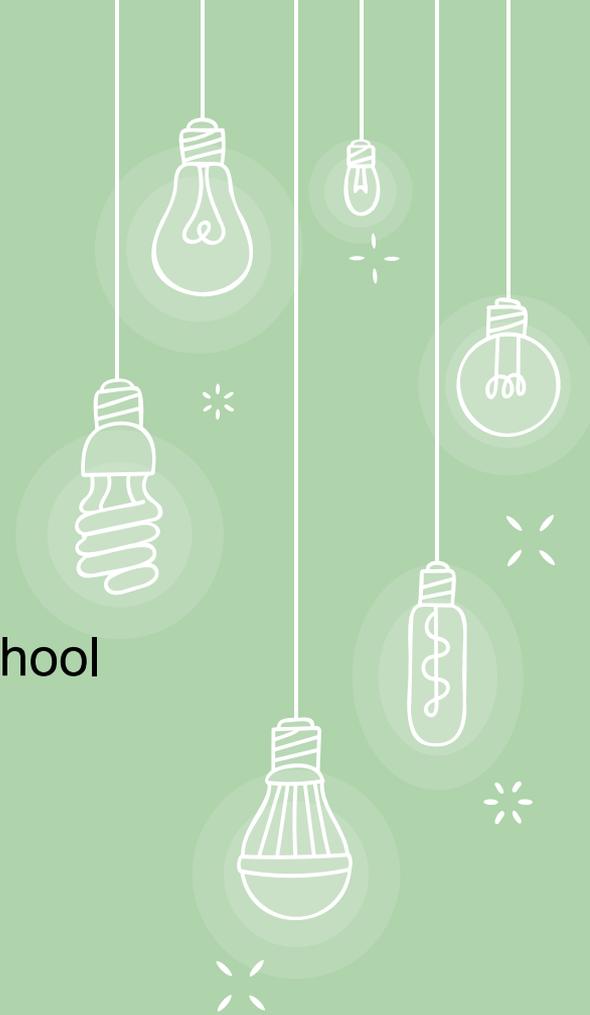


POWERSCHOOL REPORT CARD
PROCESS AND TRAINING
SY 23/24 TERM 2

AGENDA

1. Understand the report card supports available
2. Review the grade reporting window deadlines
3. Learn about the report card process in PowerSchool



SUPPORT TEAM



Type of Support	Staff Name	How To Reach Them
Grade reporting window dates / auditing grades and attendance/ general training	Steve Mkrtschjan	https://www.district65.net/domain/798
Sending report cards	Steve Mkrtschjan	https://www.district65.net/domain/798
Determining accurate scores	Building coach Building leadership Department lead	See Grading Guidance For K-5 Math, see also Report Card Guidance (found in the curriculum Benchmark Document) If questions, contact department lead

1

GRADE REPORTING WINDOW



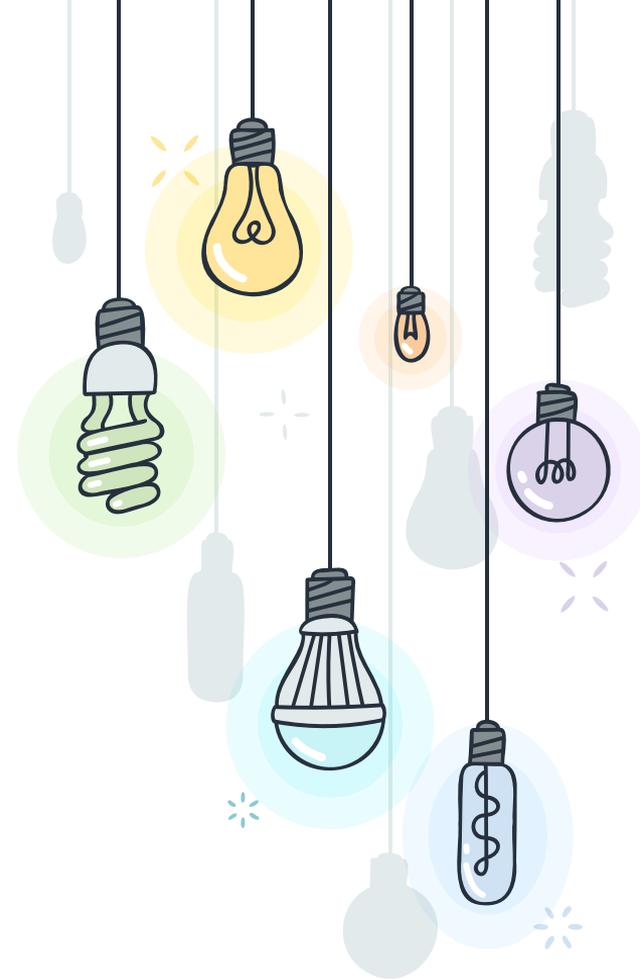
* IMPORTANT DATES

Trimester Schedule Dates

August 23 - November 26 (59 days)

November 27 - March 3 (56 days)

March 4 - May 31 (59 days)

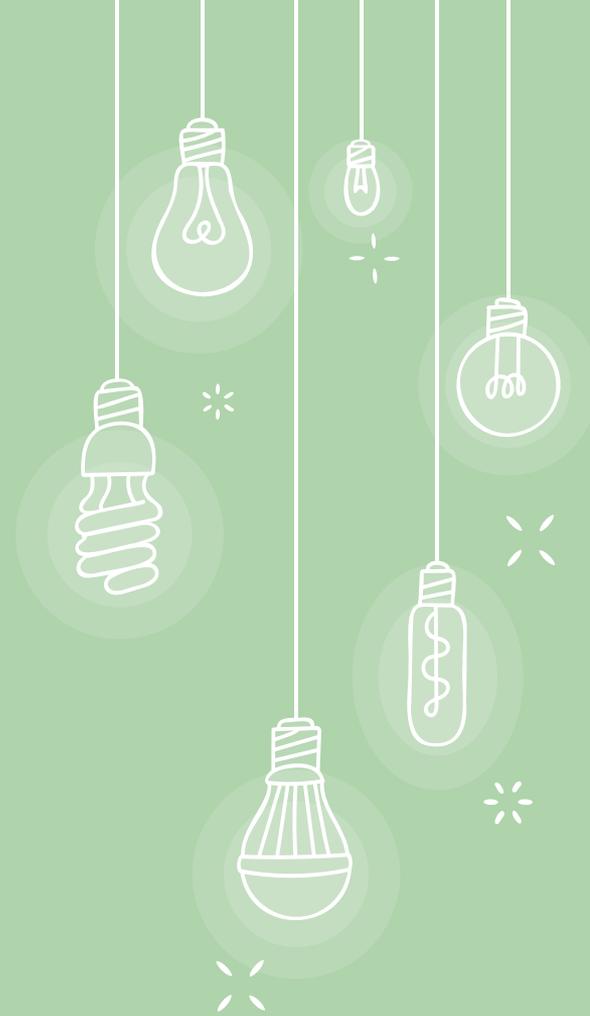


2

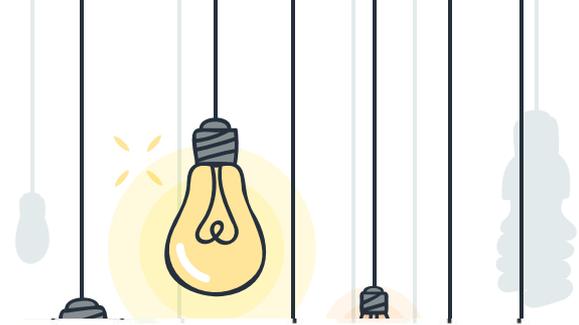
REPORT CARDS



K-5



K-5 REPORT CARDS



Oakton Elementary School

436 Ridge Ave
Evanston, IL 60202
847-859-8800

Principal: Christopher Robinson

Together We Will Achieve

REPORT CARD 2023-2024

Student Number [REDACTED]	Student Name [REDACTED]
Grade KG	Teacher: [REDACTED]

Purpose Statement

The purpose of standards based reporting is to provide accurate feedback and reflect on student growth. This report communicates current levels of proficiency as students work toward specific learning goals developed from grade level standards. Behaviors that promote learning, such as social development and work habits, are included but reported separately.

Proficiency Levels and Descriptors	
EX	Exceeding Standard: Exceeds the rigor of the end-of-term standard consistently and independently across a variety of contexts.
ME	Meets the rigor of the end-of-term standard consistently and independently across a variety of contexts.
PL	Progressing in Learning of Standard: Making progress towards consistently and independently meeting the end-of-

Attendance			
	T1	T2	T3
Absences	2		
Days Present	4		



K-5 SCORES/GRADES

1. Login to PowerTeacher Pro.
2. Click your classroom at the top of the page from the drop down menu - these are all of your classes (homeroom classes only have behavior and works habits of students).
3. **CLICK CORRECT TERM T2.**
4. Click on the grading button on the left side of the screen.
5. Click on standards.
6. Review grading or standards scales by clicking on 'show more' at the top right.
 - a. Go to grading guidance for reporting standards and learning targets
7. Add all grades or standards that **have been assessed** for each student.
8. Complete for all students in all of your classes.



* ADDING COMMENTS & FINALIZING GRADE

1. To complete a final review of all grades go to grading and choose comment verification.
2. **CLICK CORRECT TERM T2.**
3. To add comments.
 - a. Under the comment column click the first row.
 - i. Notice that the school Inspector appears on the right.
 - b. At the top right click the Bubble icon. 
 - i. Notice that a large comment box appears.
 - c. At the bottom click the Show comment Bank.



✿ ADDING COMMENTS & FINALIZING GRADE

4. Select the gear icon on the right, next to Hide Comment Bank, select separate comments by spaces
5. Educators may add their own comments, but they must be translated into Spanish for Spanish speaking families.

Approximately 500 Characters Left

Filter

1-71 of 71 Items

Favorite	Code	Comments
<input type="checkbox"/>	1008	<first name> consist effort - consistently t <name> constanteme
<input type="checkbox"/>	1012	<first name> has sho improvement. <first r mostrando un mejora
<input type="checkbox"/>	1015	<first name> is an at <first name> escuch
<input type="checkbox"/>	1018	<first name> demon commitment to the le community. <first na
<input type="checkbox"/>	1022	<first name> is a pep and trying new estudiante/a) a un
<input type="checkbox"/>	1033	<first name> works well with peers. <first name> trabaja bien con

Behavior +

✧ ADDING COMMENTS & FINALIZING GRADE

In the grading section click on comment verification

1. See overall grade and comment.
2. At the bottom right of this screen click on **final grade status**.
3. Add the following comment in the box

“I verify that all of my grades, comments, and standards are completed” with the date and your initials

Check the box on the top right

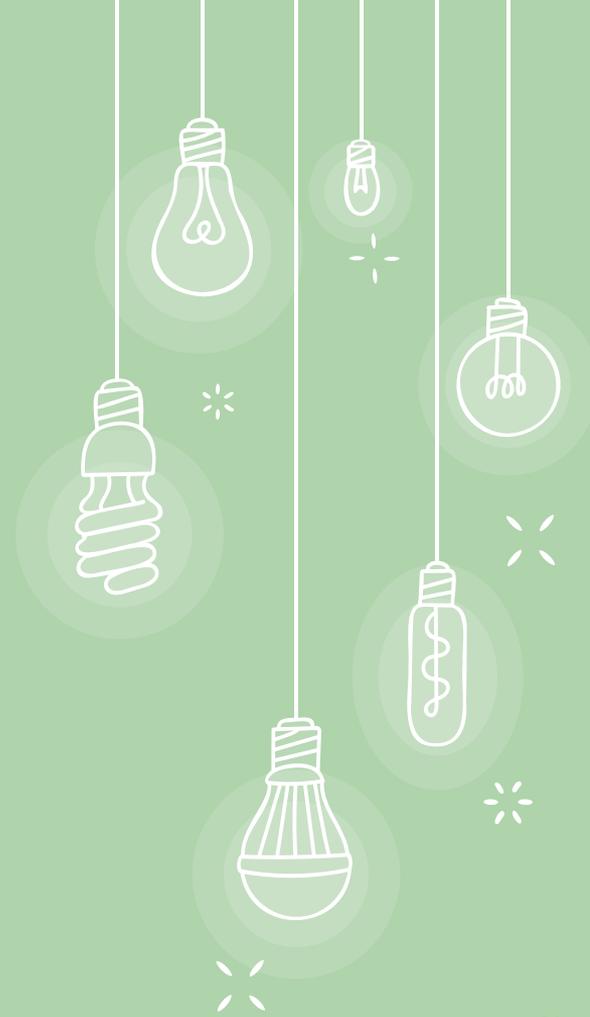
Click save

(Please note that this must be completed for each class. In the video I mention to do at the very end.)

You did it!



6-8



MIDDLE SCHOOL REPORT CARDS



Nichols Middle School

800 Greenleaf St
Evanston, IL 60202
847-859-8660

Principal: Marcus Wright

Every Child, Every Day, Whatever it Takes.

REPORT CARD 2023-2024

Student Number <input type="checkbox"/>	Student Name <input type="checkbox"/>
Grade 6	Teacher:

Attendance	YR
Days Absent	<input checked="" type="checkbox"/>
Days Present	<input checked="" type="checkbox"/>
Times Tardy	<input checked="" type="checkbox"/>
Days Enrolled	<input checked="" type="checkbox"/>

6th Mathematics			
Teacher: Kareotes, Maria	T1	T2	T3
Course Grades	<input checked="" type="checkbox"/>		
Learning Habits			
Prepares to Learn			
Engages in Learning			
Takes Initiative to Learn			

6th Physical Education			
Teacher: Finneran, Vincent	T1	T2	T3
Course Grades			
Learning Habits			
Prepares to Learn			
Engages in Learning			
Takes Initiative to Learn			

6th Spanish For Spanish Speakers			
Teacher: Haleen, Nicole	T1	T2	T3
Course Grades	<input checked="" type="checkbox"/>		
Learning Habits			
Prepares to Learn			
Engages in Learning			
Takes Initiative to Learn			

6th Drama				
Teacher: Westphal, Elisabeth	R1	R2	R3	R4
Course Grades				
Learning Habits				
Prepares to Learn				
Engages in Learning				
Takes Initiative to Learn				



MIDDLE SCHOOL GRADES AND STANDARDS

Since you all have been

1. Login to PowerTeacher Pro.
2. **CLICK CORRECT TERM T2 for core classes and R2 for enrichments (R3 King Arts)**
3. Click your classroom at the top of the page from the drop down menu - these are all of your classes.
4. ****NEW**** All sections are required to assess students learning habits
5. Click on the grading button on the left side of the screen.
6. Click on each standard.
7. Review standard scales by clicking on 'show more' at the top right.
 - a. Go to grading guidance for reporting standards and learning targets
8. Grade all 3 learning habits for each student.
 - a. Prepares to learn
 - b. Engages in Learning
 - c. Takes Initiative to Learn
9. Complete for all students in all of your classes.

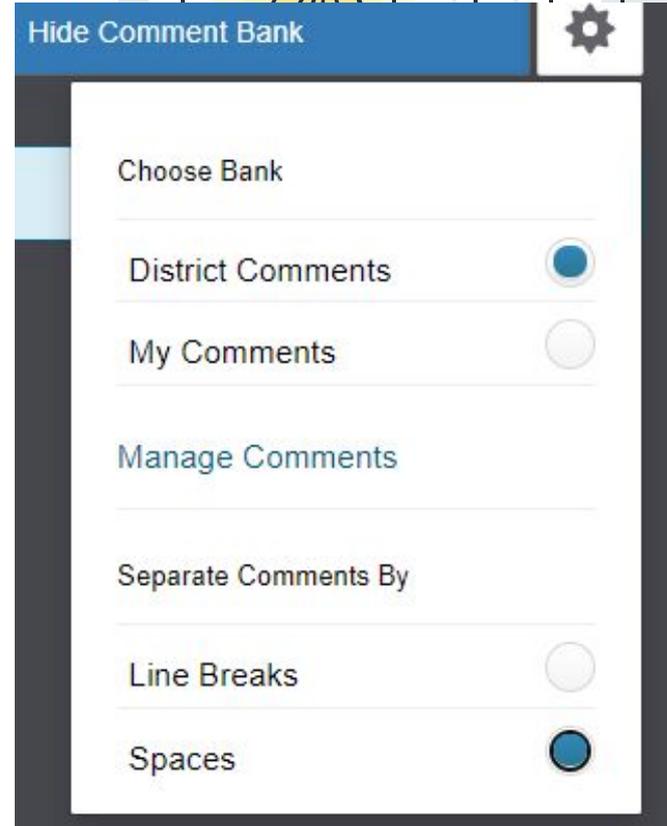
* ADDING COMMENTS

1. To complete a final review of all grades go to grading and choose comment verification.
2. **CLICK CORRECT TERM T2 for core classes and R2 or R3 (King Arts) for enrichments.**
3. To add comments.
 - a. Under the comment column click the first row.
 - i. Notice that the school Inspector  appears on the right.
 - b. At the top right click the Bubble icon.
 - i. Notice that a large comment box appears.



* ADDING COMMENTS

- d. Click the gear icon that now appears.
- e. Choose district comments.
- f. Choose spaces under Separate Comments By section.
- g. Click the + button to insert the comments for the selected.
- h. Use the Arrow Down at the top right to move to the next student.



* FINALIZING GRADE

In the grading section click on comment verification

1. See overall grade and comment.
2. At the bottom right of this screen click on final grade status.
3. Add the following comment in the box

“I verify that all of my grades, comments, and standards are completed” with the date and your initials

Check the box on the top right

Click save

(Please note that this must be completed for each class. In the video I mention to do at the very end.)

You did it!



3

AUDITING GRADES AND ATTENDANCE



HOW TO AUDIT GRADES AND ATTENDANCE

Grades Audit

1. Go to reports and select PSCB custom reports.
2. Click on grading.
3. Gradebook section readiness (4th from the bottom).
4. Select the appropriate options under each section.
5. Click submit.

Attendance Audit

1. Go to reports and select PSCB custom reports.
2. Click on attendance.
3. Meeting Attendance - Selected Date / Date Range (under the meeting report section).
4. Select the appropriate options under each section.
5. Click submit.

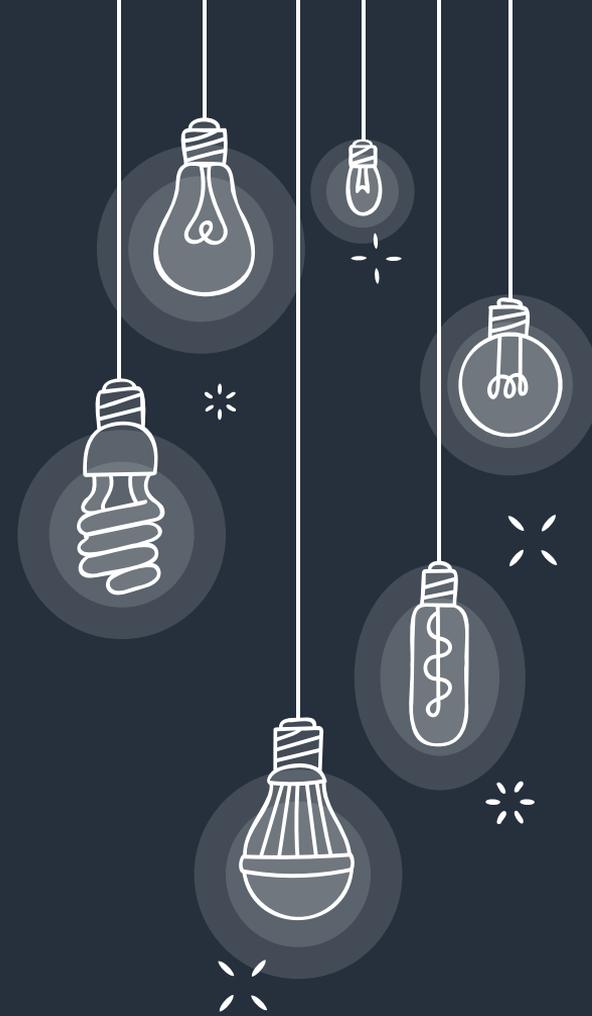
We suggest running these audit reports often 2 weeks before report cards are due

Report Card Distribution - April 5, 2024

Student Assignment, Registration, and Records will store these as permanent grades for each student and send report cards to families!

THANKS!

Any questions?

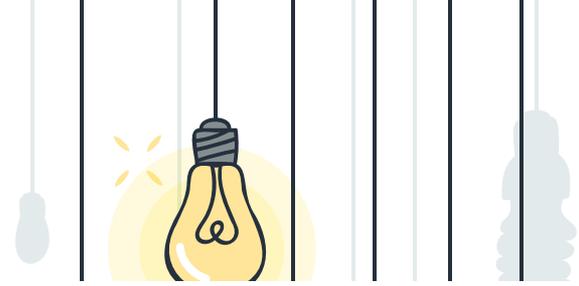


4

ADDING MISSING ASSIGNMENTS



* ADDING MISSING ASSIGNMENTS



1. Click on the addition button on the of the screen next to the bell.



2. Complete all sections (assignment, students, standards, and publish).
3. Please **MAKE SURE YOU ARE IN THE CORRECT TERM.**
4. Make sure you **BACK DATE ASSIGNMENTS** so they fall in the T2 or R2 rotation or R3 (King Arts.)



T1 Reporting Term for M1(A) 6TH SCIENCE



Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... <input type="button" value="v"/>	<input type="checkbox"/> Process of L... <input type="button" value="v"/>	<input type="text" value="15"/>	15%	<input type="button" value="-"/>
Category Weighti... <input type="button" value="v"/>	<input type="checkbox"/> Formative As... <input type="button" value="v"/>	<input type="text" value="15"/>	15%	<input type="button" value="-"/>
Category Weighti... <input type="button" value="v"/>	<input type="checkbox"/> Summative A... <input type="button" value="v"/>	<input type="text" value="70"/>	70%	<input type="button" value="-"/>

If the calculation type is Standards Weighting and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level. If the teacher security permissions are set to edit specific weights, then weights can be defined on the Specific Weights tab.



T1 Reporting Term for M4(A) 8TH Phys Ed



Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points <input type="button" value="v"/>	Total Points	<input type="text" value="1"/>	100%	<input type="button" value="-"/>

If the calculation type is Standards Weighting and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level. If the teacher security permissions are set to edit specific weights, then weights can be defined on the Specific Weights tab.