

Cycle 1 Report Card Timeline

➤ November 15, 2021 – Cycle 1 Marking Period Ends

The calendar for Marking Periods was distributed to Principals via Principal Points.

➤ November 22, 2021 - Cycle 1 Reporting Term will be locked at close of business. All grades must be finalized in PowerTeacher by end of school day

➤ December 2, 2021 - Report Card Distribution

High Schools ONLY-- Semester 1 Mid-term exams must be dated 11/14/2021 or 11/15/2021. No other assignments should be entered with either of those dates.

GRADES ARE STORED FOR ACTIVE STUDENTS ONLY

The process for end of cycle requires storing the grades in PowerSchool. This process will copy the grades from the Teacher's Gradebook into Historical Grades in PowerSchool. What is stored in PowerSchool is what will be printed on report cards.


Prior to Storing Grades







Report Cards will be impacted if:

- the Gradebooks are not set up properly
- class and school enrollments are overlapping or incorrect

Listed below are reports to assist in ensuring that gradebooks and schedules are set up correctly and that there are sufficient grades in the teachers' gradebooks.

PowerTeacher Pro

**The PTPro teachers must ensure that the district categories are linked to their assignments. These categories are identified by a school house 

COLOR	CATEGORY NAME	CLASSES USING
	Classwork and Participation	 All Classes (19-20)
	Assessments	 All Classes (19-20)
	Homework	 All Classes (19-20)

Sections

Many students are not scheduled for all their sections or they have overlapping enrollments that will affect the storing of the grades and subsequently result in an incorrect report card. Below are reports to run to ensure that the sections are correct.

Reports:

- Section Enrollment Audit - Start Page>System reports>Section Enrollment Audit
- Dependent sections (elementary) - Start Page>System Reports>sqlReports>Scheduling>Dependent sections
- Stored Searches- Start Page>Stored Searches
 - Elem students enrolled in less than 6 classes
 - High school Students missing classes

Viewing Grades & Gradebooks by Administrators

Teacher Gradebook

Start Page>System Reports>PDS Reports[tab]> Grading - PT Pro Gradebook>Gradebook – Missing Grades

- Search for *missing grades* in a selected teacher's gradebook

Start Page>System Reports>Grades and Gradebooks>Teacher Gradebooks

- To view the assignments and final grades entered by the teachers

Current Grades and Comments

Start Page>NPS Reports> Grades>Current Grades and Comments

- To view the final grades and comments that are in the teacher's gradebook

Start Page>System Reports>PDS Reports[tab]> Grading - PT Pro Gradebook>Class – Grades and Comments

- View Teacher Grades and Comments for a selected grade bin

Reports the Teacher Can Run

At any time, teachers can run the following reports out of PowerTeacher Pro:

- Individual Student Report or Multi-Function Assignment report
- Scoresheet Report-provides class summary-can be saved as a PDF
- Comment Verification is available from the grading Menu

After Grades Are Stored

Grade Change after Grades Are Stored

Provide a change request form for teachers to complete and submit to their administrator. When approved the request should be sent to the schools contact person with the following information:

School
Name of Teacher
Course and Section #

Printing of Report Cards

Report cards will be emailed and sent to the students' parents via Document Delivery. Directions were shared with Principals via Principal Points and with all PowerSchool clerks via the Chit-Chat newsletter (first edition).

A PDF file should be kept of all report cards by each marking period.