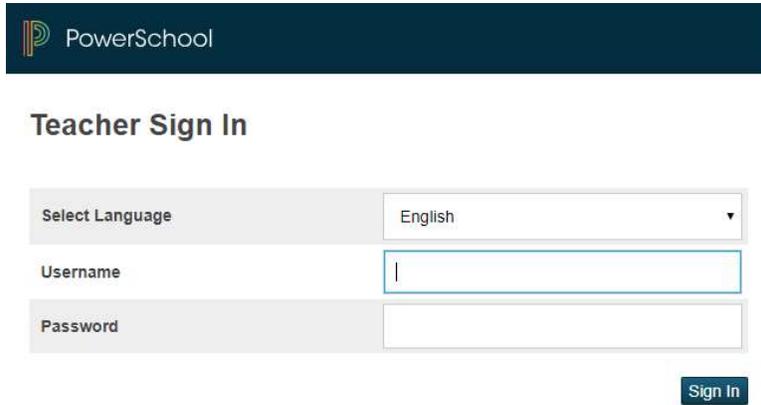


Instructions for Entering Report Card Grades

Step 1: Sign into PowerSchool

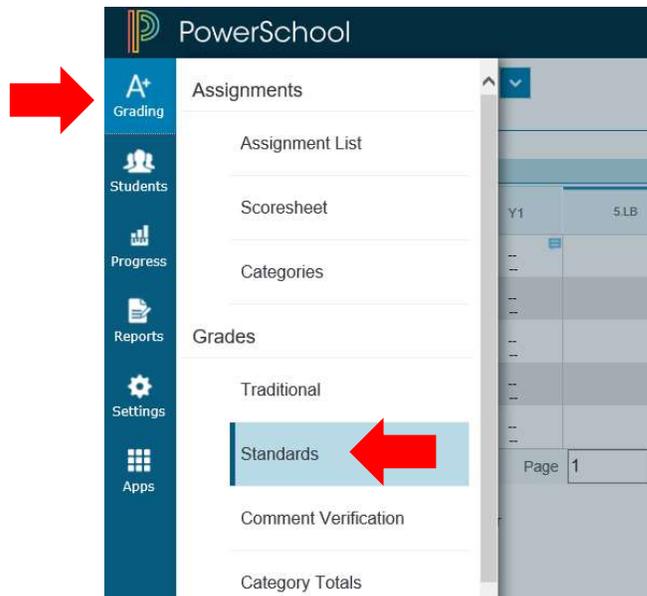


The image shows the PowerSchool Teacher Sign In page. At the top is the PowerSchool logo. Below it is the heading "Teacher Sign In". There are three input fields: "Select Language" with a dropdown menu set to "English", "Username" with a text box, and "Password" with a text box. A "Sign In" button is located at the bottom right of the form.

Step 2: Select PowerTeacher Pro under your grade-level class



Step 3: Once launched into the PowerTeacher Pro platform, click on the A+ option on the left menu and select standards



Step 4: You will be directed to the Standards Grades input field where you will manually enter student grades

Note* Each column is a standard

Grades: Standards - Y1  Standards  Y1 

5.LB.CL Cooperative Learner Show More
Grade Scale Type: (+ - n/a)

STUDENT (5)	Y1	5.LB	5.LB.CL	5.LB.CL.1	5.LB.CL.2	5.LB.RL	5.LB.RL.1	5.LB.RL.2
 1. Schoenberg, Scarlett	--		<input type="text"/>					
 2. Short, Garret	--							
 3. Sisemore, Leah	--							
 4. Sisounthone, Teitum	--							
 5. St John, Lexi	--							

Page 1 of 8 << < 1 2 3 4 5 > >> Columns/Page 7

where you input grades for each standard

Step 5: Use the drop-down menu on the top right to change the grading period (T1, T2, T3) and use the arrow button on the right to access all course level standards

Grades: Standards - T1   T1 

Class Grade: T1 Calculation: Total Points Show More
Grade Scale Type: (4 - 0) Grade: -- | - | --

STUDENT (5)	T1	5.LB	5.LB.CL	5.LB.CL.1	5.LB.CL.2	5.LB.RL	5.LB.RL.1	5.LB.RL.2	>
 1. Schoenberg, Scarlett	--								
 2. Short, Garret	--								
 3. Sisemore, Leah	--								
 4. Sisounthone, Teitum	--								
 5. St John, Lexi	--								

Page 1 of 8 << < 1 2 3 4 5 > >> Columns/Page 7

Step 6: Hover over each column to identify the standard or by clicking in a box in the column

Note* Teachers will only input grades for the standards taught during the trimester

Grades: Standards - T1 
 P2(A) 5TH GRADE

5.MA.OA.1 Writes, interprets, and evaluates numerical expressions using grouping symbols						
Grade Scale Type: (1 - 4)						
STUDENT (5)	T1	5.MA	5.MA.OA.1	5.MA.OA.2	5.MA.BT.1	5.MA.BT.2
1. Acosta, Emely	--	--	4	4		4
2. Aguilar, Dayami	--	--	3	1		2
3. Alcaraz, Alejandro	--	--	2	2		2
4. Alvarez, Rosa Maria	--	--	3	3		
5. Anderson, Mylie	--	--	2	3		

Page 1 of 5 Columns/Page 8

Step 7: Input scores by using the score inspector that appears on the right-hand side once you have selected a box.

Note* Use the score inspector and/or keyboard to input scores

Grades: Standards - T1 
 P2(A) 5TH GRADE

5.MA.BT.7 Divides decimals using models and equations to hundredths							
Grade Scale Type: (1 - 4)							
STUDENT (5)	T1	5.MA.BT.5	5.MA.BT.6	5.MA.BT.7	5.MA.FR.1	5.MA.FR.2	5.MA.FR.3
1. Schoenberg, Scarlett	--	4	3				
2. Short, Garret	--	3	3				
3. Sisemore, Leah	--	2	2				
4. Sisounthone, Teitum	--	1	2				
5. St John, Lexi	--						

Page 4 of 8 Columns/Page 7

Legend
 - Professional Judgment Indicator



Note* Teachers can choose to use the “fill” option which will automatically input the same score for students with unfilled scores

Grades: Standards - T1 T1
 P2(A) 5TH GRADE

5.BT.7 Divides decimals using models and equations to hundredths Show More

Scale Type: (1 - 4)

ENT (5)	T1	5.MA.BT.5	5.MA.BT.6	5.MA.BT.7	5.MA.FR.1	5.MA.FR.2	5.MA.FR.3	5.MA.FR.4
1. Schoenberg, Scarlett	--	4	3	3				
2. Short, Garret	--	3	3					
3. Sisemore, Leah	--	2	2					
4. Sisounthone, Teitum	--	1	2					
5. St John, Lexi	--							

Page 4 of 8 Columns/Page 7

Final Grade Status Save

Step 8: Enter trimester and/or subject level comments by selecting the trimester or subject level column and entering comments into the score inspector

Note* The “fill” options can also be used for comments

Grades: Standards - T1 T1
 P2(A) 5TH GRADE

Class Grade: T1

Trimester comments column Subject Level comments column

STUDENT (5)	T1	5.MA	5.MA.OA.1	5.MA.OA.2
1. Schoenberg, Scarlett	--		3	3
2. Short, Garret	--		2	2
3. Sisemore, Leah	--		3	2
4. Sisounthone, Teitum	--		3	3
5. St John, Lexi	--			

Page 3 of 8

Step 9: To store all your inputted grades, click save on the bottom right section of the page

Grades Standards - T1 
P2(A) 5TH GRADE  T1 

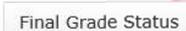
5.MA.BT.4 Adds decimals using models and equations to hundredths Show More

Grade Scale Type: (1 - 4)

STUDENT (5)	T1	5.MA	5.MA.OA.1	5.MA.OA.2	5.MA.BT.1	5.MA.BT.2	5.MA.BT.3	5.MA.BT.4
1. Schoenberg, Scarlett	--		3	3	3	3	4	3
2. Short, Garret	--		2	2	3	3	3	3
3. Sisemore, Leah	--		3	2	3	2	2	3
4. Sisounthone, Teitum	--		3	3	3	2	3	3
5. St John, Lexi	--		3	3	3	3	3	3

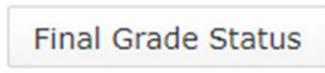
Page 3 of 8 << < 1 2 3 4 5 > >> Columns/Page 7

Legend
icons  - Professional Judgment Indicator

Step 10: Once all grades are entered for the Trimester, let your admin know by selecting the Final Grade Status button

Note* A dialog box will display, click the Final Grades are Complete check box and Save

T1 Final Grade Status 

T1 Final Grades are Complete

Comment

Characters Left: 200

