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.
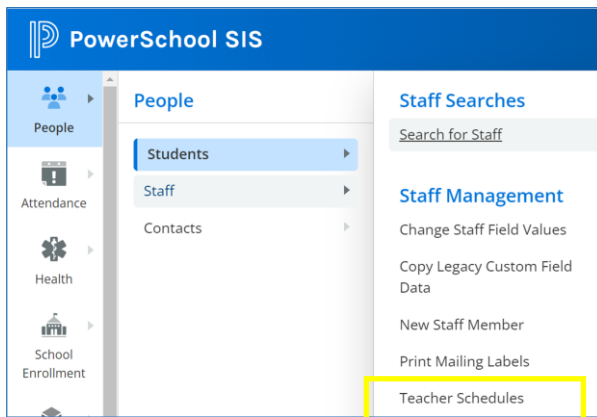
OVERVIEW

Running the Standard Grades Report from PowerTeacher Pro
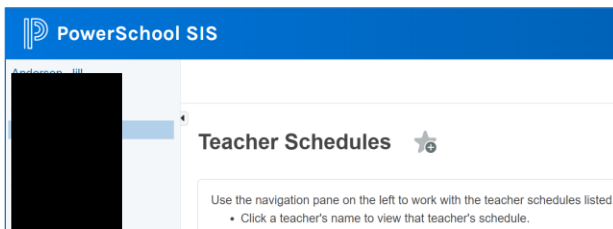
  Step 1: Select a teacher and open the view-only mode of PowerTeacher Pro

  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

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

2. **Run the Standards Grades Report**

☐ Select REPORTS on the left navigation pane

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

o   Select the CRITERIA TAB

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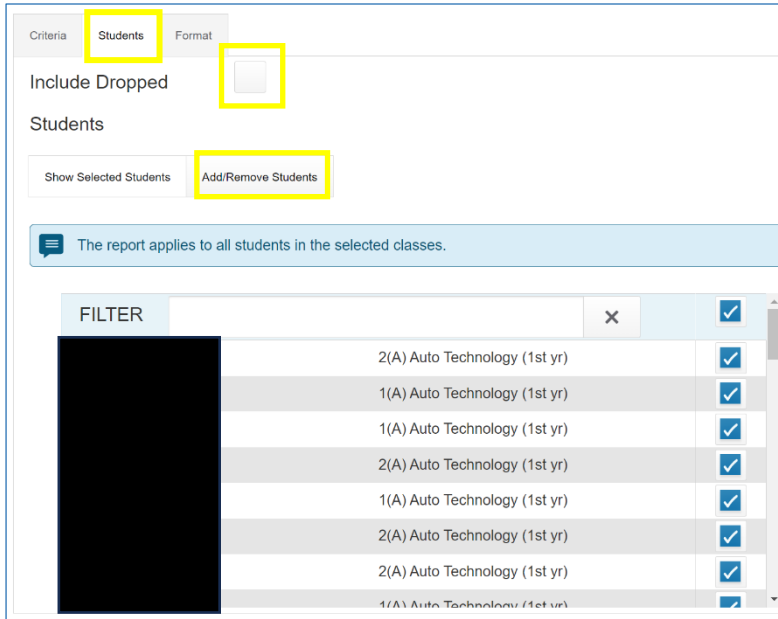
- Check INCLUDE DROPPED STUDENTS if desired
- Choose the ADD/REMOVE STUDENTS tab to add or remove students
- To hand-select students, uncheck the check box to the far right of FILTER
- Select or deselect students to include in the report

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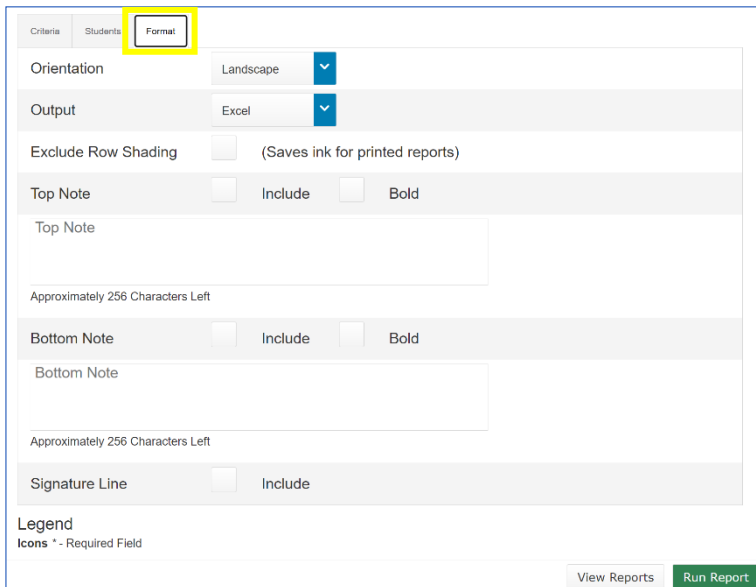
- Next to ORIENTATION, use the drop-down menu to select LANDSCAPE
- Next to OUTPUT, use the drop-down menu to select EXCEL
- Choose RUN REPORT

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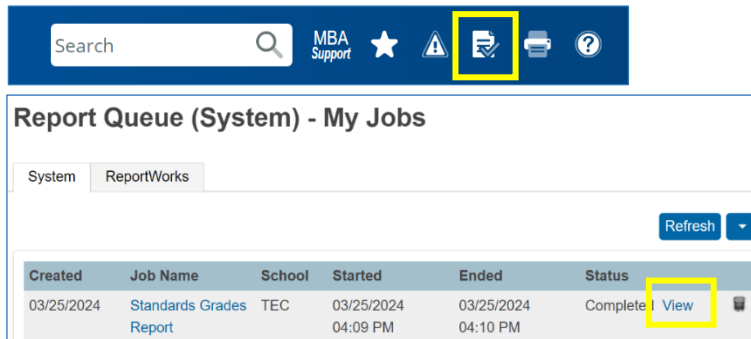
- On the REPORT QUEUE (SYSTEM) – MY JOBS page, select VIEW under Status for the Standards Grades Report
  - o Tip: Right-click on VIEW and select OPEN LINK IN NEW TAB
- Save the report as an Excel Worksheet