

Standards Based Progress Reports

Grades K-2

(updated 9/10/2020)

PG 1: ENTERING GRADES

PG 4: PRINTING PROGRESS REPORTS BY CLASS

PG 5: PRINTING PROGRESS REPORTS BY STUDENT

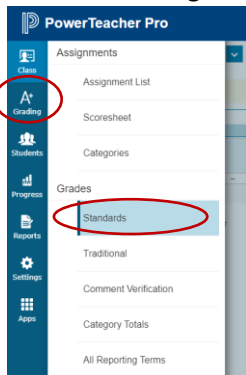
- ENTERING GRADES

1. **DO NOT ENTER ANY GRADES BEFORE PROGRESS REPORTS ARE DONE FOR EACH TERM.**
2. ONLY ENTER 2 (TWO) POSITIVE GROWTH GRADES AND 2 (TWO) GOALS GRADES FOR EACH PROGRESS REPORT.
3. ONLY THE STANDARD AND THE COMMENTS WILL SHOW ON PROGRESS REPORTS (THE GRADE WILL NOT SHOW).
4. Login to your gradebook and click PowerTeacher Pro under Language Arts

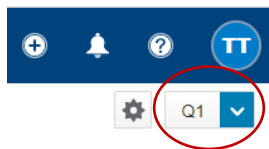
Current Classes

| | |
|-------|--------------------------------------|
| HR(A) | Home Room PowerTeacher Pro |
| 1(A) | Language Arts K PowerTeacher Pro |
| 3(A) | Math K PowerTeacher Pro |
| 4(A) | Science K PowerTeacher Pro |
| 5(A) | Social Studies K PowerTeacher Pro |

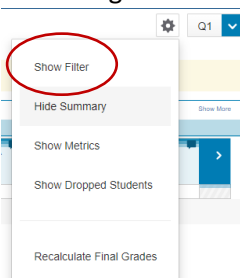
5. Click A+ Grading and click Standards



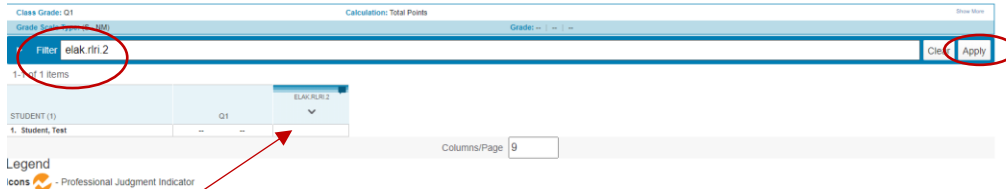
6. Change to the correct term in the upper right for this progress report



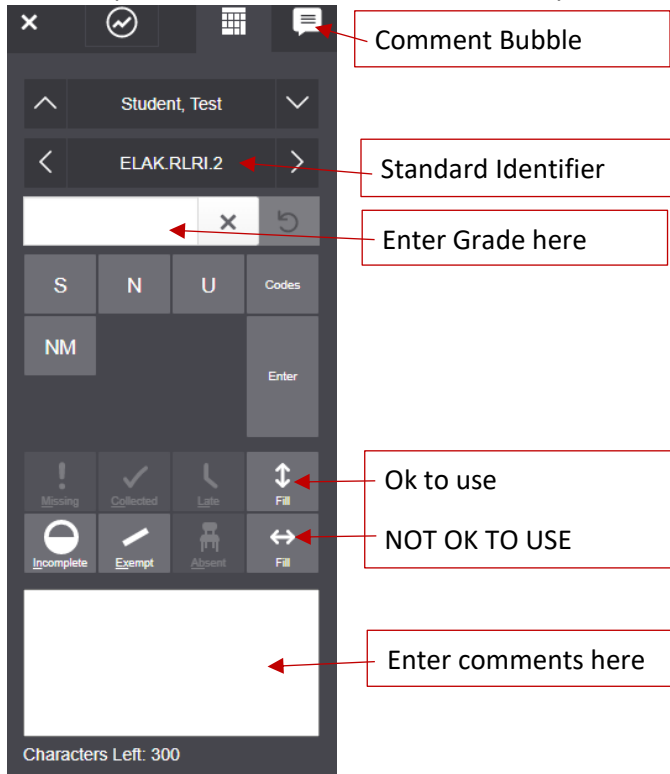
7. Click the gear next the term and select "Show Filter" so you can easily search for specific standards



8. Enter the standard identifier you want to grade for this progress report in the Filter search bar and click Apply
*****DO NOT USE THE STANDARDS THAT ARE CHECKBOXES ON YOUR REPORT CARDS. If you wish to use these standards, use the parent standard to the checkbox and note which checkbox in your comments.*****

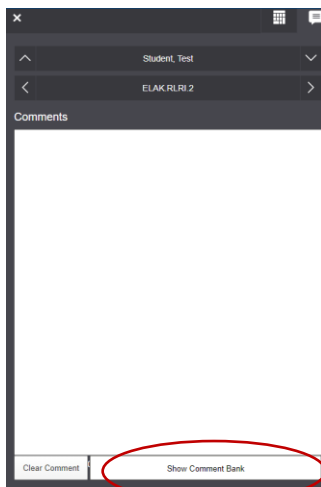


9. Click in the box under the standard you want to grade and enter a grade in the Score Inspector on the right
 10. Enter any comments you wish to make in the comment box at the bottom of the Score Inspector (see below for Score Inspector). You have 300 characters for your comments.

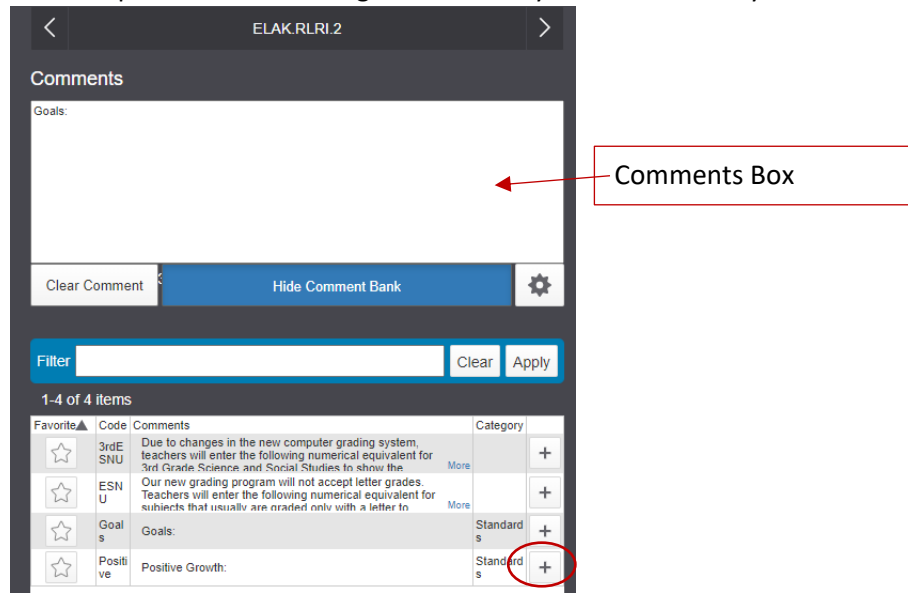


11. Optional: There are 2 Pre-Entered comments in the Comment Bank for you to use if you choose.
 a. Positive Growth:
 b. Goals:

- To use these comments, click the Comment Bubble button at the top right of the Score Inspector (see image above)
- Click the "Show Comment Bank" button at the bottom

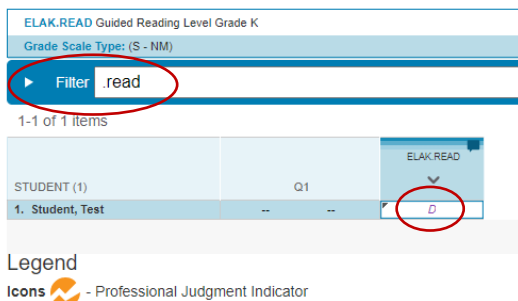


- Click the plus button to the right of the ready made comment you wish to start with

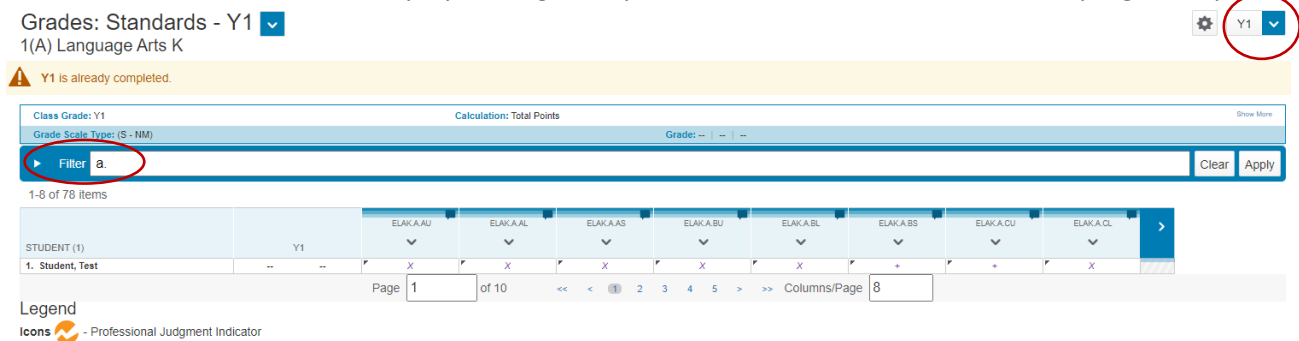


- Type your additional comments in the comments box

12. When you have finished each students grade and comment, click the Green Save button
13. Enter the reading level of each student by searching for .read in the Filter search bar



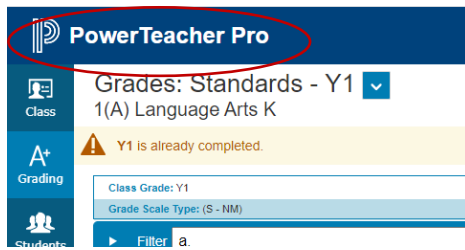
14. Save your reading level grades by clicking the Green Save button
15. KINDERGARTEN ONLY: Change to your Y1 term in the upper right and search for your alphabet by entering a. in the Filter search bar and enter any alphabet grades you want the students to have for the progress report



16. Click the Green Save button
17. Change over to your Math class and enter grades and comments there.
18. Only Math and Language Arts show on the progress report.

PRINTING PROGRESS REPORTS BY CLASS:

1. You will print your progress reports from the Teacher Portal
2. Click on the PowerSchool Pro link in the upper left of your gradebook



3. This is the PowerTeacher Portal (where attendance is taken and your classes are listed):
Current Classes

| Class | Class Name | PowerTeacher Pro | Attendance | Grades | Reports | Tools | Print |
|-------|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| HR(A) | Home Room PowerTeacher Pro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1(A) | Language Arts K PowerTeacher Pro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3(A) | Math K PowerTeacher Pro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4(A) | Science K PowerTeacher Pro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5(A) | Social Studies K PowerTeacher Pro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



4. Click the Printer button to the right to your Language Arts class
5. Select the appropriate report from the drop down
 - a. There are 4 Standards Progress Reports for each grade level, one for each quarter.
6. Click Submit

Print Class Reports

Which report would you like to print?

For which students?

Test print?

Watermark Text

Watermark Mode

When to print

Report Output Locale

Legend

Icons - Time Entry (5 minute interval) | Date Entry

Class Attendance: **4. Standards Progress Report-K-Q1**

Mass Print a Student Screen

4. Standards Progress Report-1-Q1

4. Standards Progress Report-1-Q2

4. Standards Progress Report-1-Q3

4. Standards Progress Report-1-Q4

4. Standards Progress Report-2-Q1

4. Standards Progress Report-2-Q2

4. Standards Progress Report-2-Q3

4. Standards Progress Report-2-Q4

4. Standards Progress Report-K-Q1

4. Standards Progress Report-K-Q2

4. Standards Progress Report-K-Q3

4. Standards Progress Report-K-Q4

4. Standards Report Card-1

4. Standards Report Card-2

4. Standards Report Card-K

6. Username list

Standards by Term

Valid Dyslexia Evaluation List

Custom Alerts

7. You will see your Report Queue and a list of any reports you have printed recently
Report Queue - My Jobs

Refresh

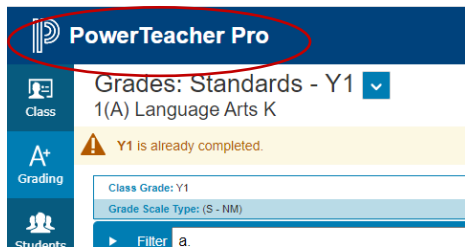
| Created | Job Name | Started | Ended | Status | View |
|------------|-----------------------------------|---------------------|---------------------|-----------|--------------------------|
| 08/21/2020 | 4. Standards Progress Report-K-Q1 | 08/21/2020 11:40 AM | 08/21/2020 11:40 AM | Completed | <input type="checkbox"/> |

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

8. Click the View link to the right of your report to view a PDF of your progress reports
9. This is downloadable and printable from your browser window

PRINTING PROGRESS REPORTS BY STUDENT:

1. You will print your progress reports from the Teacher Portal
2. Click on the PowerSchool Pro link in the upper left of your gradebook



3. This is the PowerTeacher Portal (where attendance is taken and your classes are listed):

Current Classes

| Class | Teacher | PowerTeacher Pro | Attendance | Gradebook | Print | Backpack |
|-----------------------|------------------|------------------|------------|-----------|-------|----------|
| HR(A) Home Room | PowerTeacher Pro | | | | | |
| 1(A) Language Arts K | PowerTeacher Pro | | | | | |
| 3(A) Math K | PowerTeacher Pro | | | | | |
| 4(A) Science K | PowerTeacher Pro | | | | | |
| 5(A) Social Studies K | PowerTeacher Pro | | | | | |

4. Click the Backpack button next to your Language Arts class
5. Your students will be listed down the left side, click on one of them to pull up their information
6. Click on Select Screens drop down menu on the right and select "Print a Report"

| Exp | Last Week | | | | | | | This Week | | | | | | | Course | Absences | | Tardies | |
|-------------------|-----------|---|---|---|---|---|---|-----------|---|---|-------|-------|--|-------|--------|----------|---|---------|--|
| | M | T | W | H | F | M | T | W | H | F | 20-21 | 20-21 | 20-21 | 20-21 | | | | | |
| 1(A) | | | | | | | | | | | | | Language Arts K Teacher, Test - Rm: | 0 | 0 | 0 | 0 | | |
| 3(A) | | | | | | | | | | | | | Math K Teacher, Test - Rm: | 0 | 0 | 0 | 0 | | |
| Attendance Totals | | | | | | | | | | | | | | 0 | 0 | 0 | 0 | | |

7. Select the appropriate report from the drop down
 - a. There are 4 Standards Progress Reports for each grade level, one for each quarter.
8. Click Submit

Print Class Reports

Which report would you like to print?

For which students?

Test print?

Watermark Text

Watermark Mode

When to print

Report Output Locale

Legend

Icons - Time Entry (5 minute interval) | Date Entry

Class Attendance Audit

- 4. Standards Reports
- Standards Progress Report-1-Q1
- 4. Standards Progress Report-1-Q2
- 4. Standards Progress Report-1-Q3
- 4. Standards Progress Report-1-Q4
- 4. Standards Progress Report-2-Q1
- 4. Standards Progress Report-2-Q2
- 4. Standards Progress Report-2-Q3
- 4. Standards Progress Report-2-Q4
- 4. Standards Progress Report-K-Q1
- 4. Standards Progress Report-K-Q2
- 4. Standards Progress Report-K-Q3
- 4. Standards Progress Report-K-Q4
- 4. Standards Report Card-1
- Standards Report Card-2
- Standards Report Card-K
- 6. Username list
- Standards by Term
- Valid Dyslexia Evaluation List
- Custom Alerts

Mass Print a Student Screen

9. You will see your Report Queue and a list of any reports you have printed recently

Report Queue - My Jobs

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| Created | Job Name | Started | Ended | Status |
|------------|-----------------------------------|---------------------|---------------------|--------------------------------|
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