

ELEMENTARY PROGRESS REPORT

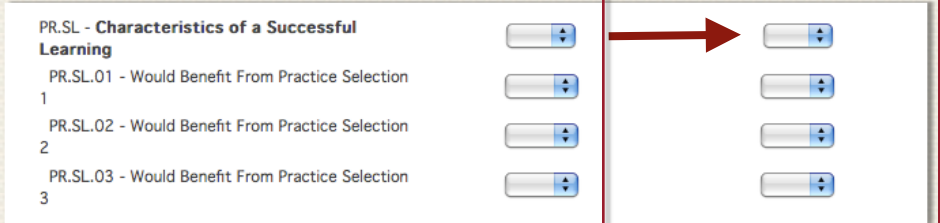
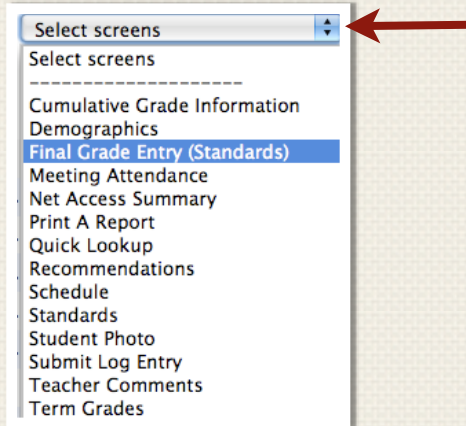
Elementary Progress Report Key

Making Adequate Progress (**AP**)
Your child would benefit from practice in (**BP**)

<p>Reading Comprehension (C) Word Study (decoding/fluency) (WS)</p> <p>Writing Content (CT) Conventions (CV)</p>	<p>Math Numbers & Operations (NO) Measurement (ME) Geometry (GE) Algebraic Concepts (AC) Data Analysis & Probability (DA) Problem Solving (PS)</p>	<p>Characteristic of a Successful Learner Following Directions (FO) Staying on Task (ST) Completing Work (CW)</p>
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Progress Report Card Entry

1. Log in to PowerSchool
2. Click on Backpack icon (Info.) across from the class you will grade
3. Click on Student's First name
4. From the pull down menu named **Select Screens** (top right) pull down to **Final Grade Entry Standards**
5. Scroll to the bottom of the page (below **Comments**)
6. Use the **T2** column **ONLY**
7. Across from **Characteristics of a Successful Learning** pull down to **AP** (Adequate Progress) or **BP** (Benefit from Practice)
8. If choose **AP** - no other pull down should be selected
9. If choose **BP** - select the pull down for your choice (refer to key at top of this page)



TO PRINT/VIEW YOUR PROGRESS REPORTS CARDS-ALL

From the Start Page:



1. Click the printer icon next to **Attendance** class
2. Select ***Elem - Progress Report T2** from the pull down
3. Click 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					

PROGRESS REPORT

*Elem - Progress Report - T2

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 report: ***Elem - Progress Report - T2**

POWERSCHOOL

<http://haverford.org/teachers>

TIME!

Give yourself time to go through the process ahead of time

DUE DATES

Follow your building due dates for Progress Report Card submission