Q1		Teacher Name: Deborah Hix	
Student Name	Pts. Earned / Pts. Possible	Final Grade	Comment
[Redacted]		C 82.59%	[Redacted]

15. **Grade level chairs will look them over, sign, and turn into office.**

16. They will be printed by the office.