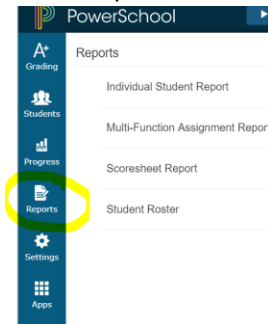


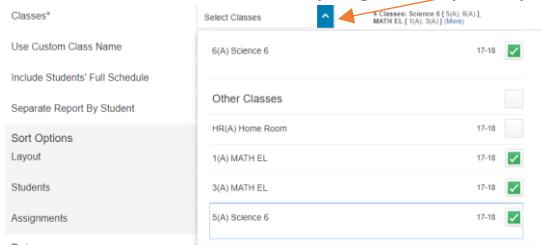
Progress Reports for Elementary Grades 3-5 in PowerTeacher Pro

- *****Progress Reports will be more than 1 page in length (this cannot be adjusted)*****

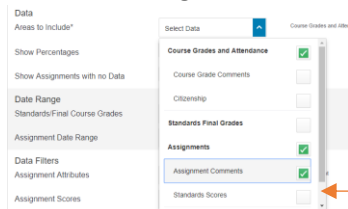
- In PowerTeacher Pro
- Select Reports from the Charms bar on the left hand side



- Select "Individual Student Report" from the menu
- Give your report a title such as Progress Report
- Select ALL of your classes by clicking the Select Classes drop down menu, check the box next to each class to show on the progress report (you do NOT have to check your Homeroom class)



- Select your Sort Options:
 - o Layout: By Student
 - o Students: Last Name
 - o Assignments: Due Date (Newest First)
- Select the Data you want to include:
 - o Check Course Grades and Attendance
 - o Uncheck "Standards Final Grades".
 - o Check Assignments.
 - o Check/Uncheck Category Totals – if checked you will see the average grade for each Category (Formative/Summative)
 - o Check the Assignment Comments to include Comments listed on assignments



(* note: there is a scroll bar to see all options here*)

- Select the current term for the Date Range: Standards/Final Course Grades, Assignment Date Range, and Category Totals

Date Range
Standards/Final Course Grades Q1

Assignment Date Range

Category Totals Q1

*****NOTE: Even though it says Standards/Final Course Grades it is not going to show a Standards grade for ANY grade levels. *****

- Set Data Filters to Any Assignment, Any Scores, Any Category, and Any Course Grades
- Below is a screenshot of what your report should look like.

Criteria Students **Format**

Report Title: Progress Report

Description: Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.

Classes*: 4 Classes: 1011 Language Arts K-6, 3010 MATH EL, More

Use Custom Class Name:

Include Students' Full Schedule:

Separate Report By Student:

Sort Options
Layout:
Students:
Assignments:

Data
Areas to Include*: Course Grades and Attendance, Assignments

Show Percentages:

Show Assignments with no Data:

Date Range
Standards/Final Course Grades: Q1
Grades:

Assignment Date Range:

Data Filters
Assignment Attributes: Any Assignment
Assignment Scores: Any Scores
Assignment Categories: Any Category
Course Grades: Any Course Grades

All classes selected.

Layout should be by student

Choose your data from this drop-down: Course Grades & Attendance, Assignments, Assignment Comments, Category Totals

Select current term

Select Any for Data Filters

- Click the Format tab at the top

Criteria Students **Format**

Report Title: Progress Report

Description: Multi-function report per student. Useful for grades, category totals, and more.

Classes*:

Use Custom Class Name:

- Change the Orientation to Portrait
- Check the box to include the Signature line

Criteria Students **Format**

Orientation:

Output:

Exclude Row Shading: (Saves ink for printed reports)

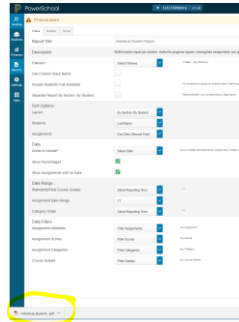
Top Note: Include Bold

Bottom Note: Include Bold

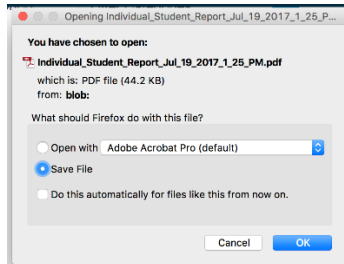
Signature Line: Include

Legend
Icons: - Date Entry - Required Field

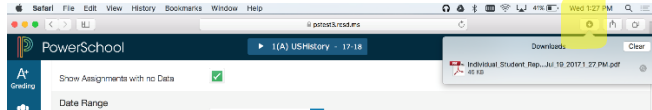
- Click Run Report button at the bottom right.
- This creates a PDF file:
 - o In Chrome this PDF file is downloaded automatically. To open it, click the downloaded file in the bottom left of your browser window:



- o In Firefox, it will ask you what you want to do with this file:



- o Select to Save File or Choose to Open with “Adobe Acrobat Pro”
- o In Safari this file is automatically downloaded. Click the “Show Downloads” button at the top right to see your file and open it:



- Here is a screenshot of what the report will show: (one student may print on multiple sheets if there are a lot of assignments, this particular student only has this teacher for 2 classes, there will be a progress report from a second teacher for Social Studies and Language Arts)

Individual Student Report

Class: 8(A) Science 6 (2017-2018) Teacher: [REDACTED]

Final Grade

| Rpt. Term | Grade | Percent | Absent | Tardy | Missing | Late | Incomplete |
|-----------|-------|---------|--------|-------|---------|------|------------|
| Q1 | B | 87% | | | | | |

Assignment Scores

| Date | Category | Assignment | Score | Pts Possible | % Grade | Flags | Comment |
|----------|-----------|------------|-------|--------------|---------|-------|---------|
| 08/22/17 | Formative | Science 1 | 90 | 100 | 90% | A | |
| 08/22/17 | Summative | Science 2 | 85 | 100 | 85% | B | |

Category Summary

| Rpt. Term | Category | Points Earned | Points Possible | Percent | Grade |
|-----------|-----------|---------------|-----------------|---------|-------|
| Q1 | Formative | 90 | 100 | 90% | A |
| Q1 | Summative | 85 | 100 | 85% | B |

Class: 1(A) MATH EL (2017-2018) Teacher: Glover

Final Grade

| Rpt. Term | Grade | Percent | Absent | Tardy | Missing | Late | Incomplete |
|-----------|-------|---------|--------|-------|---------|------|------------|
| Q1 | A | 94% | | | | | |

08/22/17 1 / 72

Assignment Scores

| Date | Category | Assignment | Score | Pts Possible | % Grade | Flags | Comment |
|----------|-----------|------------|-------|--------------|---------|-------|---------|
| 08/22/17 | Formative | math 1 | 100 | 100 | 100% | A | |
| 08/22/17 | Summative | math 2 | 90 | 100 | 90% | A | |

Category Summary

| Rpt. Term | Category | Points Earned | Points Possible | Percent | Grade |
|-----------|-----------|---------------|-----------------|---------|-------|
| Q1 | Formative | 100 | 100 | 100% | A |
| Q1 | Summative | 90 | 100 | 90% | A |