

# PowerTeacher Pro – Standards Grades Report

This document is an instructional guide for administrators running the PowerTeacher Pro Standards Grades Report. Instructions include locating a teacher, utilizing PTP in view-only mode, running the Standards Grade Report for one or more students, and viewing the report.

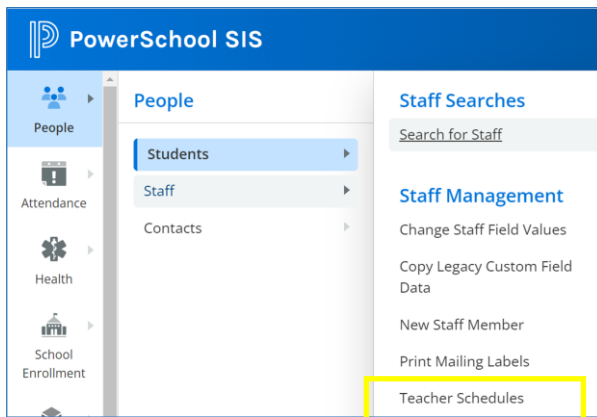
## OVERVIEW

### Running the Standard Grades Report from PowerTeacher Pro

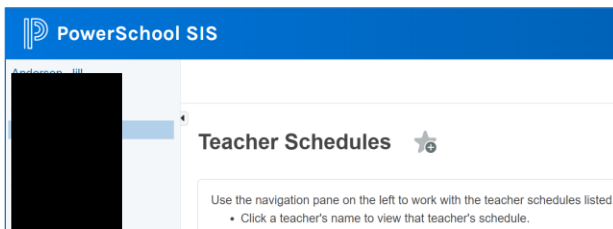
- Step 1: Select a teacher and open the view-only mode of PowerTeacher Pro
- Step 2: Choose report parameters and run the Standards Grades Report
- Step 3: Use your Report Queue to view the Standards Grades Report

## 1. Locate the Teacher Gradebook – PowerTeacher Pro (View-Only)

- Navigate to the PowerTeacher Pro view-only teacher grade book
  - [PowerSchool Start Page > People > Staff > Staff Management > Teacher Schedules](#)



- Select a TEACHER from the left navigation pane



- Choose PowerTeacher Pro

**Teacher Schedule - [REDACTED]**

Display today's sections PowerTeacher Pro

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock
<input type="checkbox"/>	1(A)	23-24	T201EL	Auto Technology (1st yr)	1		24				
<input type="checkbox"/>	2(A)	23-24	T201EL	Auto Technology (1st yr)	2		24				

Make all students listed above the current selection

- You are now able to view the Teacher’s grade book in view-only mode

The screenshot shows the PowerTeacher Pro interface for a class named '1(A) Auto Technology (1st yr) - 23-24'. The left navigation pane includes 'Class', 'Grading', and 'Students'. The main area displays 'Grades: Standards - M5' and '1(A) Auto Technology (1st yr)'. A yellow warning box with a red triangle and the text 'Read Only View' is overlaid on the interface. Below the warning, the 'Class Grade' is M5, and the 'Grade Scale Type' is (A - E). The current grade is A with 100% completion. A table below shows student data for 'STUDENT (24)' with a grade of A and 100% completion.

## 2. Run the Standards Grades Report

- Select REPORTS on the left navigation pane

The screenshot shows the PowerTeacher Pro Reports menu. The left navigation pane has 'Reports' selected. The main area lists several report options: Final Grades Report, Individual Student Report, Missing Assignment Report, Multi-Function Assignment Report, Scoresheet Report, Standards Grades Report (highlighted with a yellow box), Student Roster, and Report Queue.

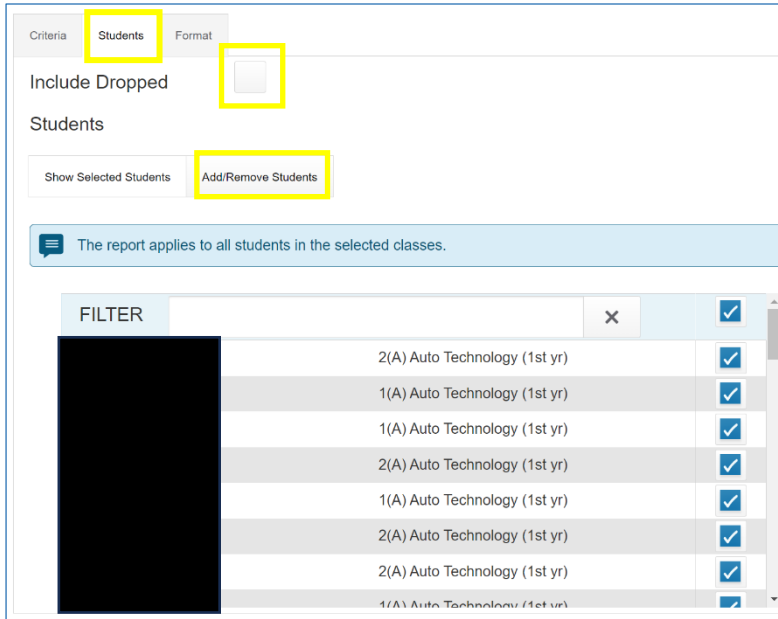
- Select STANDARDS GRADES REPORT
- Choose RUN PARAMETERS for the Standards Grades Report; the report parameters page includes 3 tabs: CRITERIA, STUDENTS, and FORMAT

○ Select the CRITERIA TAB

The screenshot shows the 'Criteria' tab selected in a software interface. The 'Criteria' tab is highlighted with a yellow border. Below the tabs, the 'Report Title' is 'Standards Grades Report'. The 'Description' is 'Standards grades for assignments or reporting terms.'. Under 'Select by', the 'Classes' radio button is selected. There are two dropdown menus: 'Classes\*' with 'Select Classes' and 'Groups' with 'Select Groups (0)'. Below these is a link for 'All Classes (23-24)'. The 'Use Custom Class' checkbox is unchecked. The 'Name' field is empty. The 'Student Field' dropdown is set to 'Both'. Under 'Sort Options', 'Layout' is 'By Reporting Term/Final ...', 'Students' is 'Gradebook Preference', and 'Assignments' is 'Due Date by Newest'. Under 'Data', the 'Standards Field' dropdown is set to 'Both'. Under 'Date Range', the 'Reporting Terms' dropdown is 'Select Reporting Terms'. At the bottom, there is a small text string: 'S1, M1, M2, M3, S2, M4, M5, M6'.

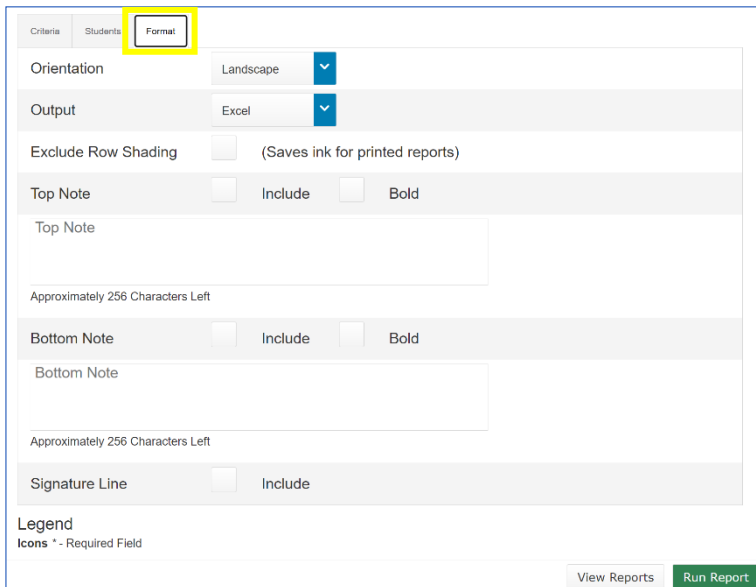
- Next to SELECT BY, choose CLASSES
- Next to CLASSES, use the drop-down menu to select the class(es) to include in this Standards Grades Report
- Next to STUDENT FIELD, use the drop-down menu to select BOTH
- Under SORT OPTIONS, next to LAYOUT, use the drop-down menu to choose BY REPORTING TERM/FINAL GRADES
- Next to STUDENTS, use the drop-down menu to select GRADEBOOK PREFERENCE
- Under DATA and next to the STANDARDS FIELD, use the drop-down menu to select BOTH
- Under DATE RANGE and next to REPORTING TERMS, use the drop-down menu to select your desired REPORTING TERMS

○ Select the STUDENTS TAB



- Check INCLUDE DROPPED STUDENTS if desired
- Choose the ADD/REMOVE STUDENTS tab to add or remove students
- To hand-select students, uncheck the check box to the far right of FILTER
- Select or deselect students to include in the report

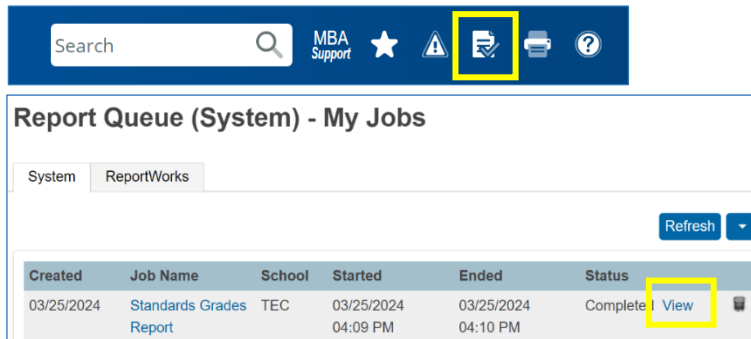
○ Select the FORMAT Tab



- Next to ORIENTATION, use the drop-down menu to select LANDSCAPE
- Next to OUTPUT, use the drop-down menu to select EXCEL
- Choose RUN REPORT

### 3. Open the Standards Grades Report from the live-side of PowerSchool

- Return to the live side of PowerSchool
  - Select the PRINT QUEUE icon on the start page of PowerSchool



- On the REPORT QUEUE (SYSTEM) – MY JOBS page, select VIEW under Status for the Standards Grades Report
  - Tip: Right-click on VIEW and select OPEN LINK IN NEW TAB
- Save the report as an Excel Worksheet