

Getting Ready for Report Cards

PowerTeacher Pro

- Provides **five powerful features** to help you get ready for report cards.
- **Final grades** are updated automatically throughout the term as you enter assignment scores.
- When the **term ends**, however, you may have additional tasks to perform before **submitting grades** for report cards to make sure your final grades are accurate.
- **For example**, you may have to enter standards grades and modify individual scores.
- Occasionally, you may also need to **modify a student's final grade** in a course based on effort, participation, or other performance factors.

Traditional Grades

- When preparing for report cards, the **Traditional Grades** page provides an overall view of traditional grades for an entire class, along with a summary of how many absences, tardies, missing, late, and incomplete assignments each student has.
- Use this page to **analyze any correlation** between absences and how they may **correlate to assignment scores**.
- Use your **professional judgment** to determine if there is a need to **manually override a grade**.
- Click **Grading** from the menu bar, or select the Quick Menu, and then choose **Traditional**.

Standards Grades

- When preparing for report cards, the **Standards Grades** page provides an overall view of standards grades for an entire class.
- Use your **professional judgment** to determine if there is a need to **manually override a grade**.
- Click **Grading** from the menu bar, or select the Quick Menu, and then choose **Standards**.

Comment Verification

- The **Comment Verification** page provides you with a view of all comments for a selected class and term.
- Use this page to **review previous comments** to aide in your analysis of the **final grade**.
- Click **Grading** from the menu bar, or select the Quick Menu, and then choose **Comment Verification**.

Category Totals

- The **Category Totals** page provides an overall view of the category scores for a class.
- You can **analyze student comprehension** across all categories for a class.
- Use this page to **review student progress** on class work, projects, and tests.
- Click **Grading** from the **menu bar**, or select the **Quick Menu**, and then choose **Category Totals** and the categories for the selected class appear.

All Reporting Terms

- The **All Reporting Terms** page provides a comprehensive view of the traditional grades across all reporting terms for the selected class.
- This is especially helpful if you use **term-based weighting** for your **final grades**.
- Click **Grading** from the **menu bar**, or select the **Quick Menu**, and then choose **All Reporting Terms**.

Reports

- Use the **Individual Student Report** to view details for an individual student.
- **Run the report** to display missing and late assignments, assignment due dates, high and low course grades during a specific period, as well as course grade and assignment comments.
- Use this report to see **standards progress**.
- Use the **Multi-Function Assignment Report** to view assignment details by student.
- **Sort the report** to display only missing and late assignments or filter it to display specific assignment categories.
- Set a **specific date range** to view only assignments due within a specific period.
- Use the **Student Roster Report** to generate a report based on student demographic data.
- Use this **report output** for a field trip list, a class contact list, a class checklist, and much more.