

POWERSCHOOL GUIDE TO ENTER STANDARDS GRADES & TEACHER COMMENTS

1. Log into the PowerTeacher website at <http://69.95.46.24:8080/teachers>
2. Your screen should look like the shot below.

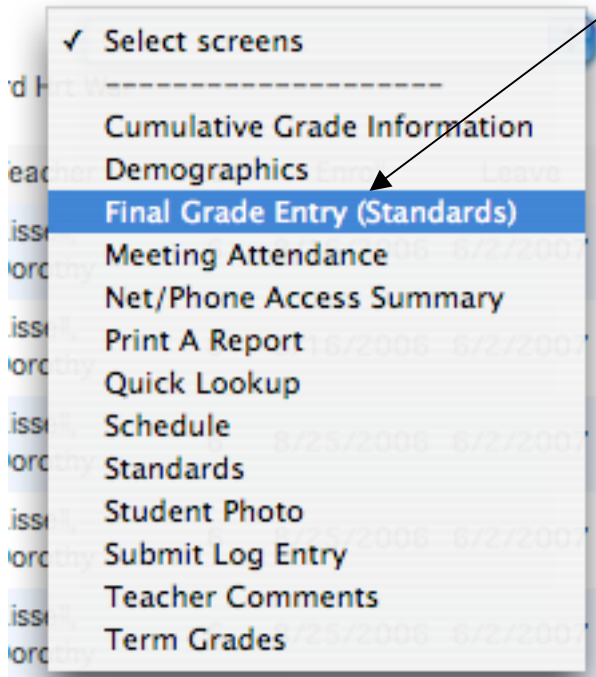
Current Classes

| | | | | | | | | |
|-------|------------------------------|---|---|---|--|---|---|---|
| HR(M) | Home Room(Grade 6) | 1 |  |  |  |  |  |  |
| 1(M) | Mathematics (Grade 6) | 1 |  |  |  |  |  |  |
| 2(M) | Science (Grade 6) | 1 |  |  |  |  |  |  |
| 3(M) | Language Arts (Grade 6) | 1 |  |  |  |  |  |  |
| 4(M) | Social Studies (Grade 6) | 1 |  |  |  |  |  |  |
| 5(M) | Reading/Literature (Grade 6) | 1 |  |  |  |  |  |  |
| 6(M) | Religion (Grade 6) | 1 |  |  |  |  |  |  |
| 7(M) | Spelling (Grade 6) | 1 |  |  |  |  |  |  |

3. You first want to click on the class you want to enter STANDARDS Grades for. Each subject is split into their own section of standards for schools that have classes split to different teachers.
4. Click on the backpack next to the class you want to work with. I'm using Math in my example.

5. You should have a listing of the students in that class. In case you were wondering, all student names will be blanked out for their protection.
6. Click on the last name of the student you want to edit.
7. in the menu at the bottom that says "Select Screens" You want to choose "Final Grade Entry (Standards)"

Mathematics (Grade 6)
1 (M)



8. You now have a listing of all the standards for the course you selected in step 4. **Please make sure that you are choosing the correct standards for your school!** Unfortunately, this setup is done at the district level, and can not be customized for each individual school.

Final Grade Entry

Herendeen, Andrew James 6 15492

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Select screens

| | Q1 |
|---|--------------------------|
| SHS6.23 - Mathematics | <input type="checkbox"/> |
| SHS6.24 - Compare & order positive & negative integers, decimals | <input type="checkbox"/> |
| SHS6.25 - Compare & order fractions & mixed numbers | <input type="checkbox"/> |
| SHS6.26 - Solve problems involving addition & subtraction | <input type="checkbox"/> |
| SHS6.27 - Solve problems involving multiplication & division | <input type="checkbox"/> |
| SHS6.28 - Solve problems involving fractions, decimals, ratios | <input type="checkbox"/> |
| SHS6.29 - Solve problems involving proportion, percentages | <input type="checkbox"/> |
| SHS6.30 - Writes & solves algebraic expressions & equations | <input type="checkbox"/> |
| SHS6.31 - Identify, describe, classify properties of plane & solid shapes | <input type="checkbox"/> |
| SHS6.32 - Compute & analyze statistical measures for data sets | <input type="checkbox"/> |

9. All that's left now is to enter the scores. Just click on the drop down menu to the right of your standards, and click on the correct numerical value (or other value) that this child deserves.
10. **CLICK SUBMIT WHEN YOU ARE DONE WITH EACH CHILD! If you don't, you will have to do this all over again.**
11. To add teacher comments (Which can only be done for Home Room, click on the Green PowerSchool logo, and go back to the first screen you saw (See the first image on page 1)
12. Click on the backpack next to HOME ROOM (as you did in step 4 for subject areas)
13. In the same drop down menu that you used in step 7, click on Teacher Comments.
14. A new screen comes up that is titled "Teacher Comments"
15. Click on the Edit button next to Home Room. If Edit is next to another class, return to step 11 and try again. Make sure you click on the backpack next to Home Room.

| Exp. | Course | Teacher | Att. Pts. | Comment |
|-------|-----------------------|------------------|-----------|---------|
| HR(M) | Home Room(Grade 6) | Kissell, Dorothy | 0 | Edit |
| 1 (M) | Mathematics (Grade 6) | Kissell, Dorothy | 0 | |

16. Type in your comments as shown below:

Enter or modify the teacher comment for this student below. NOTE: If you are using PowerGrade to record comments, changes below will be overwritten the next time your gradebook is saved.

Course: Home Room(Grade 6)

Expression: HR(M)

Comment Bank:

[CKS1] - Is courteous and cooperative
 [CKS2] - Has a positive influence in the classroom
 [CKS8] - Shows improvement in academics

Comment:

This is a test comment.

Submit

17. click submit, and you will see your comment next to your home room class, with the same edit button next to it if you want to change the comments.

My recommendation to schools is to have your home room teacher collect any comments from those teachers and combine them together. Please do not enter comments in for other classes other than Home Room to avoid confusion and problems. As always, if you have any questions regarding this document, please don't hesitate to ask. My E-Mail address is

llopez@fw.diocesefwsb.org