

ELEMENTARY REPORT CARD

<http://haverfordsd.org/teachers>

Current Classes

Exp	Course	Att	Info	Lunch	Rpt	Verify	Seating
ATT(A)	Attendance	YR					
SC(A)	Science 3	YR					
LA(A)	LANGUAGE ARTS 3	YR					
MA(A)	MATH 3	YR					
SS(A)	SOCIAL STUDIES 3	YR					

Report Card Entry

1. Log in to PowerSchool
2. Click on Backpack icon (Info.) across from the class you will grade

Characteristics of Successful Learners
is graded in **Attendance**

PowerTeacher

Attendance
ATT(A)

- Arias, Chloe
- Atlas, Carson
- Brogan, Lindsay
- Brophy, Liam
- Brown, Theresa
- Capobianchi, Abbigael
- Caruso, Kathleen
- Gizienski, Noah
- Hawley, Olivia
- Hempel, Lauren
- Jefferson, Nathan
- Kim, Yerin

3. Click on Student's First name

Select screens

- Select screens
- Cumulative Grade Information
- Demographics
- Final Grade Entry (Standards)**
- Meeting Attendance
- Net Access Summary
- Print A Report
- Quick Lookup
- Recommendations
- Schedule
- Standards
- Student Photo
- Submit Log Entry
- Teacher Comments
- Term Grades

4. From the pull down menu named **Select Screens** (top right) pull down to **Final Grade Entry Standards**

EL.03.LA.WR.01 - Legibly forms and spaces letters and words

EL.03.LA - **Language Arts Grade 3**

EL.03.LA.RE - **Learning to Read Independently; Reading Critically in All Content Areas**

EL.03.LA.RE.WS - **Word Study**

EL.03.LA.RE.WS.01 - Identifies and applies word recognition skills

T1

- 4
- 3
- 2
- 1

5. Click on pull down menu under **T1**
6. Click on score
7. Continue scoring for each standard
8. Type in comment area
9. Press **Submit** at bottom of page to save

Change Class:

- LA(A) LANGUAGE ARTS 3
- MA(A) MATH 3
- SC(A) Science 3
- SS(A) SOCIAL STUDIES 3

Standards Summary (m)

10. To change classes, click on the name of the class (bottom left of screen)
11. Repeat steps 2 -8

*** To Enter Class Standards On One Page ***

Click on the **(m)**
Standards can be entered for class on one page

TO PRINT/VIEW YOUR CLASS REPORT CARDS-ALL STUDENTS

From the Start Page:



1. Click the printer icon next to **Attendance** class
2. Select the correct grade level report card from the pull down
3. Click Submit

Print Class Reports

Which report would you like to print? *Elem - Report Card-Grade 2

For which students? All students

Test print? Print only the first 2 pages.

Watermark Text: _____

Watermark Mode: Overlay

When to print: ASAP

Submit

4. Allow time for report to run
5. Click **Refresh** until report is complete
6. Click **View** to open PDF

Report Queue - My Jobs Refresh

Created	Job Name	Started	Ended	Status
10/31/2009	*Elem - Report Card-Grade 2	10/31/2009 11:11 AM		Running
10/31/2009	*Elem - Report Card-Grade 1	10/31/2009 6:36 AM	10/31/2009 6:37 AM	Completed View
10/20/2009	All-PS Gradebook Report	10/20/2009 7:49 AM	10/20/2009 7:49 AM	Completed View

7. **Print** all report cards from PDF file
8. File can be **saved** into your network folder as well.

START PAGE

Exp	Course	Att	Info	Lunch	Rpt	Verify	Seating
ATT(A)	Attendance	YR					
LA(A)	LANGUAGE ARTS 5	YR					
MA(A)	MATH 5	YR					
SC(A)	Science 5	YR					

REPORT CARDS

- *Elem - Report Card-Grade 1
- *Elem - Report Card-Grade 2
- *Elem - Report Card-Grade 3
- *Elem - Report Card-Grade 4
- *Elem - Report Card-Grade 5
- *Elem - Report Card Kindergarten

TO PRINT/VIEW STUDENT REPORT CARD - ONE STUDENT

From the Start page:



Click the icon next to the **Attendance** class

1. Click the student name in the left menu (below)
2. Change the drop down titled **Select Screen** at the top of the right screen to **Print a Report**

3. Select the correct grade level report card:

- *Elem - Report Card-Grade 1
- *Elem - Report Card-Grade 2
- *Elem - Report Card-Grade 3
- *Elem - Report Card-Grade 4
- *Elem - Report Card-Grade 5
- *Elem - Report Card Kindergarten

POWERSCHOOL

<http://haverfordsd.org/teachers>

TIME!

Give yourself time to go through the process ahead of time

DUE DATES

Follow your building due dates for report card submission

The screenshot shows the PowerTeacher interface for a student named Bates, Jacqueline M. The interface includes a sidebar with a list of student names, a main area displaying the student's schedule for the 09-10 year, and a dropdown menu titled 'Select screens'. The dropdown menu options include: Cumulative Grade Information, Demographics, Final Grade Entry (Standards), Meeting Attendance, Net Access Summary, **Print a Report**, Quick Lookup, Recommendations, Schedule, Standards, Student Photo, Submit Log Entry, Teacher Comments, and Term Grades.