

Levels for Report Cards

- Levels will be added to the following subjects for Elementary Report Cards.

First and Second Grade

- Reading
- Writing
- Math

Third, Fourth and Fifth Grade

- Reading
- Writing
- Spelling
- Math

Level grades are as follows:

- **ADV**anced: Working above grade level standards
- **REG**ular: Working at grade level standards
- **ACC**ommodations: Working at grade level standards with accommodations
- **ALT**ernative: Working below grade level standards

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How to Add Levels to Subject Areas for Report Cards

1. Select the class
2. Click on Final Grades
3. Level will appear next to the final grade column

The screenshot shows a software window titled "Ricki Hooker - Glen Acres Elementary School". The interface includes a menu bar (File, Edit, View, Tools, Show, Help), a toolbar with icons for Scoresheet, Assignments, Students, Grade Setup, Class Content, and Reports, and a main data table. The "Final Grades" tab is selected, and the "Q1 In Progress" reporting term is active. The "Students (24)" list is visible, and the "Q1 Final Grade" column is highlighted. A callout box points to the "Final Grades" button in the toolbar, and another callout box points to the "Q1 Final Grade" column header. A third callout box points to the "Level" column header.

Students (24)	(Q1) Final Grade	Reading Level	Classwork (4)	Homework (6)	Performance (1)
Brown-Krapf, Kaitlin	B 87% 952/1000	Elementary L-8	360/400	502/600	91/100
Cepeda, Cameron	B 85% 910/1100		357/400	484/600	94/100
Detrick, Naseer	B 85% 910/1100		368/400	493/600	70/100
Dost, Matthew	A 97% 1100		386/400	581/600	95/100
Duckworth, D'rae	B+ 88% 1100		365/400	520/600	79/100
Faulkner, Georgia	A- 90/1100		387/400	515/600	88/100
Garcia, Eunice	B 84/1100		326/400	554/600	92/100
Garcia, Melanie	B 84/1100		314/400	539/600	86/100
Gonzalez, Destiny	B 85/1100		385/400	561/600	99/100
Harner, Ryan	B 82/1100		326/400	564/600	87/100
Ingargiola, Aleacia	B 82/1100		302/400	380/600	91/100
Johnson, Christophe	B 82/1100		359/400	534/600	93/100
Laurie, Sloan	A- 91% 999/1100		349/400	580/600	70/100
Miller, Nathan	A 96% 1053/1100		384/400	573/600	96/100
Osnaya, Carlos	C 76% 681/900		175/200	436/600	70/100
Phelps, Donald	B- 82% 905/1100		304/400	513/600	88/100
Philpott, Austin	B+ 88% 971/1100		391/400	494/600	86/100
Rascon, Jacqueline	A 95% 1040/1100		396/400	552/600	92/100
Shearer, Shelby	B- 81% 888/1100		328/400	466/600	94/100
Silva, Estefany	B 83% 918/1100		353/400	469/600	96/100
Skrivan, Conner	B 86% 944/1100		329/400	536/600	79/100
Swisher, Bryce	B 87% 962/1100		338/400	547/600	77/100
Weaver, Madyson	A- 90% 992/1100		356/400	545/600	91/100
Wilson, Dominique	B 84% 919/1100		350/400	478/600	91/100

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Filling Levels – it's easy!

1. Click on the Level
2. From the Tools menu select Fill Scores (You may also right-click on the level and select Fill Scores)

2. From the tools menu select Fill Scores

1. Click on the level column

Students (24)	(Q1) Final Grade	Reading Level (4)	Classwork (4)	Homework (6)	Performance (1)
Brown-Krapf, Kaitlin	B 87% 953/1100	Elementary LTR	Regular L-8	Regular L-8	Regular L-8
Cepeda, Cameron	B 85% 935/1100				
Detrick, Naseer	B 85% 931/1100				
Dost, Matthew	A 97% 1062/1100				
Duckworth, D'rae	B+ 88% 964/1100				
Faulkner, Georgia	A- 90% 990/1100				
Garcia, Eunice	B+ 88% 972/1100				
Garcia, Melanie	B 85% 939/1100				
Gonzalez, Destiny	A 95% 1045/1100				
Harner, Ryan	B+ 89% 977/1100				
Ingargiola, Aleacia	C- 70% 773/1100				
Johnson, Christopher	A- 90% 986/1100				
Laurie, Sloan	A- 91% 999/1100				
Miller, Nathan	A 96% 1053/1100				
Osnaya, Carlos	C 76% 681/900				
Phelps, Donald	B- 82% 905/1100				
Philpott, Austin	B+ 88% 971/1100				
Rascon, Jaqueline	A 95% 1040/1100				
Shearer, Shelby	B- 81% 888/1100				
Silva, Estefany	B 83% 918/1100				
Skrivan, Conner	B 86% 944/1100				
Swisher, Bryce	B 87% 962/1100				
Weaver, Madysen	A- 90% 992/1100				
Wilson, Dominique	B 84% 919/1100				

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How to Fill Scores

1. Select Replace All under Enter Grade to Fill
2. Select the most common grade from the Grade drop down menu
3. Click OK

Fill Final Grades

Fill Final Grades
Specify final grades and attributes

Enter grade to fill:

Students with **No Grade**

Replace All

Scores

Scoring Type: **Grade**

Grade Scale: **Elementary Level**

Grade: REG

OK Cancel

2. Select the most common grade from the menu

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Changing Level Grades

You may change grades by either:

1. Type the new level for the selected student

OR

2. Right click on the grade to be changed – place your mouse on Grades - Select the grade from the list

The screenshot shows the PowerTeacher Gradebook interface for Vicki Hooker at Glen Acres Elementary School. The main window displays a list of 24 students and their (Q1) Final Grades. A right-click context menu is open over the 'Grades' column, showing options like 'ADV', 'REG', 'Clear Scores', 'Fill Scores', and 'Show Score Inspector'. A callout box points to the 'Grades' column with the text: 'Right click on the grade – place your mouse on **Grades** – select the grade from the list'. At the bottom right, a 'Save' button is highlighted with a callout box that says: 'Click **Save** to save your grades and move the next class'. The interface also shows various tabs like 'Assignments', 'Final Grades', 'Classroom', 'Homework', and 'Performance'.

Students (24)	(Q1) Final Grade	Reading Level	Classroom (4)	Homework (6)	Performance (1)
Brown-Krapf, Kaitlin	B 87% 953/1100	REG	360/400	502/600	91/100
Cepeda, Cameron	B 85% 935/1100	REG	357/400	494/600	94/100
Detrick, Naseer	B 85% 931/1100	REG	368/400	493/600	70/100
Dost, Matthew	A 97% 1062/1100	REG	386/400	581/600	95/100
Duckworth, D'rae	B+ 88% 964/1100	REG	365/400	520/600	79/100
Faulkner, Georgia	A- 90% 990/1100	REG	387/400	515/600	88/100
Garcia, Eunice	B+ 88% 972/1100	REG	326/400	554/600	92/100
Garcia, Melanie	B 85% 939/1100	ADV	314/400	539/600	86/100
Gonzalez, Destiny	A 95% 1045/1100	RE	360/400	502/600	91/100
Harner, Ryan	B+ 89% 977/1100	RE	360/400	502/600	91/100
Ingargiola, Aleacia	C- 70% 800/1100	REG	384/400	573/600	96/100
Johnson, Christopher	A- 90% 990/1100	REG	175/200	436/600	70/100
Laurie, Sloan	A- 90% 990/1100	REG	304/400	513/600	88/100
Miller, Nathan	A- 90% 990/1100	REG	391/400	494/600	86/100
Osneya, Carlos	A- 90% 990/1100	REG	396/400	552/600	92/100

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Click **Save** to save your grades and move the next class



Discipline grades for Report Card

- Discipline grades will be added to the report cards for grades 1-5.
- Grades are E,S,N, or U.
- Discipline grades are entered in the Homeroom class.
- Comments **cannot** be added to the discipline grades.

Discipline Standards that require grades

- Has positive attitude
- Follows school rules
- Works cooperatively with others
- Demonstrates good listening habits
- Focuses on task
- Finished required tasks
- Completes homework assignments
- Follows directions

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How to add discipline grades

1. Select Homeroom
2. Click Final Grades button
3. To see the full name of the standard double click on the column header

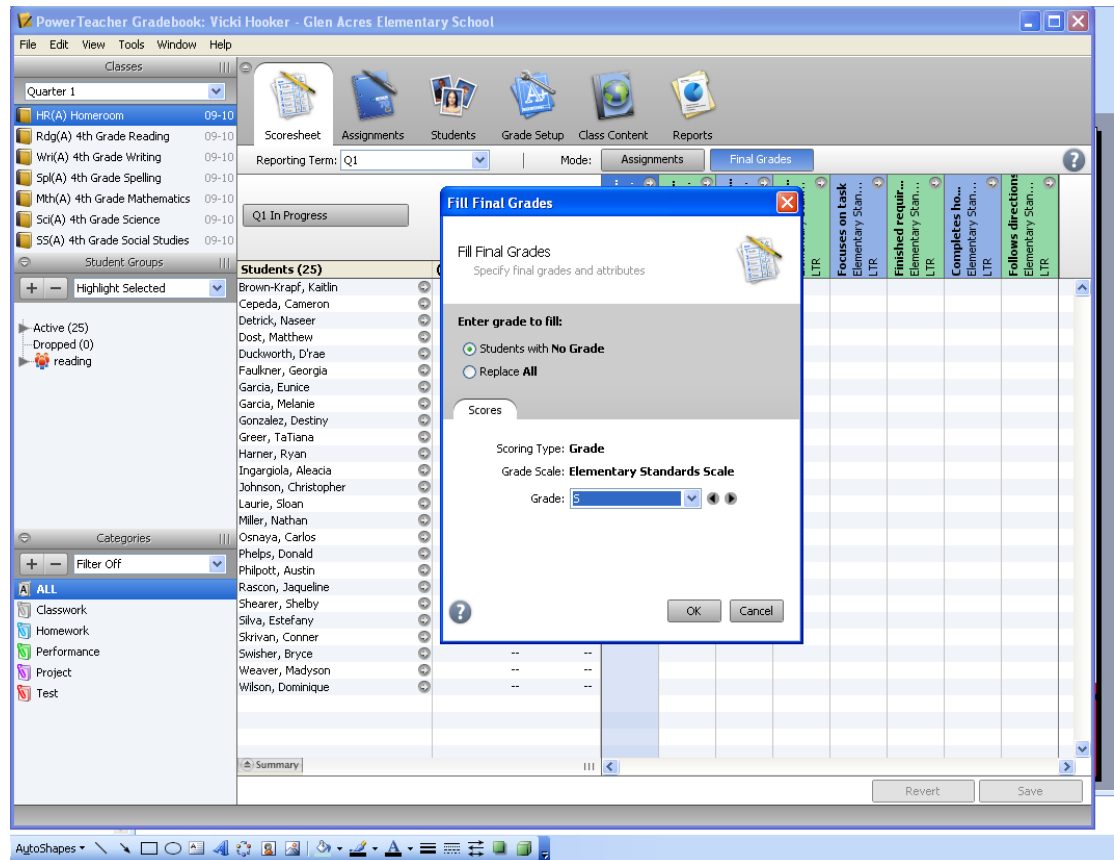
The screenshot shows the PowerTeacher Grades interface for an elementary school. The 'Classes' pane on the left lists 'HR(A) Homeroom' as selected. The 'Final Grades' button is highlighted in the top navigation bar. A callout points to this button with the text: '2. Click on Final grades to view discipline standards'. The main window displays a table of students and their grades. A callout points to the column header 'Has positive attitude (Q1)' with the text: '3. Double click on the column header to see the full name displayed below'. Below the table, a pop-up window shows the details for the selected standard: 'Name: Has positive attitude', 'Standard ID: ES.HR.1', 'Reporting Term: Q1', and 'Description: Has positive attitude'. A callout points to the 'Homeroom' button in the top navigation bar with the text: '1. Click on Homeroom'.

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How to add discipline grades (con't)

1. Add the most common grade to all students by selecting **Fill Scores** from the **Tools** menu
2. From the Grades drop down menu – select **S** – or the most common grade for your class
3. Click OK to fill that grade for every student

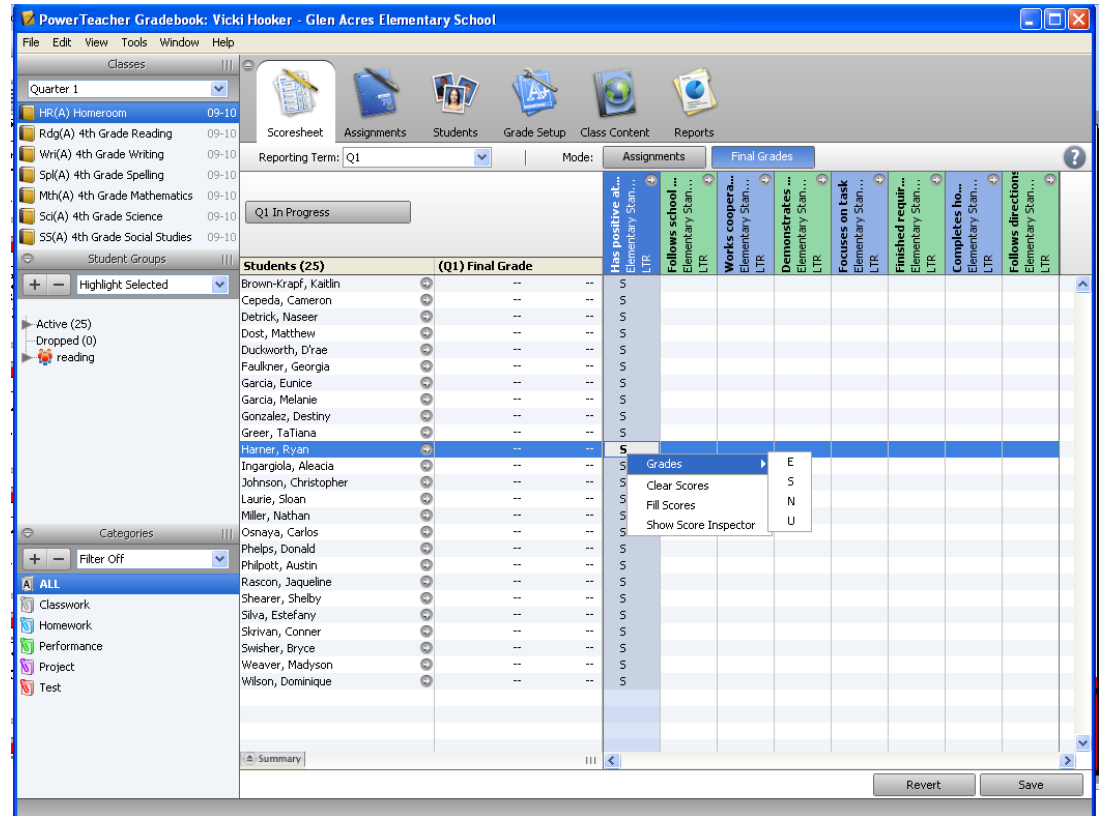


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Change discipline grades

- Click on the grade you would like to change
- Type the new grade; either E,S,N, or U.
- **OR** right click on the grade, select **Grades**, Choose the grade from the list



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Questions

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