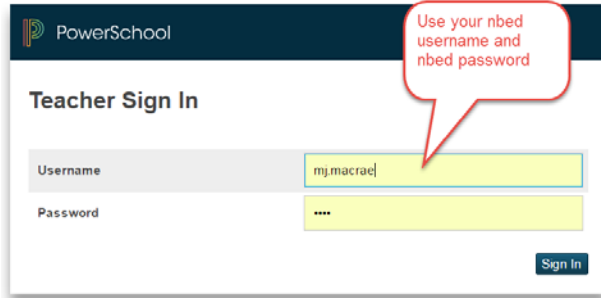


Completing 9-12 Report Cards with PowerTeacher Pro

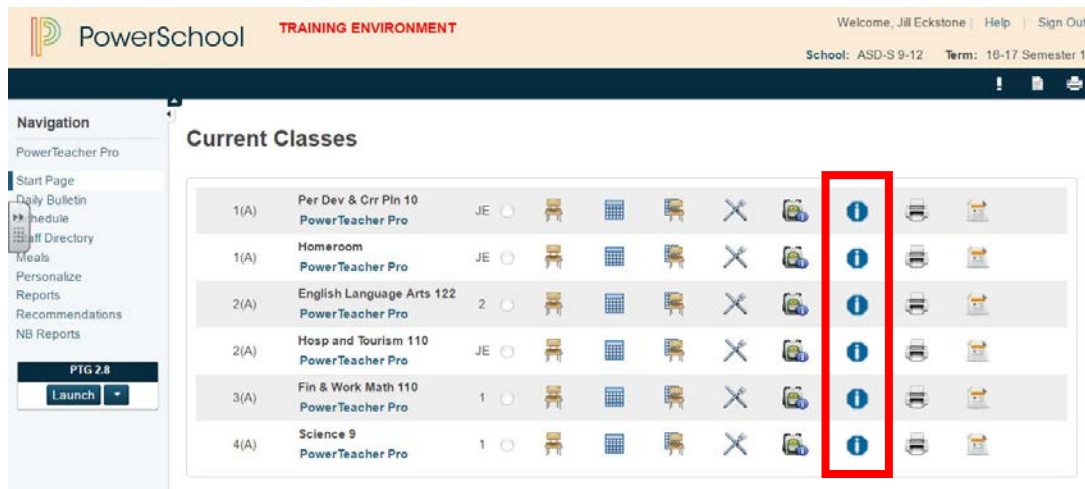
This guide provides step-by-step procedures for completing the provincial 9-12 report cards. The document begins with instructions for logging on, followed by the procedure for adding an individualized or modified Personalized Learning Plan (PLP) indicator, if required. Adding the PLP indicator is an action that must be completed in PowerTeacher; remaining steps are completed in PowerTeacher Pro (PT Pro).

Logging on to PowerTeacher




By entering your nbed username and password, you will come to the PowerTeacher Homepage.

Adding an Individualized or Modified Personalized Learning Plan (PLP) Indicator by Subject



Prior to a classroom teacher adding a PLP indicator, the Educational Support Teacher-Resource (EST-Resource) will have needed to add the PLP designation for applicable students in PowerSchool Administrator.

<p>In PowerTeacher you must click on the blue icon for every subject that you teach. If the EST-Resource has added the PLP designation, the student's name will appear.</p>	
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If you have students on PLPs and their names are not displayed in the PLP list you will need to ask the EST-Resource to add the PLP designation in PowerSchool Administrator for these students.

On the homepage of PowerTeacher is a list of all the classes you teach.

Current Classes

1(A)	Per Dev & Crr Pln 10 PowerTeacher Pro	JE	<input type="radio"/>					
1(A)	Homeroom PowerTeacher Pro	JE	<input type="radio"/>					
2(A)	English Language Arts 122 PowerTeacher Pro	2	<input type="radio"/>					
2(A)	Hosp and Tourism 110 PowerTeacher Pro	JE	<input type="radio"/>					
3(A)	Fin & Work Math 110 PowerTeacher Pro	1	<input type="radio"/>					
4(A)	Science 9 PowerTeacher Pro	1	<input type="radio"/>					

Click on the alert icon for each subject to indicate if Individualization or Modifications to curricular outcomes have been made for a student.

Clicking on the Alert Icon generates a list of student(s) who have the PLP designation added in PowerSchool by the EST-Resource. For individualized or modified to appear on the report card for a subject you will need to choose one of them by following the steps below.

(Click on a student to modify their SEP type)

Students	Student Number	Individualisation?	Modification?	PLP?	PLP Comments
Gregory, Masoka	1000519544	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please refer to PLP Plan for modified ELA outcomes

This is the comment entered by the EST-Resource when they added the PLP Designation in PowerSchool. This comment does not display on the report card.

Clicking on the student's blue, hyperlinked name opens the screen below where individualized or modified report card indicators can be chosen and submitted.

Student's PLP Type

Student	Gamblin, Grace
Course	Per Dev & Crr Pln 10 (TECAL0100.JE)
Teacher	Eckstone, Jill
Individualised:	<input type="checkbox"/>
Modified:	<input checked="" type="checkbox"/>

[Submit](#)

Once the indicator is submitted a checkmark will appear under the selected PLP type. The only functionality of the checkmark is to provide an indication on the report card.

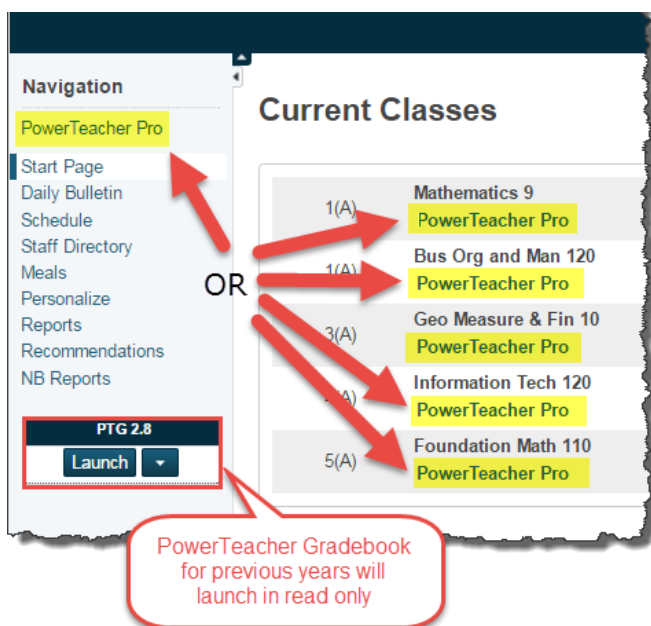
Students	Student Number	Individualisation?	Modification?	PLP Comments
Gamblin, Grace	3107000413		✓	PLP: Modifications in Math Only

Be sure to **repeat this process for all subjects** in which a student’s learning outcomes are modified or individualized. Adding the indicator to the homeroom does not add it to all subjects.

An indicator can be removed or changed during the school year, if required; however, no record of this change will exist in PowerSchool. The only record of this change would be the student’s actual PLP.

Launching PowerTeacher Pro Gradebook (PT Pro)

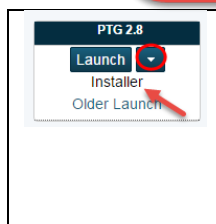
PT Pro can be launched from PowerTeacher in one of two ways.



1. In the left-hand side **Navigation** menu, click on PowerTeacher Pro. This launches PT Pro defaulting to the Homeroom class.

OR

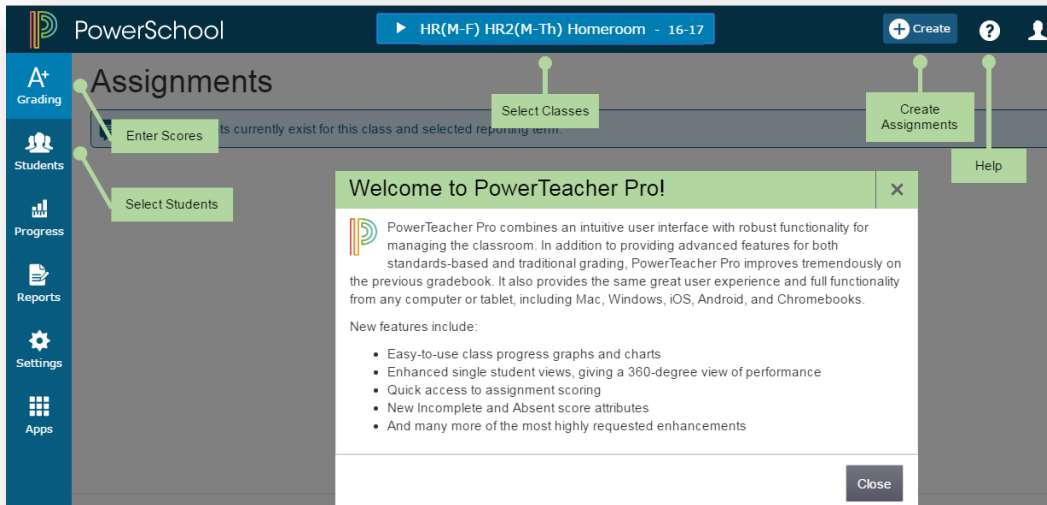
2. From the **Current Classes** list, click on any of the PowerTeacher Pro hyperlinks located under each class. The gradebook will default to the class selected.



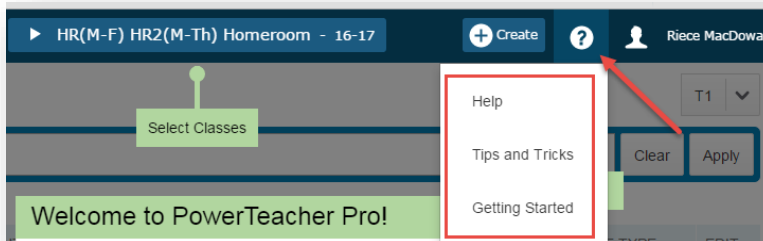
NOTE: The earlier version of PowerTeacher Gradebook (PTG 2.8), used by teachers in ASD-W in previous years, is available in **Read Only**. It must be reinstalled by the teacher for this launch feature to work. Clicking on Installer provides step-by-step directions.

Homepage of PT Pro

After launching from either the Navigation menu or from one of the current classes, you will see the PT Pro Homepage.



You can access the help menu by clicking on the “?” in the top right corner. It contains a lot of excellent information, including tips and tricks. The green boxes and welcome message appear only the first time you open PT Pro; choosing Getting Started under the “?” will allow you to view them again.



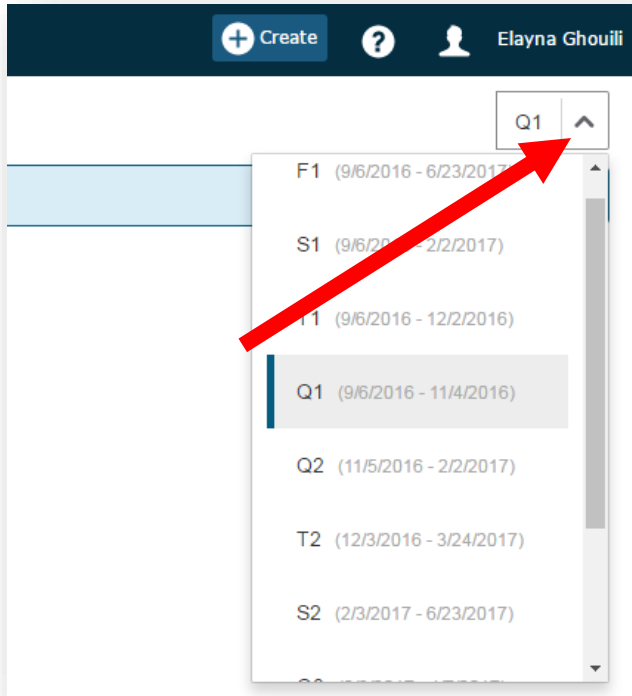
All classes you teach are available from the Select Classes blue bar at the top of the page.

Selecting the Correct Reporting Term

Prior to entering student achievement level data, it is **IMPORTANT** to select the correct reporting term. These include: Semester 1 (S1), Semester 2 (S2), Final Grade/Full Year (F1), Quarter 1 (Q1), Quarter 2 (Q2), Quarter 3 (Q3) or Quarter 4 (Q4). **These terms should not be by teachers that teach K to 8 students.**

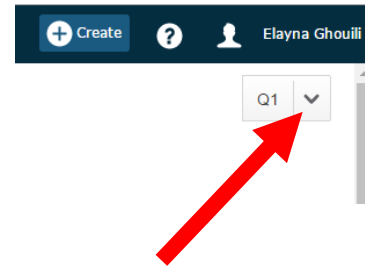
High school teachers should note that if they teach in a school that has any grades from Kindergarten to grade 8, other reporting terms are visible: T1, T2 and T3 (see screen shot below). **These terms should not be used by teachers that teach 9 to 12 students.**

Selecting the correct reporting term is vital to having the correct grade pulled to the report card. Remember: Confirm the Term!



In the top right corner below your name you will see the Term button; click on the ^ to open the list for your school. Choose the correct reporting term.

After making your selection, click on the v to close the list. This will assign the term to all of your classes. You will need to change the term at the start of the next reporting period.



The table below indicates where to input grades into the correct reporting term.

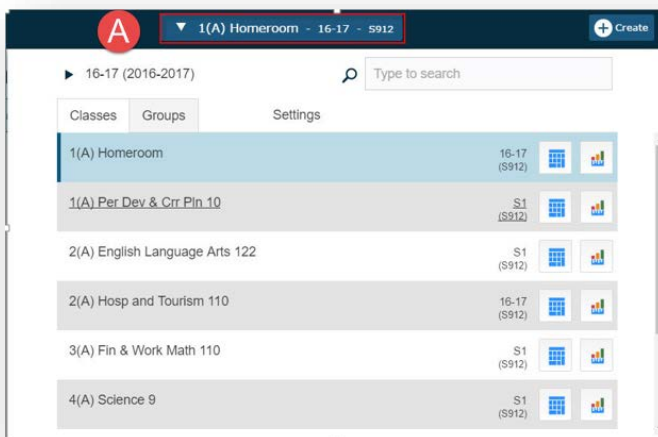
My Grades and Comments Go In The Reporting Terms in Power Teacher Pro As Shown Below				
The Length of the course is:	(Report Card 1) RP1	(Report Card 2) RP2	(Report Card 3) RP3	(Report Card 4) RP4
Quarter 1	Q1			
Quarter 2		Q2		
Semester 1	Q1	Q2 & S1		
Quarter 3			Q3	
Quarter 4				Q4
Semester 2			Q3	Q4 & S2
Full Year	Q1	Q2	Q3	Q4 & F1

If PowerTeacher Pro is being used to auto calculate student grades the following section on “Manually Entering Grades” can be skipped. Please proceed to the section entitled “Adding Report Card Comments” (p.8).

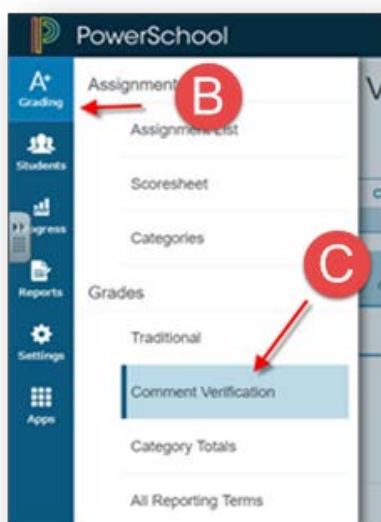
Furthermore, teachers that use the auto calculate function must ensure that students’ grades are the same in both the Marks and Percent column on the Comment Verification page (p.7). Review student grades on this page and modify any grades that are not the same.

Manually Entering Grades

With the correct term selected, you are ready to enter report card data. Grades and Comments will be entered on the Comment Verification page. To open this page follow the steps below.



A. Select the Class (subject/grade) in which you wish to enter data.



B. Click on the A+ Grading Icon on the left-hand side.

C. Under Grades select Comment Verification

Grades: Comment Verification - Q1

H4(Mon-Fri) Post Int French 10

Class Grade: Q1 Calculation: Total Points

Grade Scale Type: (100 - INC)

STUDENT (11)	Q1	COMMENT
1. Boyd, Faith	--	--
2. Churchill, Erin	--	--
3. Clancy, Emily	--	--
4. Cormier, Gavin	--	--
5. Cote, Erin	--	--
6. DeLong, Finlay	--	--

Click in the area below to enter individual grades.

Grade Entry Text Box

PowerSchool PD2(A) English Language Arts 113 - 16-17 - N912

Grades: Comment Verification - Q1

PD2(A) English Language Arts 113

Class Grade: Q1 Calculation: Total Points

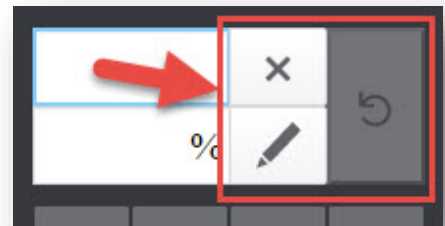
Grade Scale Type: (100 - INC) Grade: 93 | 93% | 37 / 40

STUDENT (24)	Q1	COMMENT
1. Acheson, David	93 93%	Excellent Performance Contributes Well
2. Adams, Conner	90 90%	Improvement Noted
3. Archibald, Brandon	60 60%	Extra Help Available

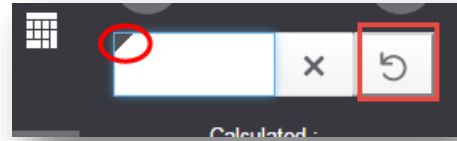
Grade entry text box: Entering a grade in the cell or next to the X will automatically fill in the % box. **Both values need to be the same.**

Editing Data

The X will delete *only* the grade that appears to the left of it in the cell. It does not delete both grades. The pencil will override the % grade typed in the cell. The undo button (curved arrow) will remove both grades from the cell. **Note: Both grades need to be identical.**

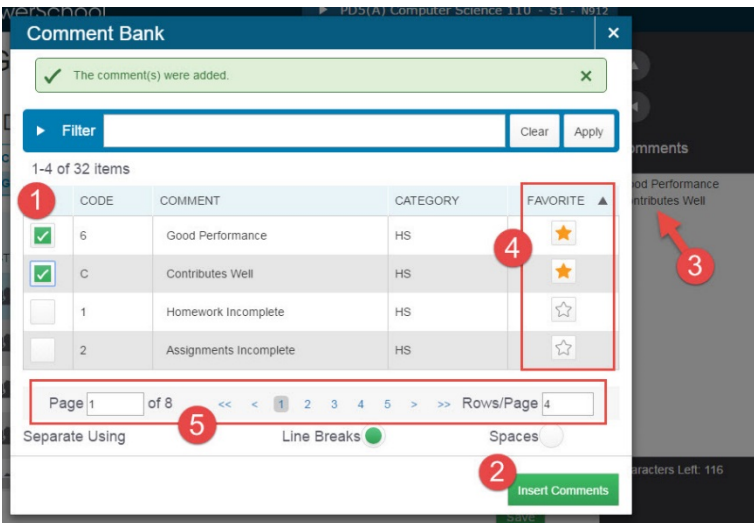
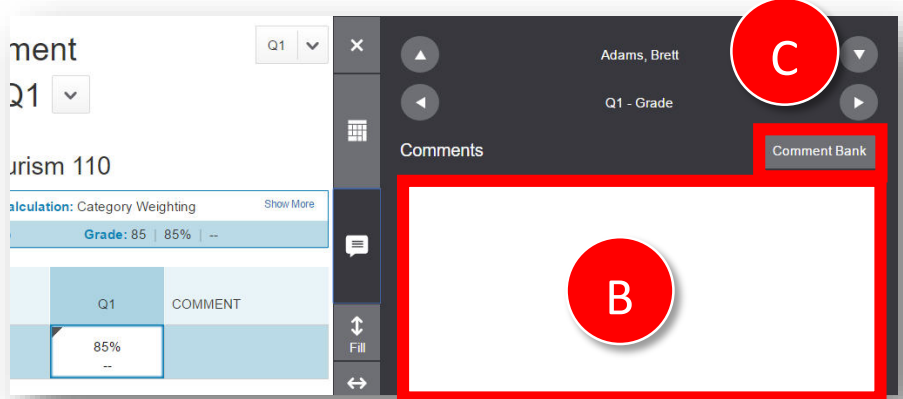
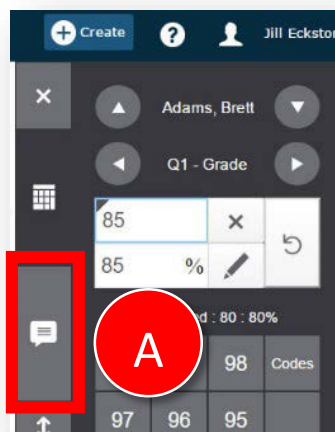


Please note that the triangle in the corner indicates the cell formally had a grade entered. To clear this triangle to completely remove data, click the undo arrow.



Adding Report Card Comments

To insert a comment, click the Comment icons (A). The Comments window will open (B). Do not enter unique comments in this window; comments must be selected from the district approved comments in the Comment Bank (C). Click Comment Bank.



Only choose a maximum of two comments per student per course.

(1) Click the box to select a comment (only choose two).

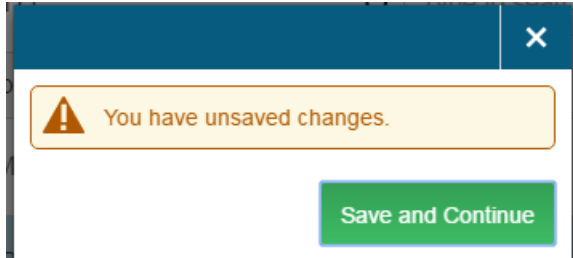
(2) Select Insert Comments.

(3) The comments will appear in the comment text box. Complete steps 1 to 2 for the next student.

(4) By selecting your favorites, your comments will come to the top the next time you select a new student.

(5) Use this section to view and select additional comments.

When all data are entered or when you want to stop entering data click on the **Save** button. If you forget to click Save and try to go to another page or sign out you will be prompted to Save and Continue.



Updating Historical Grades

If a student's grade needs to be modified after the office has stored the grades at the end of the term for report card printing, historical grades and transcripts, the teacher must notify the office and the Administrative Assistant will change the historical grade in the system and the teacher must update the grade in PowerTeacher Pro.