

# PowerSchool Handbook

# Elementary Student Progress Reporting

Version 4.0  
May 19, 2016





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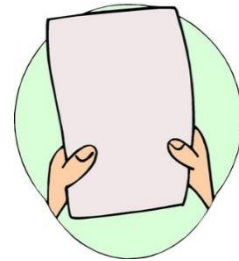
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## About This Handbook

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This handbook was created by the San Diego Unified School District's IT Training and Support Team as a reference material for school and department PowerSchool users who will access PowerSchool to report Elementary School students' grades. It will be used during **Elementary Student Progress Reporting** courses for San Diego Unified School District trainings. It is updated periodically by the San Diego Unified School District's IT Training and Support Team.



The handbook is divided into three sections:

- **Part 1** explains the responsibilities of the Office Staff in regards to Elementary Student Progress Reports.
- **Part 2** explains how to print the Elementary Student Progress Report Cards.
- **Part 3** explains the preparation for teachers in regards to Elementary Student Progress Report Cards.

In the screenshots displayed in this handbook, PowerSchool's **Smart Search** feature has been turned on. For more information about Smart Search refer to the [Introduction to PowerSchool Handbook](#) or use the PowerSchool Help feature and search for Smart Search.

Names and other information such as phone numbers and addresses used in the documentation are fictitious to the best of our knowledge.

Instructions are explained with screenshots and alphabetical or numerical steps. Please follow the steps in either alphabetical or numerical order.

**Note:** Due to the nature of the implementation process, screen captures in this handbook may not accurately reflect the way they appear in training classes or production databases.



# Part 1: Office Staff Preparation



# Procedure for Power Users

This information is designed to walk you through the process of handling Elementary Student Progress Reporting. Please review the procedure prior to getting started. If you have any questions about how to use PowerSchool to complete these tasks, please contact the ITSS Help Desk at 619-209-HELP (4357).

## 1. Understanding Elementary Student Progress Reporting responsibilities.

The tables below identify responsibilities for both Power User and Teacher. The information listed below is recommended as each elementary school has the ability to define their roles and responsibilities.

### Power User Responsibilities

Power User	Responsibility
✓	Determine and communicate key reporting dates. Review the annual “Pupil Progress Reporting Periods” admin circular for the deadlines.
✓	Verify the accuracy of the <b>Final Grades Setup</b> in PowerSchool and the <b>Current Grade Display</b> for the Parent Portal.
✓	Make sure there are no ZZ Teachers assigned classes in the Master Schedule before printing.
✓	Run the <b>Address Errors</b> report to check for possible errors with addresses.
✓	Verify all students have the appropriate Parent/Guardian Contacts flagged to receive the Report Card. Run the <b>Report and Progress Report Card Flags</b> Report.
✓	Collect the signed and dated <b>Standards Reports</b> from all Teachers.
✓	<b>Firefox</b> is the recommended browser to use to print progress reports. <b>Elementary Student Progress Report Cards</b> are optimized to run in <b>Firefox</b> .
✓	Format the browser page settings of the Elementary Student Progress Report Cards <b>BEFORE</b> printing.
✓	<b>IMPORTANT!</b> Print one copy (in both English and Spanish) of each grade level, and Immersion/Bi-literacy class, to verify for accuracy. Make adjustments to browser page settings, if needed.
✓	Print the Report Cards. One set for <b>All Flagged Parent/Guardians</b> and at least one set of the <b>Office Copy</b> version for the teachers. Some schools also print a second set of the <b>Office Copy</b> version for the CUM folders.

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## Teacher Responsibilities

Teacher	Responsibility
✓	Enter marks in PowerTeacher Gradebook
✓	Enter up to 4 comments in PowerTeacher Gradebook NOTE: Only district-standard comments will print on report cards.
✓	Check work by previewing and printing the Standards Report
✓	Sign and Date the Standards Report and submit to office

2. **Determine and communicate key reporting dates.** (See the annual “Pupil Progress Reporting Periods” admin circular for deadlines.)

Teachers need to know two dates:

- The last day of the current grading period.
- The date and time that marks and verification reports are due

**Note:** Most schools state a due date and time, like “All marks must be submitted by Monday, November 7 at 8:00 A.M.”

3. **Verify the accuracy of the *Final Grades Setup* in PowerSchool and the *Current Grade Display* in PowerSchool for the Parent Portal.**

Use PowerSchool’s **Final Grade Setup** to view your school's grading terms and their parameters. See instructions beginning on page 21.

Use the Current Grade Display to set what Standards are viewable in Parent portal. See instruction beginning on page **Error! Bookmark not defined.**

4. **Make sure all teachers know how to submit marks using the PowerTeacher Gradebook.**

All teachers should refer to the PowerTeacher Elementary Progress Report Card Preparation reference webpage for detailed information and tutorials regarding teacher responsibilities:

<https://www.sandi.net/staff/powerschool/powerteacher-training>

5. **Set yourself up as a Co-teacher (Job Share) if you need to see what a teacher sees or if your Principal asks you to enter or edit marks for a teacher.**

Unfortunately there are no screens in PowerSchool that show you exactly what a teacher sees. Because you might need to troubleshoot issues related to entering marks, you can use the **Co-teaching** feature in PowerSchool. This gives you the ability to log in to the PowerTeacher Gradebook with your own ID and password and see exactly what a teacher sees. **Note:** It is usually *not* necessary to add yourself as a co-teacher for all teachers, just for any teacher you need to troubleshoot. Directions for setting up Co-teachers begin on page 18.

6. **Make sure there are no ZZ Teachers in the Master Schedule before printing.**

Before printing Report Cards, check the Master Schedule and make sure there are no ZZ Teachers still assigned to classes. See instructions beginning on page 12.

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**7. Make sure that the student's Mailing Address is valid.**

PowerUsers must correct any errors to student addresses prior to mailing report cards home. The Address Errors Report will catch any address errors. See page 23 for instructions on how to run this report.

**8. Make sure that all student Parent/Guardian contacts have the correct primary language and Report Card settings in PowerSchool.**

Power Users must verify that the contact information is accurate. Make sure that each parent/guardian who is to receive a Report Card for a student has the Report Card box checked in PowerSchool's student Demographic screens. Use the **Report Card and Progress Report Flags** report to verify that the correct Parent/Guardian contacts have the Report Card box checked on the Student Demographic page in PowerSchool. See page 25 for instructions on how to run the report. When printing Report Cards, PowerSchool will print either an English or Spanish version based on the Parent/Guardian contact's language. For instructions on printing, see page 40 of this handbook.

**9. Remind Teachers to print the Standards Report.**

A few days before the due date, remind teachers when the **Standards Report** is due. The teachers are responsible for printing this report from the PowerTeacher Gradebook to verify the accuracy of the marks they entered. Each teacher needs to review the report and then sign and submit it to the office. **Note:** If you have teachers at your school whose computers are not connected to printers, the teachers should use a computer at school (like one in the office, for example) that is hooked up to a printer.

**10. Enter students' marks if necessary in PowerTeacher Gradebook.**

The expectation is that all teachers will use Gradebook to submit marks. However, there may be certain situations (hospitalization, emergency leave, etc.) where a teacher cannot submit marks. In this case, you will need to enter the students' marks. You will need the teacher to give you a paper copy of the marks that need to be entered.

The *only* way to enter marks for a teacher is to set yourself up as a co-teacher as described in #5 above. Refer to the ERC for Teachers webpage for directions on how to enter marks:  
<https://www.sandi.net/staff/powerschool/powerteacher-training>.

**11. Collect signed and dated Teachers' Standards Report and submit to the principal.**

Make sure that all teachers have submitted the signed and dated **Standards Report** by the due date. The principal should review the reports.

**12. Print the Elementary Student Progress Report for All flagged Parent/Guardian contacts, sorted by class, for distribution.**

Go through the Power User Checklist to make sure you are ready to print. Only print the Progress Reports (see page 36) after the principal has indicated that all marks are in.

**13. Print two additional batches of Office Copy Report Cards, sorted by student or grade level, for the cumulative folders and for the teachers.** Print a set of Report Cards for teachers and cumulative folders (see page 36.)

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## Lead Teachers and ZZ Teachers

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### **Why This Portion of the Handbook Was Written**

This portion of the handbook was written to assist schools in editing sections when adjusting Lead or Co-teachers, making sure all classes have a credentialed person assigned as the Lead Teacher. Some schools might still have a ZZ Teacher listed as a Lead Teacher in PowerSchool at grade reporting time. This *must* be changed before grades are stored for the first grading period.

If the permanent teacher or a long-term sub has been identified, that person needs to be *added* as a Lead Teacher starting on the first day they taught the class. The ZZ Teacher should be left in place, with their end date reset to the day before the permanent teacher started. (See directions starting on page 13.) If the class is still being taught by short-term subs, the Principal must identify someone as the teacher of record for the grades, and that person must be *added* as a Lead Teacher. (See directions starting on page 16.)

If the Power User or other classified staff member is directed by the Principal to enter the grades for a specific certificated teacher of record for a specific grading period, the classified staff member must be added to the Co-teacher role. (See directions starting on page 18.)

**Note:** A certificated staff member must still be assigned as a Lead Teacher.

### **Important!**

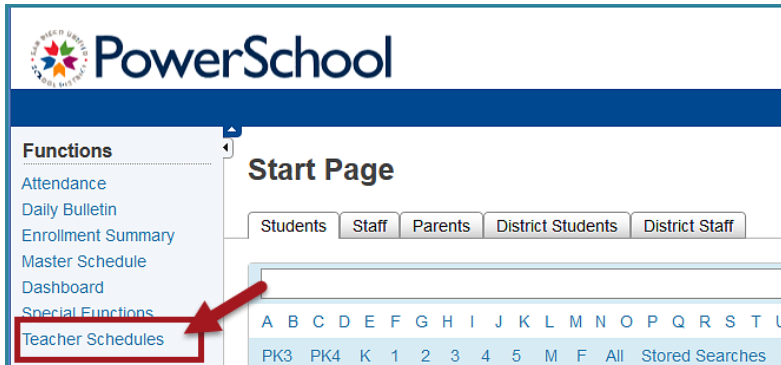
No school should attempt to print Report Cards if there are *any* ZZ Teachers still listed as Lead Teachers in your Master Schedule.

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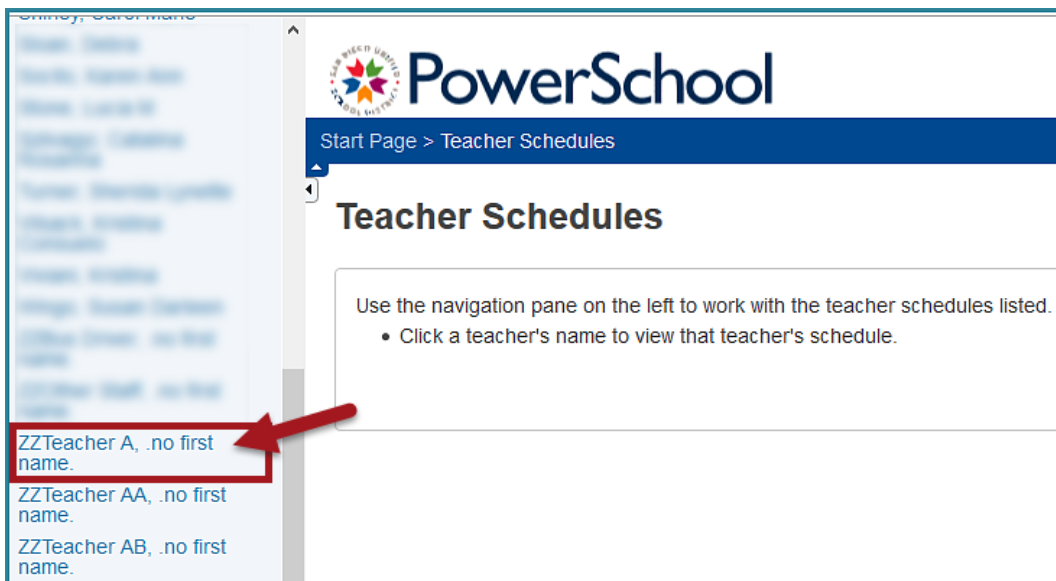
## ZZ Teacher as Lead Teacher but Permanent Teacher or Long-term Sub Now Identified

There is currently a ZZ Teacher listed as the Lead Teacher for a class. A permanent teacher or a long-term sub has been identified. That person needs to be *added* as a Lead Teacher starting on the first day they taught the class. The original ZZ Teacher should be left in place, with their end date reset to the day before the permanent teacher started.

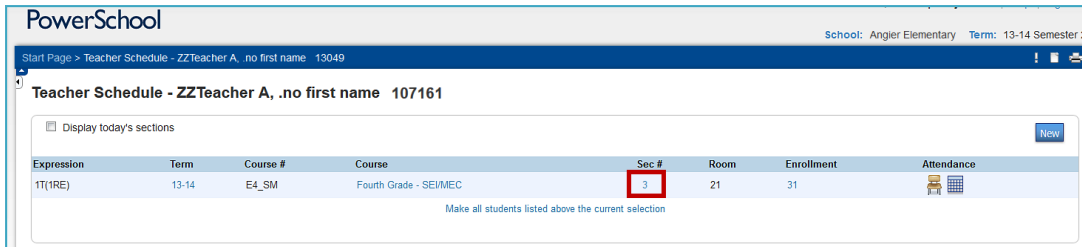
1. On the **Start** page, click **Teacher Schedules**.



2. Select the first ZZ Teacher that is still assigned to a section. In this example we are choosing **ZZTeacher A, .no first name**.



- Click the **section number**.



PowerSchool  
School: Angier Elementary Term: 13-14 Semester 2

Start Page > Teacher Schedule - ZZTeacher A, no first name 13049

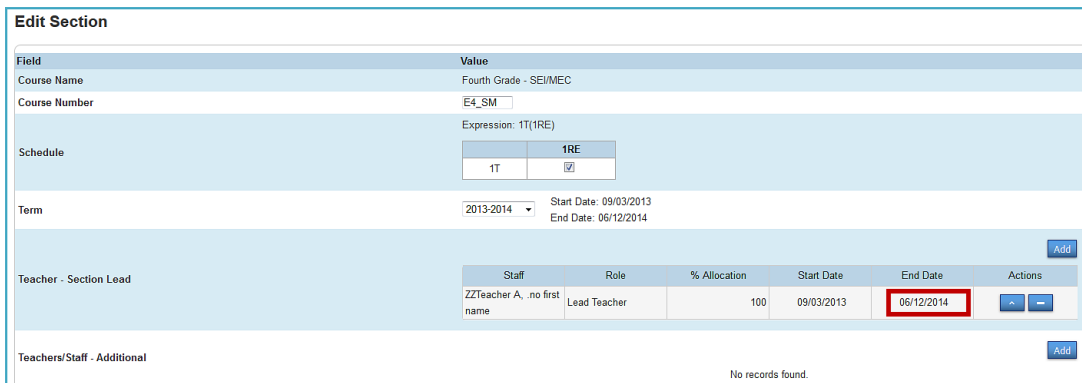
Teacher Schedule - ZZTeacher A, no first name 107161

Display today's sections New

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1T(1RE)	13-14	E4_SM	Fourth Grade - SEI/MEC	3	21	31	

Make all students listed above the current selection

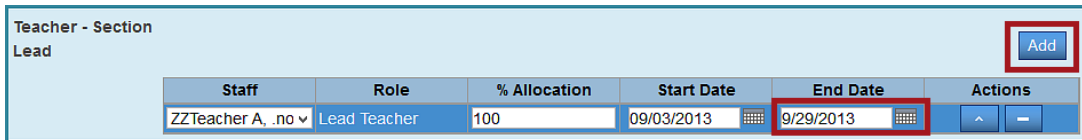
- In the **Teacher – Section Lead**, click the **End Date**.



Edit Section

Field	Value												
Course Name	Fourth Grade - SEI/MEC												
Course Number	E4_SM												
Schedule	Expression: 1T(1RE) <input type="checkbox"/> 1T <input checked="" type="checkbox"/> 1RE												
Term	2013-2014 Start Date: 09/03/2013 End Date: 06/12/2014												
Teacher - Section Lead	<table border="1"> <thead> <tr> <th>Staff</th> <th>Role</th> <th>% Allocation</th> <th>Start Date</th> <th>End Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>ZZTeacher A, no first name</td> <td>Lead Teacher</td> <td>100</td> <td>09/03/2013</td> <td style="border: 2px solid red;">06/12/2014</td> <td> </td> </tr> </tbody> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions	ZZTeacher A, no first name	Lead Teacher	100	09/03/2013	06/12/2014	
Staff	Role	% Allocation	Start Date	End Date	Actions								
ZZTeacher A, no first name	Lead Teacher	100	09/03/2013	06/12/2014									
Teachers/Staff - Additional	No records found.												

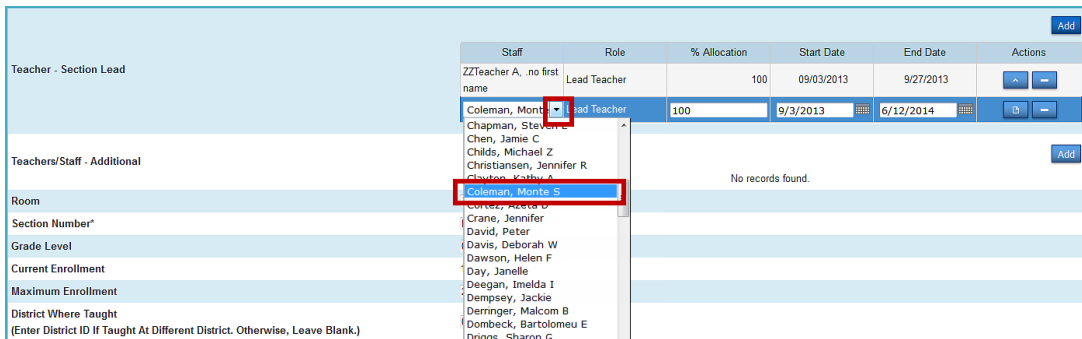
- Change the **End Date** to the day *before* the permanent teacher or long-term sub took over (**09/29/2013** in our example). Then, click the **Add** button in the **Teacher – Section Lead** area.



Teacher - Section Lead Add

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacher A, no	Lead Teacher	100	09/03/2013	9/29/2013	

- Select the appropriate teacher from the **Staff** drop-menu.



Teacher - Section Lead Add

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacher A, no first name	Lead Teacher	100	09/03/2013	9/27/2013	
Coleman, Monte S	Lead Teacher	100	9/3/2013	6/12/2014	

Teachers/Staff - Additional Add

No records found.

Room

Section Number\*

Grade Level

Current Enrollment

Maximum Enrollment

District Where Taught (Enter District ID if Taught At Different District. Otherwise, Leave Blank.)

Coleman, Monte S  
 Cortez, Rebecca D  
 Crane, Jennifer  
 David, Peter  
 Davis, Deborah W  
 Dawson, Helen F  
 Day, Janelle  
 Deegan, Imelda I  
 Dempsey, Jackie  
 Derringer, Malcom B  
 Dombeck, Bartolomeu E  
 Driggs, Sharon G

- Change the **Start Date** to the day the permanent teacher or long-term sub started teaching the class (**09/30/2013** in our example).

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacher A, no first name	Lead Teacher	100	09/03/2013	9/27/2013	< -
Coleman, Monte	Lead Teacher	100	9/30/2013	6/12/2014	> +

Teachers/Staff - Additional Add

No records found.

- Click **Submit**.
- PowerSchool returns a **Section saved** confirmation.

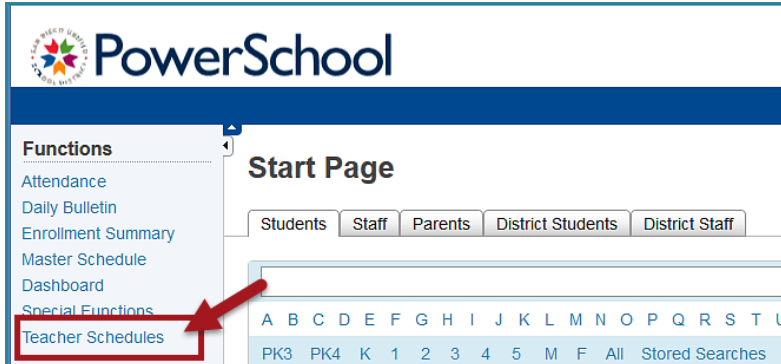
## ZZ Teacher Listed As Lead Teacher but No Permanent Teacher or Long-term Sub

There is currently a ZZ Teacher listed as the Lead Teacher for a class and the class is still being taught by short-term subs. The Principal must identify a certificated staff member as the teacher of record for the grades, and that person must be *added* as the Lead Teacher. You will need to change the **End Date** of the current ZZ Teacher listed as the Lead Teacher and enter a **Start Date** for the certificated staff member.

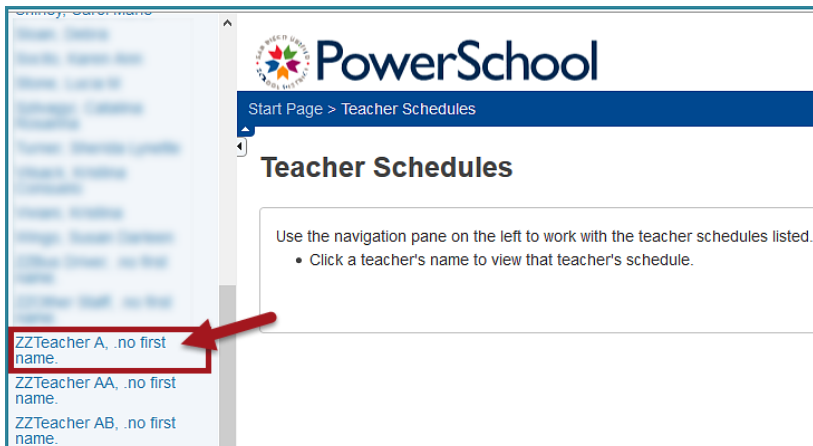
For the **Start Date** of the certificated staff member, use the date that is ten school days (two weeks) before the end of the grading term. Therefore, if the grading period ends on a Friday, choose the Friday date that is two weeks before.

For the **End Date** of the current ZZ Teacher, use the date that is the day *before* the date you used as the **Start Date** for the certificated staff member. Therefore, if you chose a date that is a Friday as the certificated staff member's **Start Date**, the previous day is a Thursday, so choose that Thursday date.

1. On the **Start** page, click **Teacher Schedules**.

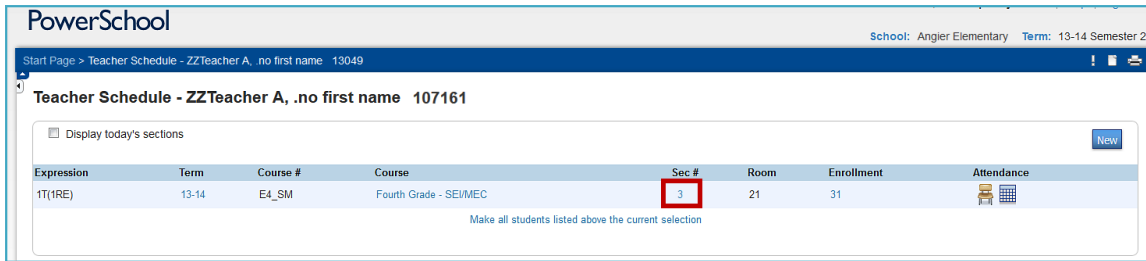


2. Select the first ZZ Teacher that is still assigned to a section. In this example we are choosing **ZZTeacher A, .no first name**.





- Click the **section number**.



PowerSchool  
School: Angier Elementary Term: 13-14 Semester 2

Start Page > Teacher Schedule - ZZTeacher A, .no first name 13049

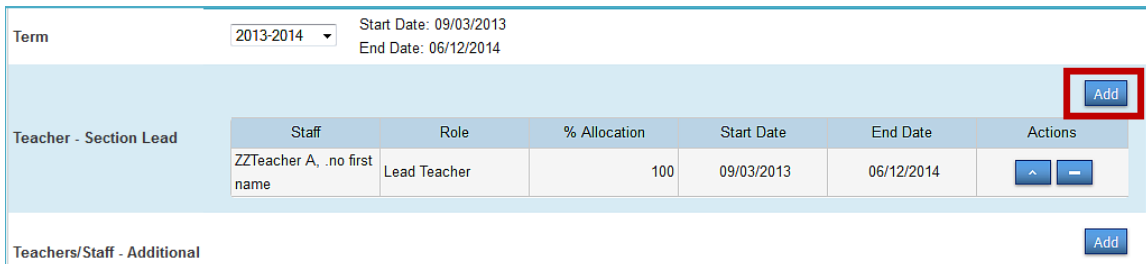
Teacher Schedule - ZZTeacher A, .no first name 107161

Display today's sections New

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1T(IRE)	13-14	E4_SM	Fourth Grade - SEI/MEC	3	21	31	

Make all students listed above the current selection

- Click the **Add** button in the **Teacher – Section Lead** area.



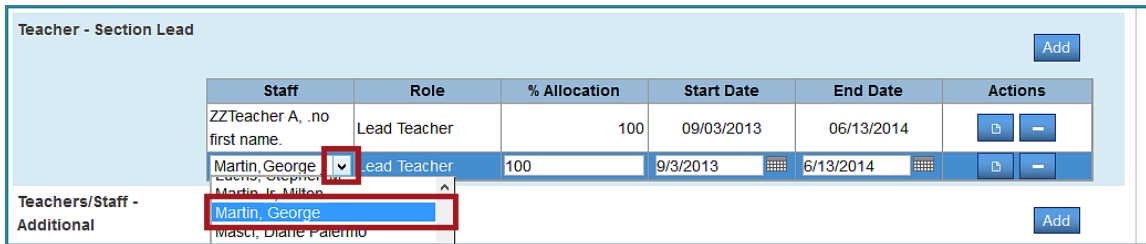
Term: 2013-2014 Start Date: 09/03/2013 End Date: 06/12/2014

Add

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacher A, .no first name	Lead Teacher	100	09/03/2013	06/12/2014	

Teachers/Staff - Additional Add

- Select the appropriate certificated staff member from the **Staff** drop-menu.

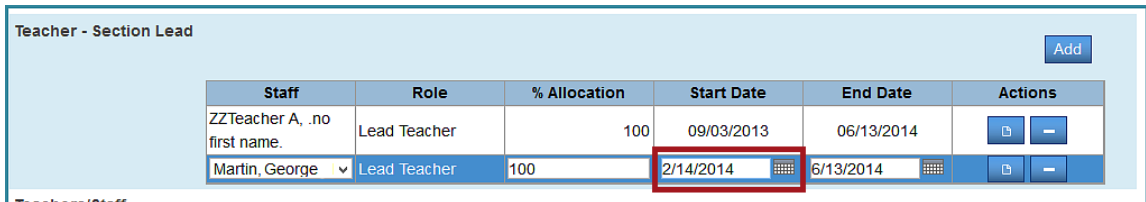


Teacher - Section Lead Add

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacher A, .no first name.	Lead Teacher	100	09/03/2013	06/13/2014	
Martin, George	Lead Teacher	100	9/3/2013	6/13/2014	

Teachers/Staff - Additional Add

- In the **Start Date** field of the newly entered certificated staff member, enter the date that is two weeks (ten school days) before the end of the reporting period.

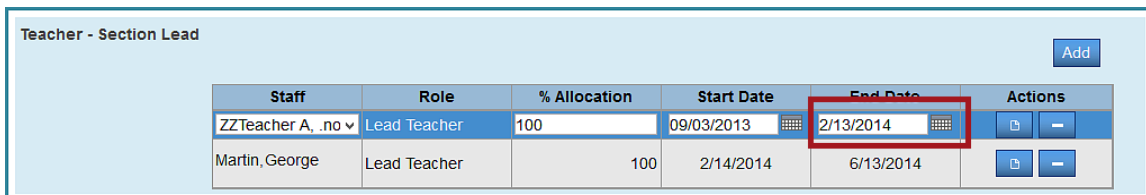


Teacher - Section Lead Add

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacher A, .no first name.	Lead Teacher	100	09/03/2013	06/13/2014	
Martin, George	Lead Teacher	100	2/14/2014	6/13/2014	

Teachers/Staff - Additional Add

- In the **End Date** field of the ZZ Teacher, enter the date that is one school day before the date you entered in the previous step.



Teacher - Section Lead Add

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacher A, .no	Lead Teacher	100	09/03/2013	2/13/2014	
Martin, George	Lead Teacher	100	2/14/2014	6/13/2014	

Teachers/Staff - Additional Add

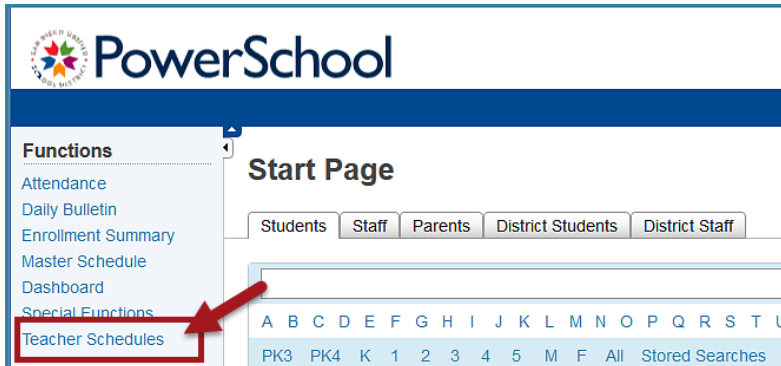
- Click **Submit**.
- PowerSchool returns a **Section saved** confirmation.

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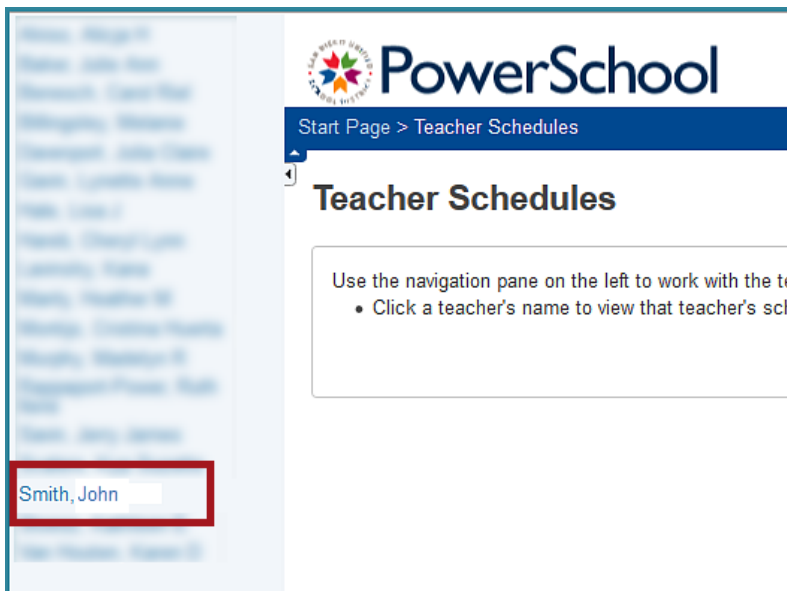
## Principal Directs Classified Staff to Enter Grades in PowerTeacher Gradebook

A certificated staff member must be listed as a Lead Teacher for the grade reporting period. However, for a variety of reasons, a principal might request that the Site Tech or other classified staff member at the school be given a grading sheet and then asked to enter those grades. PowerSchool will allow this if the staff member is added to the section as a Co-teacher.

1. On the **Start** page, click **Teacher Schedules**.



2. Select the Teacher for whom the classified staff will enter grades.



- Click the **section** number.

**Teacher Schedule - Smith, John**

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1S(1RE)	13-14	E1_S	First Grade - SEI	2	10	22	

Make all students listed above the current selection

- Click the **Add** button in the **Teachers/Staff Additional** row.

**Edit Section**

**Field**      **Value**

Course Name      First Grade - SEI

Course Number     

Schedule      Expression: 1S(1RE)

	1RE
1S	<input checked="" type="checkbox"/>

Term            Start Date: 09/03/2013  
End Date: 07/21/2014

Teacher - Section Lead     

Staff	Role	% Allocation	Start Date	End Date	Actions
Smith, John	Lead Teacher	100	09/03/2013	07/21/2014	

Teachers/Staff - Additional     

No records found.

- Select yourself, or the appropriate classified staff member from the **Staff** drop-down menu.
- Select **Co-Teacher** from the **Role** drop-down menu.

Teacher - Section Lead     

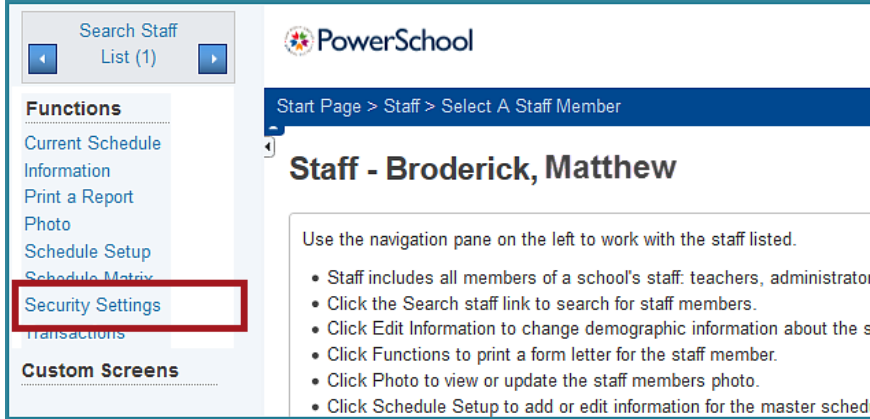
Staff	Role	% Allocation	Start Date	End Date	Actions
Smith, John	Lead Teacher	100	09/03/2013	07/21/2014	

Teachers/Staff - Additional     

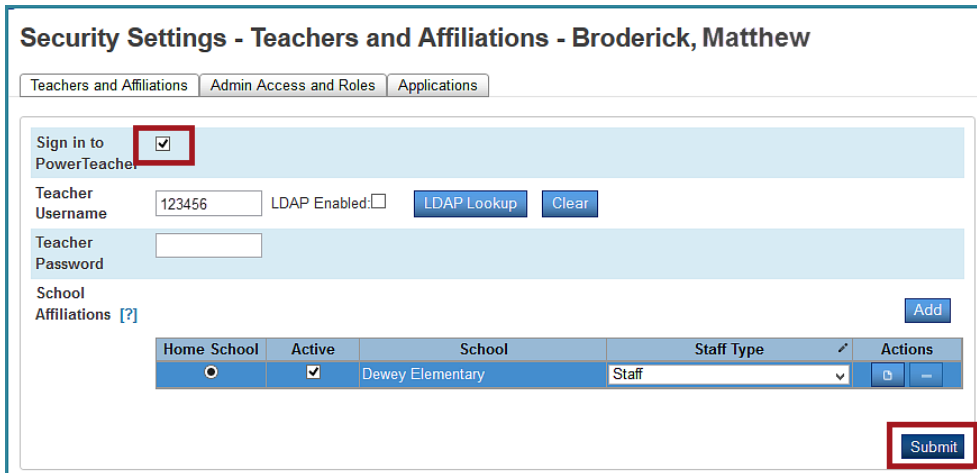
Staff	Role	% Allocation	Start Date	End Date	Actions
<input type="text" value="Broderick, Matth"/>	<input type="text" value="Co-teacher"/>	<input type="text" value="100"/>	<input type="text" value="9/3/2013"/>	<input type="text" value="7/21/2014"/>	

- Click **Submit**.
- PowerSchool returns a **Section saved** confirmation.

9. In order to be able to sign in the PowerTeacher, you might have one more step to complete. Go back to the **Start** Page.
10. Select the **Staff** tab and search for yourself, or the added classified staff.
11. On the Staff page, click **Security Settings**.



12. On the **Teachers and Affiliations** tab, make sure the **Sign in to PowerTeacher** box is checked, then click **Submit**.



13. To enter Elementary Standards Marks for a teacher using the PowerTeacher Gradebook, see the instructions found at <https://www.sandi.net/staff/powerschool/powerteacher-training>.

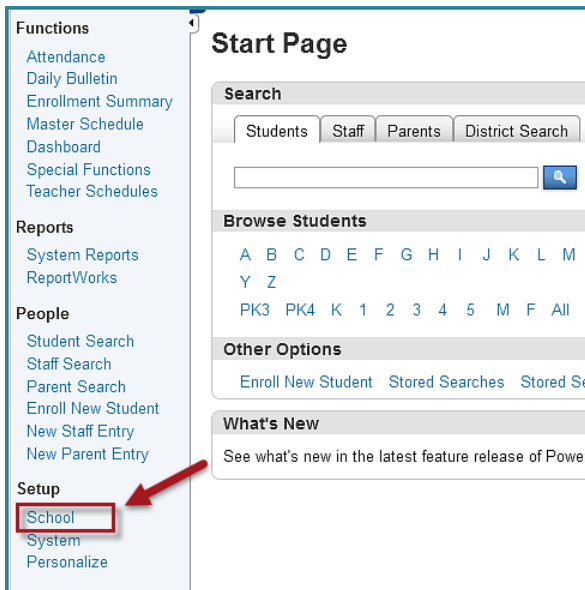
# Verify Final Grade Setup

Use PowerSchool's **Final Grade Setup** to view your school's grading terms and their parameters. If anything is incorrect, please contact the IT Help Desk at 619-209-4357.

The IT Department will set up all SDUSD schools grading terms and their parameters. It is recommended that you verify the dates of each grading term at the beginning of the school year.

If you find an error in your **Final Grade Setup**, contact the ITSS Help Desk.

1. On the **Start Page**, click **School**.



2. On the **School Setup**, select **Final Grade Setup**.

Grading	Description
<a href="#">Class Rank</a>	Define class rank types and set update frequency.
<a href="#">Comment Setup</a>	Define teacher comment bank and maximum comment lengths.
<a href="#">Current Grade Display</a>	Determine school specific quick look up screen settings.
<b><a href="#">Final Grade Setup</a></b>	Define school specific beginning and ending dates and codes for marking grade terms.
<a href="#">GPA Student Screens</a>	Select GPA codes and headings for school specific GPA screen.
<a href="#">Honor Roll</a>	Define methods used to calculate honor roll.
<a href="#">Final Grade Entry Options</a>	Define PowerSchool Teacher Final Grade Entry settings.
<a href="#">Variable Credit Setup</a>	Update variable credit settings for all sections.

3. Please take a moment to verify All Final Grade Dates. If anything is incorrect, please contact the IT Help Desk at 619-209-HELP (4357).

## Final Grade Setups

Click on [NEW] to set up a new final grade for that term.

2014-2015  
09/02/2014 - 07/21/2015  
E1 E2 E3 [NEW]

Note: These final grade setups apply to Birney Elementary only.

### Review of All Final Grade Dates

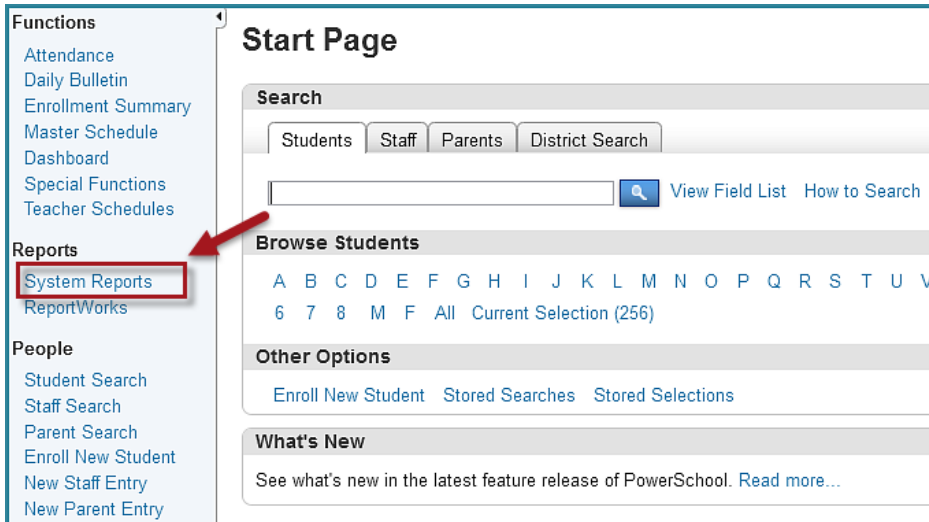
Term Name	Final Grade Code	Start Date	End Date
2014-2015	E1	09/02/14	11/02/14
2014-2015	E2	11/03/14	03/15/15
2014-2015	E3	03/16/15	07/21/15

**Note:** Some **K-8s** and **K-12s** *might* see the following **Final Grade Codes** as well as those above:  
**P1, P2, P3, P4, Q1, Q2, Q3, Q4, S1, and S2.**

# The Address Errors Report


Run the **Address Errors** report to check for address errors. This report will only display students with address errors. Follow the instructions below to run the report:

1. Select **System Reports** from the main menu on the left of the Start Page.



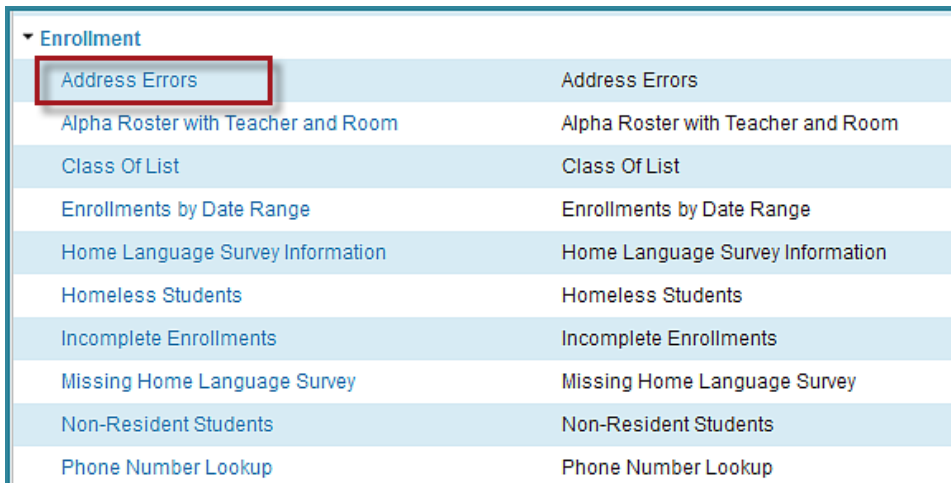
The screenshot shows the 'Start Page' interface. On the left, there is a sidebar with categories: Functions, Reports, and People. Under 'Reports', 'System Reports' is highlighted with a red box and a red arrow. The main content area has a 'Search' section with tabs for 'Students', 'Staff', 'Parents', and 'District Search'. Below that is a 'Browse Students' section with an alphabetical index (A-Z) and a 'Current Selection (256)' indicator. There is also an 'Other Options' section with links for 'Enroll New Student', 'Stored Searches', and 'Stored Selections'. A 'What's New' section at the bottom mentions a PowerSchool feature release.

2. Click the **sqlReports 4** tab.



The screenshot shows the 'Reports' page. At the top, there are several tabs: 'System', 'ReportWorks', 'State', 'Engine', 'Setup', 'SDUSD', and 'sqlReports 4'. The 'sqlReports 4' tab is highlighted with a red box. Below the tabs is a table with columns for 'Attendance' and 'Description'.

3. Scroll to under the Enrollment section, click **Address Errors**.



The screenshot shows the 'Enrollment' section of the Reports page. It contains a list of reports with two columns: the report name and a description. The 'Address Errors' report is highlighted with a red box.

Report Name	Description
Address Errors	Address Errors
Alpha Roster with Teacher and Room	Alpha Roster with Teacher and Room
Class Of List	Class Of List
Enrollments by Date Range	Enrollments by Date Range
Home Language Survey Information	Home Language Survey Information
Homeless Students	Homeless Students
Incomplete Enrollments	Incomplete Enrollments
Missing Home Language Survey	Missing Home Language Survey
Non-Resident Students	Non-Resident Students
Phone Number Lookup	Phone Number Lookup

4. Select an **Effective Date** to run the report. **Run for the selected students** should be **No**. Click **Submit** to run the report.


### Run sqlReport

Label	Value
Name	Address Errors

Please note that this report will not work in Firefox. You will need to use a different browser, such as Internet Explorer, Google Chrome, or Safari.

This report lists students with address problems or students with parents who may have address problems. The report will list students who may have one or more of the following problems:

1. Household Address is missing
2. Mailing Address is missing
3. Parent Guardian 1 does not live with student and address is missing
4. Parent Guardian 2 does not live with student and address is missing

Please note that each problem will be identified with the following icon 

Effective Date:  (MM/DD/YYYY)

Run for the selected students:

**Submit**

5. The report will appear. Closely check the report for possible errors regarding student address information.






- If the Mailing Address is the same as the Household Address, it should say “Same as Household Address.” This means it has been copied from the Household Address on the Student Demographics page.
- If the Mailing Address is not the same, the valid Mailing Address should appear. If the 2<sup>nd</sup> Parent/Guardian does not live with the student but wants to receive a Report Card and/or Progress Report, there must be an address entered for Parent/Guardian 2.

**NOTE:** After clearing all errors, you will still see an error notification for Parent/Guardian 2 if there is a name listed. You can ignore this notification.

### Address Errors

Parameters - Effective Date: 10/31/2014 Run for the selected students: Yes

[Make Current Selection](#) [Copy](#) [CSV](#) [Tab](#) [PDF](#)

Student Number	Last Name	First Name	Grade Level	Household Address	Mailing Address	Parent Guardian 1	Lives With Student	Report Card	Progress Report	Address	Parent Guardian 2	Lives With Student	Rep Card	Progress Report	Address
				2727 Clairemont Drive SAN DIEGO CA 92117	Same as Household Address		Yes	Yes	Yes		Eliseo Cueto	No	No	No	
				2920 Fulton St SAN DIEGO CA 92111	2920 Fulton St SAN DIEGO CA 92111		Yes	Yes	Yes		David Chadwick	No	Yes	Yes	
				4520 De Anza Road # 5 SAN DIEGO CA 92109	3395 Camino Del Rio S. #105 San Diego CA 92108		Yes	Yes	Yes				No	No	
				7526 Clairemont Dr 24 San Diego CA 92117	Same as Household Address		Yes	No	No		Michael Gonzalez	No	Yes	Yes	102 D. St. Chula Vista CA 
				2687 Hopi Pl SAN DIEGO CA 92117	Same as Household Address		Yes	Yes	Yes		Gorgonia Baccarella	No	Yes	Yes	Deployed Diibouti Africa 

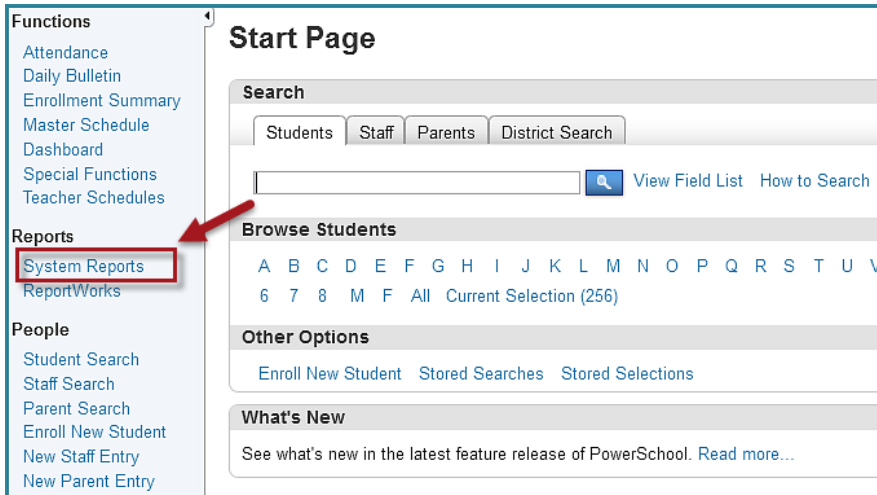
Showing 1 to 5 of 5 entries



# Report and Progress Report Card Flags

Use the **Report and Progress Report Card Flags** report to make sure the appropriate Parent/Guardian contacts have been flagged to receive Report Cards and Progress Reports.

1. On the PowerSchool **Start Page** Main Menu, under the **Reports** section, click **System Reports**.



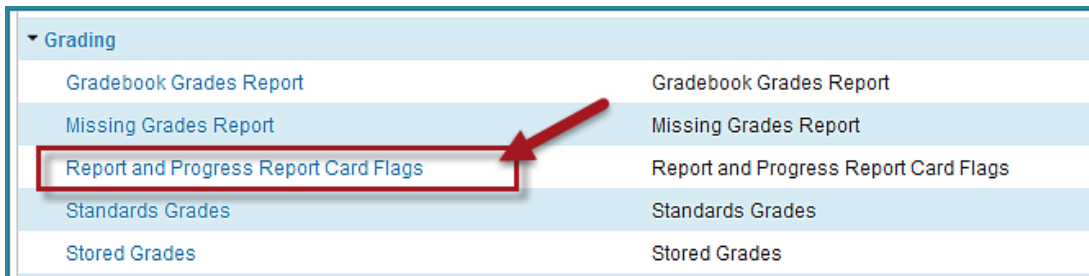
The screenshot shows the PowerSchool Start Page. On the left sidebar, under the 'Reports' section, 'System Reports' is highlighted with a red box. A red arrow points from this box to the 'System Reports' link. The main content area shows a search bar, a 'Browse Students' section with a grid of letters (A-Z), and 'Other Options' and 'What's New' sections.

2. On the **Reports** page, click the **sqlReports 4** tab.



The screenshot shows the PowerSchool Reports page. At the top, there are several tabs: 'System', 'ReportWorks', 'State', 'Engine', 'Setup', 'SDUSD', and 'sqlReports 4'. The 'sqlReports 4' tab is highlighted with a red box. Below the tabs, there is a table with columns for 'Attendance' and 'Description'.

3. Under the **Grading** section of the list, click **Report and Progress Report Card Flags**.



The screenshot shows the PowerSchool Grading section. It contains a list of reports. The 'Report and Progress Report Card Flags' report is highlighted with a red box, and a red arrow points to it. The list includes: Gradebook Grades Report, Missing Grades Report, Report and Progress Report Card Flags, Standards Grades, and Stored Grades.

4. Make sure **Run for the selected students** is set to **No** to run this report for all students. Click **Submit**.

### Run sqlReport

Label	Value
Name	Report and Progress Report Card Flags
Description	This report displays all active students in K - 12 at your school. The flags displayed are the Report Card and Progress Report Card flags for both the first and second contact. Use this report to correct the contact flags.
Run for the selected students	<span style="border: 1px solid red; padding: 2px;">No</span> <input type="button" value="Submit"/>

Selecting **No** will run this report for **all students**. Select **Yes**, if you are running this report for a **group of selected students**.

5. The report should appear on the screen. When viewing the report, look for Parent/Guardians without Report Card and/or Progress Report Card flags. At the very least (in most cases), the 1<sup>st</sup> Guardian should have a Report Card and Progress Report card flag. Verify discrepancies against the student's copy of the K-12 Enrollment Form and make corrections, as necessary.

### Report and Progress Report Card Flags

Parameters - Run for the selected students: No

Make Current Selection
Copy
CSV
Tab
PDF

Search:

Student Number	Last Name	First Name	Grade Level	Guardian1 Report Card Flag Checked	Guardian1 Progress Report Card Flag Checked	Guardian2 Report Card Flag Checked	Guardian2 Progress Report Card Flag Checked
			4	Yes	Yes	No	No
			4	Yes	Yes	No	No
			0	No	No	No	No
			1	Yes	Yes	No	No
			0	No	No	No	No
			2	Yes	Yes	No	No

---

## Verifying Contacts

---

Another way to verify contacts is to run a query utilizing the Student Search field. These queries will return a group of students who fit the parameter of the search.

1. To find students who do *not* have the **Report Cards box checked** in Demographics for **Primary Contact (#23)**:

- a. On the **Start** page, type the following in the **Search** field:

**U\_Students.sd\_guardian1\_ReportCard#1**

Check these names against the paper San Diego Unified School District PK–12 Enrollment Forms. Update PowerSchool as needed: check the **Report Cards** box if those contacts are supposed to receive a report card.

**Note:** Also be sure the **Progress report** box is checked as well.

2. To find students who do *not* have the **Lives with box checked** in Demographics for **Primary Contact (#23)**:

- a. On the **Start** page, type the following in the **Search** field:

**U\_Students.sd\_guardian1\_LivesWith#1**

Check these names against the paper San Diego Unified School District PK–12 Enrollment Forms. Update PowerSchool as needed: check the **Lives with** box if those contacts do live with the student.

3. To find students who do *not* have the **Lives with box checked** in Demographics for **Second Contact (#24)** and if any of those do *not* have the **Report Cards box checked** if a **Second Contact is listed (#24)**. Run this compound query:

- a. On the **Start** page, type the following in the **Search** field:

**U\_Students.sd\_guardian2\_LivesWith#1;U\_Students.sd\_guardian2\_ReportCard#1;  
U\_Students.sd\_guardian2\_LastName#**

Check these names against the paper San Diego Unified School District PK–12 Enrollment Forms. Update PowerSchool as needed: check the **Report Card** box if those contacts are supposed to get a Report Card.

**Note:** Also be sure the **Progress report** box is checked as well.

**NOTE:** If any student has had a change to the Household Address, make sure to update the Mailing Address by clicking the *Copy from Household Address* link in that field..

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# Parent Portal Display Settings

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## Quick Lookup Preferences

The **Quick Lookup Preferences** page specifies which grades appear on the **Quick Lookup** page, in PowerSchool Administrator, and on the **Grades and Attendance** page, in the Parent/Student Portal.

**NOTE:** Be patient, this page can take some time to load.

**NEW!** The settings on this page are year-specific. By changing the **Term** on the Start Page, you are able to set the Quick Lookup Preferences for prior years.

1. From the **Start Page**, select **School**, under Setup.
2. Select **Quick Lookup Preferences**, under **General**.
3. Configure the **Quick Lookup Preferences** page as follows:

**NEW!** It is now possible to display different Store Codes in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.

- a. For each **Store Code**, turn on the checkbox if you wish to display these grades in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.
- b. Under **Source of Data**, leave Gradebook as the default setting.
- c. **Show Citizenship Grade** – Check this box if you would like the citizenship to display on the **Quick Lookup** page, in PowerSchool Administrator, and on the **Grades and Attendance** page, in the Parent/Student Portal.
  - **K–8s** and **K–12s** should **check this box**, in order for their secondary students' Citizenship grades to appear.
  - **K–5s** and **K–6s** should leave this **box unchecked** because their Citizenship grades will appear in the Citizenship Standard..
- d. Click **Submit**

## Quick Lookup Preferences page

**Quick Lookup Preferences - Baker Elementary**

This screen specifies which grades are seen on the Quick Lookup screen as well as who can access their student's record through the internet.

For each **Store Code**, turn on the check box if you wish to display these grades.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data
E1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾
E2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾
E3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current) ▾

**Do not Change**

**Additional Settings**

Show Citizenship Grade

**K-8 and K-12: CHECK this box.**

**K-5 - K-6: Leave this box UNCHECKED.**

**Submit**

## Parent/Student Access

The **Parent/Student Access** page is used to configure the Parent/Student Portal at your school. You have the option to disable access to the Parent/Student Portal, override the default term, and disable specific features so that parents and students cannot access them.

1. On the **Start Page**, select **School**, under Setup.
2. Select **Parent/Student Access**, under **General**.

On the **General tab**:

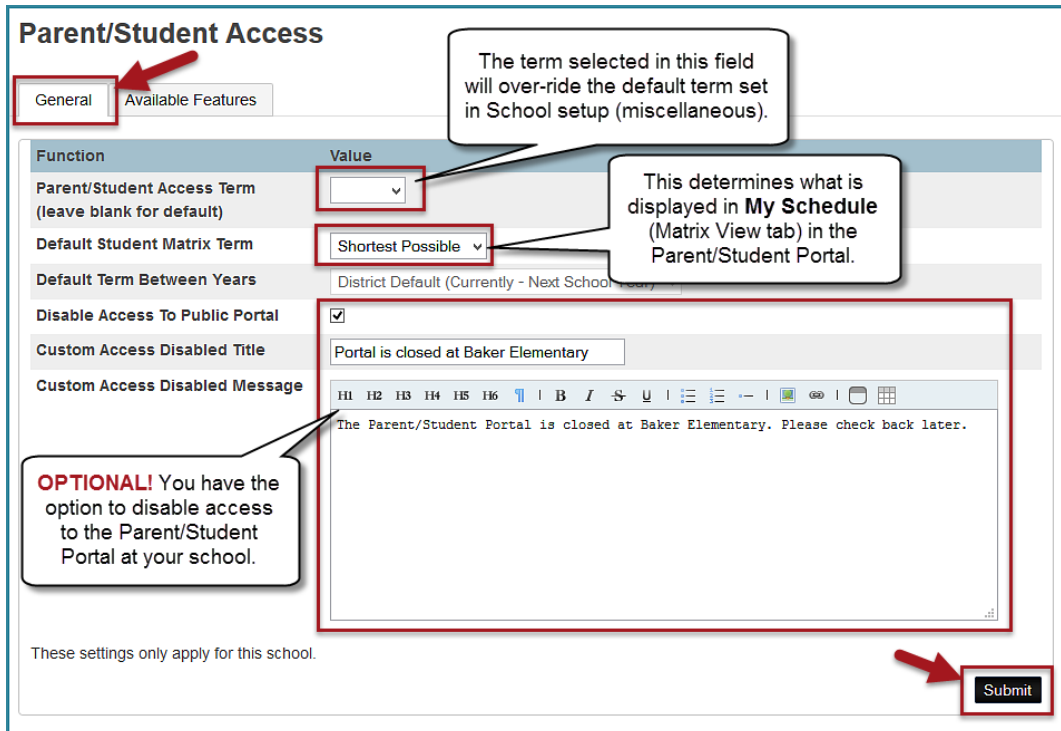
- a. Select the appropriate term from the **Parent/Student Access Term** drop-down, or leave it blank to use the default term.

**NOTE:** The term selected in this field will override the default term set on the Miscellaneous page, under School Setup.

- b. The **Default Student Matrix Term** determines what is displayed on the My Schedule page (Matrix View tab), in the Parent/Student Portal.

- c. **OPTIONAL:** Check the box **Disable Access to Public Portal**, to temporarily shut down access to the Parent/Student Portal at your school. Include a brief message to explain why the portal has been disabled.

3. Click **Submit**.



**Parent/Student Access**

General Available Features

Function	Value
Parent/Student Access Term (leave blank for default)	<input type="text"/>
Default Student Matrix Term	Shortest Possible
Default Term Between Years	District Default (Currently - Next School Year)
Disable Access To Public Portal	<input checked="" type="checkbox"/>
Custom Access Disabled Title	Portal is closed at Baker Elementary
Custom Access Disabled Message	<p>H1 H2 H3 H4 H5 H6   B I S U                    </p> <p>The Parent/Student Portal is closed at Baker Elementary. Please check back later.</p>

These settings only apply for this school.

**Submit**

**OPTIONAL!** You have the option to disable access to the Parent/Student Portal at your school.

The term selected in this field will over-ride the default term set in School setup (miscellaneous).

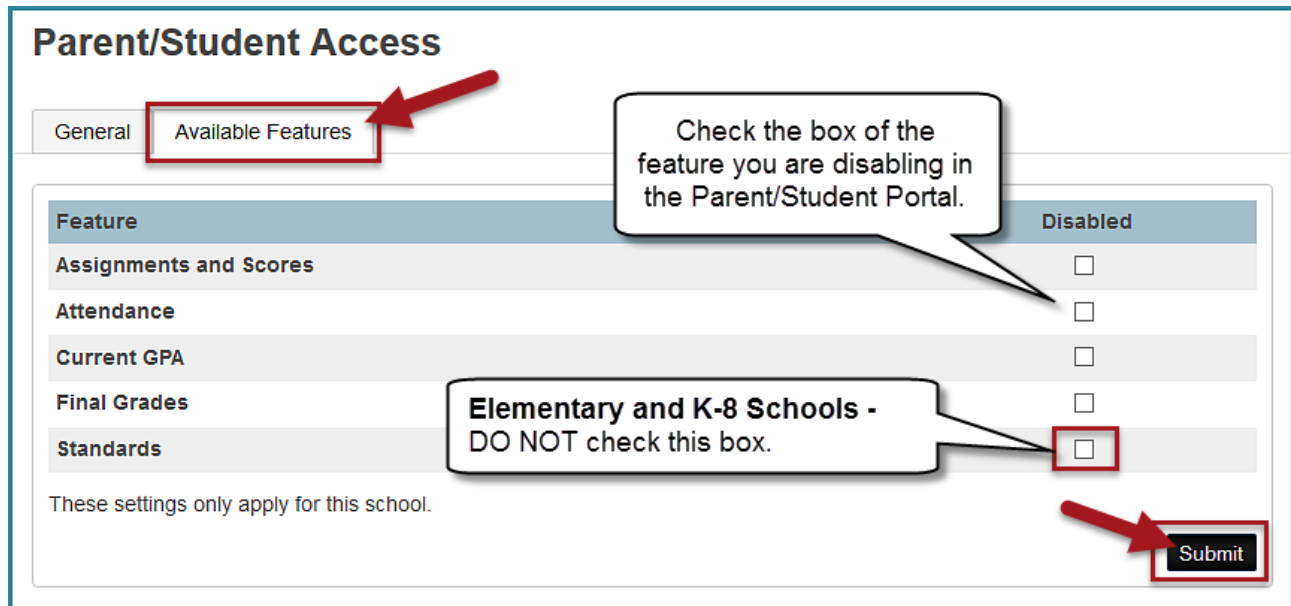
This determines what is displayed in **My Schedule** (Matrix View tab) in the Parent/Student Portal.

4. On the **Available Features** tab:

- a. Check the box of the feature you wish to disable. Parents and students will not have access to this feature in the Parent/Student Portal.

**Eementary and K-8 schools** – Leave the Standards checkbox unchecked to enable viewing of Standards in the Parent/Student Portal.

- b. Click **Submit**.



**Parent/Student Access**

General Available Features

Check the box of the feature you are disabling in the Parent/Student Portal.

Feature	Disabled
Assignments and Scores	<input type="checkbox"/>
Attendance	<input type="checkbox"/>
Current GPA	<input type="checkbox"/>
Final Grades	<input type="checkbox"/>
Standards	<input type="checkbox"/>

**Elementary and K-8 Schools - DO NOT check this box.**

These settings only apply for this school.

Submit

# Materials from Teachers

After teachers enter all Common Core grades for all of their students, each teacher is required to print the **Standards Report**, sign it, date it, and then turn it in to the site Power User. (See page 54 for teachers' responsibilities.)

Standards Report		1S(1RE) First Grade - SEI/MEC															
Reporting Term: E1		Teacher Name: Valerie Argullia															
Student Name	EngLingArts Reading Gr 1	EngLingArts Writing Gr 1	EngLingArts Speaking, Listening Gr 1	EngLingArts Language Gr 1	EngLingArts Foundation Gr 1	Math Operations, Algebraic Thinking Gr 1	Math Number, Operations Base 10 Gr 1	Math Measurement, Data Gr 1	Math Geometry Gr 1	Math Mathematical Practice Gr 1	History, Social Sciences Gr 1	Science Content Concepts Gr 1	Science Practices Gr 1	VAPA Visual Arts Gr 1	VAPA Performing Arts Gr 1	PhysEd Motor skills, movement Gr 1	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	4	4	4	4	4	4	NA	4	4	4	4	4	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	2	2	2	2	2	2	2	2	2	2	NA	2	2	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	1	1	1	1	1	1	1	1	1	1	NA	1	1	1	1	1	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	4	4	4	4	4	4	NA	4	4	4	4	4	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	
[Redacted]	3	3	3	3	4	4	4	4	4	4	NA	4	4	4	4	3	
[Redacted]	3	3	3	3	3	3	3	3	3	3	NA	3	3	3	3	3	

10/28/2014 1 of 4

Be sure to check the teacher has signed and dated this report.

Name: Margaret Smith Signature: Margaret Smith Date: 11/5/14

10/28/2014 4 of 4

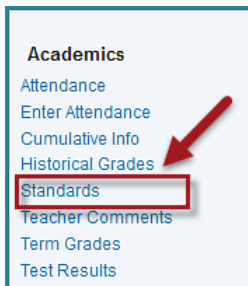


# Viewing a Student's Grades in PowerSchool

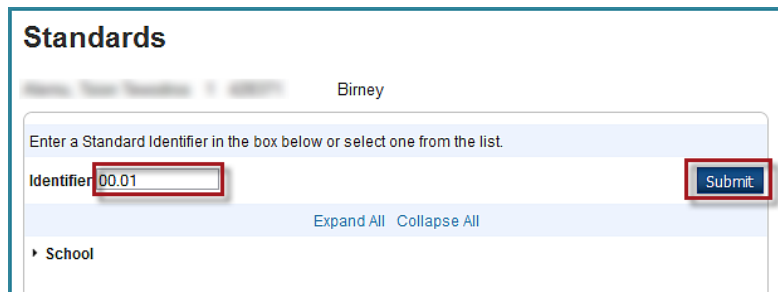
Student's grades can be viewed on the Student Pages, by either selecting the Standards link on the main menu, or Quick Lookup.

## Using Standards on the Student Page

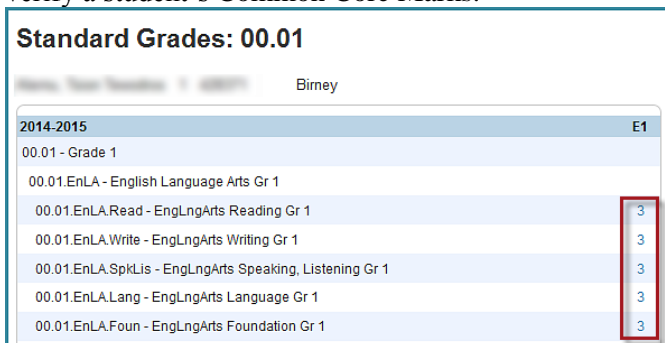
1. Select a student.
2. When the student page opens, on the left Main Menu, click **Standards**.



3. In the **Identifier** field, enter double zeros, a dot, then a leading zero and the grade level (For example, a 1st grade student would look like 00.01).
  - Transitional Kindergartener use 00.TK
  - Kindergarten us 00.KG



4. Click **Submit**. After a few moments, the Standards Grades should appear. Use this screen to view or verify a student's Common Core Marks.

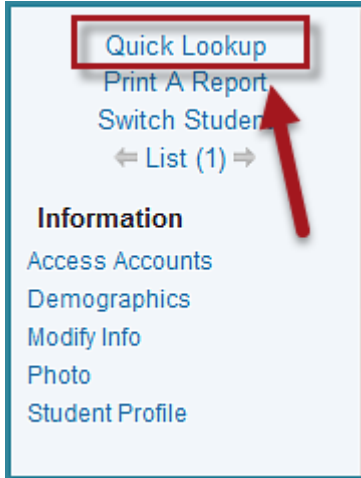


A screenshot of the 'Standard Grades: 00.01' page for a student named Birney. The page shows a table of grades for the 2014-2015 school year. The table has two columns: the standard identifier and the grade. The 'Standards' column is highlighted with a red box.

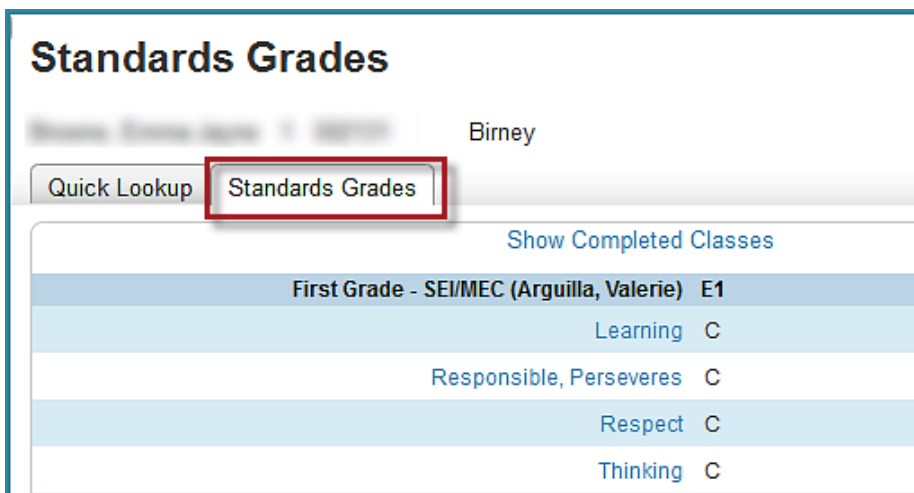
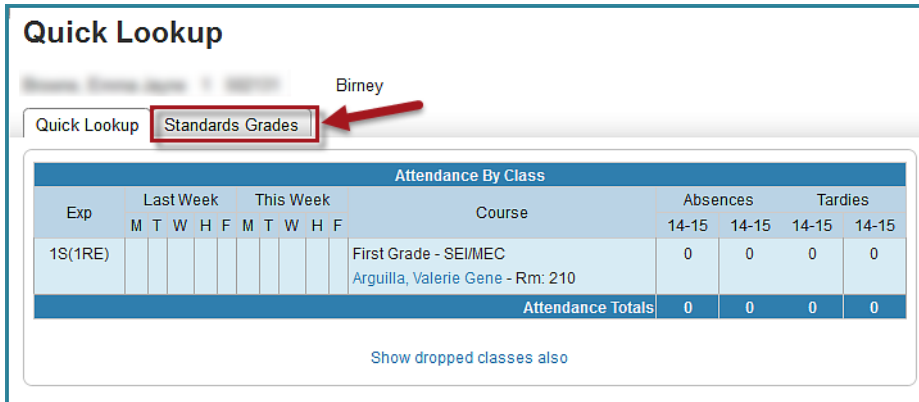
2014-2015	E1
00.01 - Grade 1	
00.01.EnLA - English Language Arts Gr 1	
00.01.EnLA.Read - EngLngArts Reading Gr 1	3
00.01.EnLA.Write - EngLngArts Writing Gr 1	3
00.01.EnLA.SpK Lis - EngLngArts Speaking, Listening Gr 1	3
00.01.EnLA.Lang - EngLngArts Language Gr 1	3
00.01.EnLA.Foun - EngLngArts Foundation Gr 1	3

## Using Quick Lookup on the Student Page

1. Select a student.
2. When the student page opens, on the left Main Menu, click **Quick Lookup**.



3. From the Quick Lookup screen, select the **Standards** tab.





# Part 2: Printing Elementary Student Progress Reports

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## Elementary Power User Checklist for Elementary Student Progress Reports

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Completed	Responsibility
	Determine and communicate key reporting dates. Review the annual “Pupil Progress Reporting Periods” admin circular for the deadlines.
	Verify the accuracy of the <b>Final Grades Setup</b> in PowerSchool and the <b>Current Grade Display</b> for the Parent Portal.
	Create Co-teaching assignments in PowerSchool (if necessary).
	If instructed by your Principal, enter or edit marks for a teacher in PowerTeacher Gradebook (only if instructed to do so.)
	Make sure there are no ZZ Teachers assigned classes in the Master Schedule before printing.
	Collect the signed and dated <b>Standards Reports</b> from all Teachers.
	Run the <b>Address Errors</b> report to check for possible errors with addresses.
	Verify all students have the appropriate Parent/Guardian Contacts flagged to receive the Report Card. Run the <b>Report and Progress Report Card Flags</b> Report.
	Format the browser page settings of the Report Cards before printing. Set margins and remove Header/Footer. Turn off duplex printing, if your printer has that capability.
	<b>IMPORTANT!</b> Print a sample copy (in both English and Spanish) of each grade level, and Immersion/Bi-literacy class, to verify for accuracy. Make adjustments to browser page settings, if needed.
	Print the Report Cards. One set for <b>All Flagged Parent/Guardians</b> and 2 sets of the <b>Office Copy</b> version.

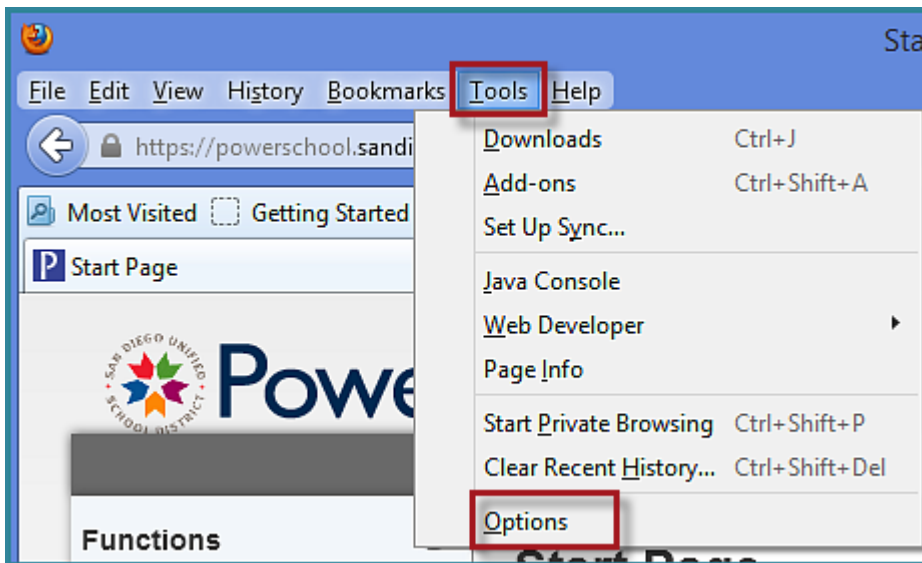
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# Configuring Firefox to Print a Large Number of Report Cards in PowerSchool

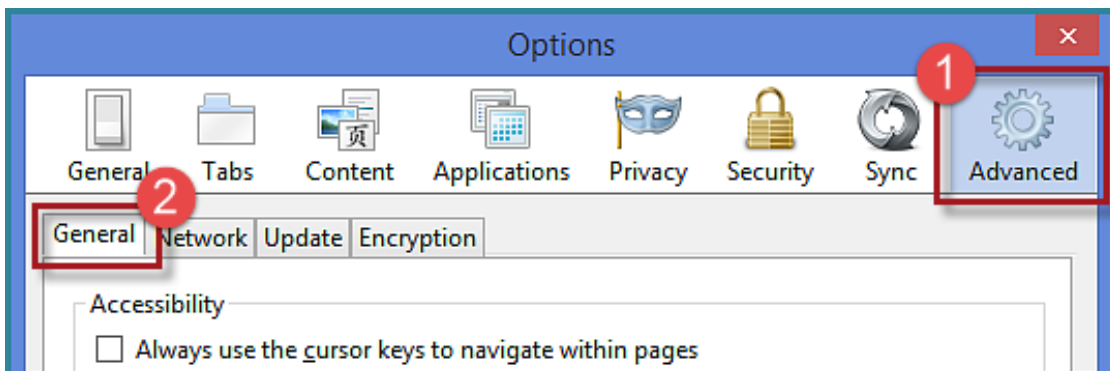
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**Elementary Student Progress Reports** have been designed to run efficiently in **Firefox**. To help speed up the processing time, follow these directions after launching Firefox and before printing Elementary Student Progress Reports in PowerSchool.

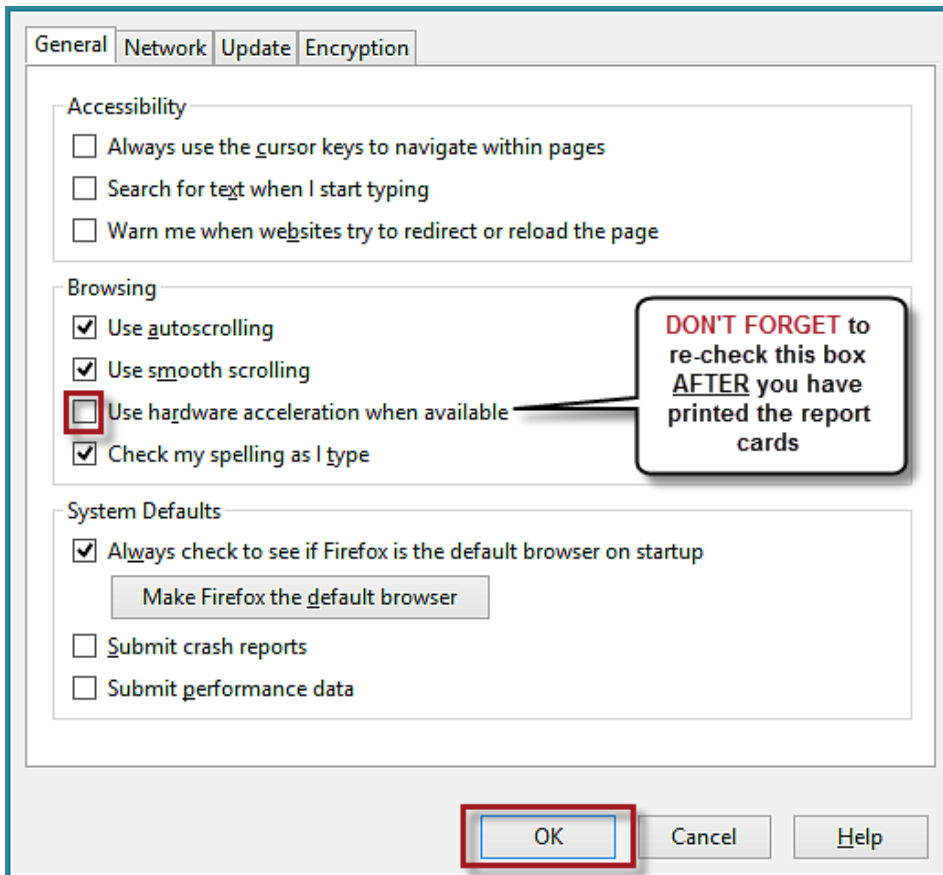
1. Display the **Tools** menu and choose **Options**.



2. On the right side of the Options Settings bar across the top, click **Advanced**. Then click the General tab.



3. Uncheck the **Use hardware acceleration when available** box.



4. Click **OK**.
5. After completing this step you are ready to print the Elementary Student Progress Report Cards.

**IMPORTANT!** After you finish printing your Report Cards, re-enable **Use hardware acceleration when available**. If you do not execute this step, you may experience problems with web browsing performance.

# Printing Elementary Student Progress Reports

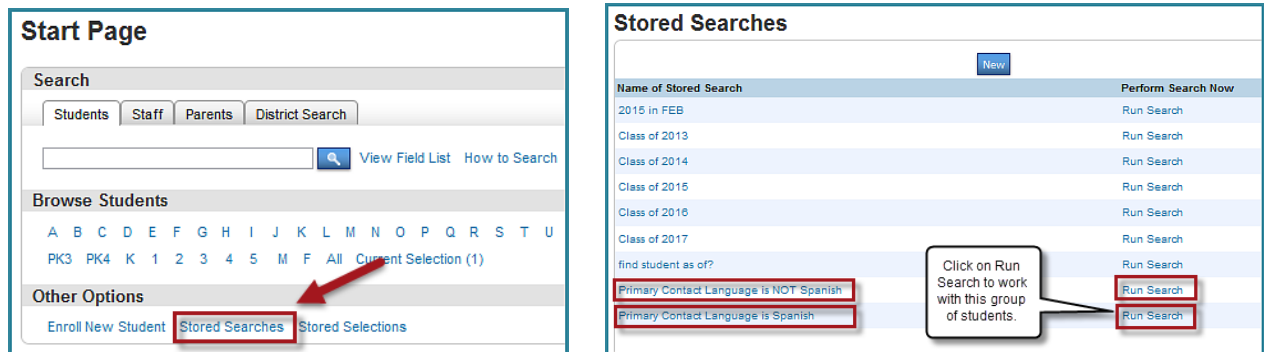
**IMPORTANT!** Things to consider *BEFORE* printing **Elementary Student Progress Reports**:

- **Elementary Student Progress Reports** have been optimized to run in **Firefox**. This means, it is recommended you use the Firefox browser to perform this task.
- Prior to printing **Elementary Student Progress Reports** for the whole school, you **MUST** print sample copies in both English and Spanish, for each grade level and Immersion/Bi-Literacy class. Taking the time to print sample copies will allow you to proactively catch and correct any formatting errors.

**HINT** To quickly search and print sample copies of both English and Spanish Elementary Progress Reports, Start by selecting **Stored Searches** on the **Start Page**.

Select **Primary Contact Language is NOT Spanish** for all students who will have their Progress Report printed in English.

Select **Primary Contact Language is Spanish** for all student who will have their Progress Report printed in Spanish.



**Start Page**

Search

Students | Staff | Parents | District Search

Browse Students

A B C D E F G H I J K L M N O P Q R S T U

PK3 PK4 K 1 2 3 4 5 M F All Current Selection (1)

Other Options

Enroll New Student **Stored Searches** Stored Selections

**Stored Searches**

Name of Stored Search	Perform Search Now
2015 in FEB	Run Search
Class of 2013	Run Search
Class of 2014	Run Search
Class of 2015	Run Search
Class of 2016	Run Search
Class of 2017	Run Search
find student as of?	Run Search
Primary Contact Language is NOT Spanish	Run Search
Primary Contact Language is Spanish	Run Search

Click on Run Search to work with this group of students.

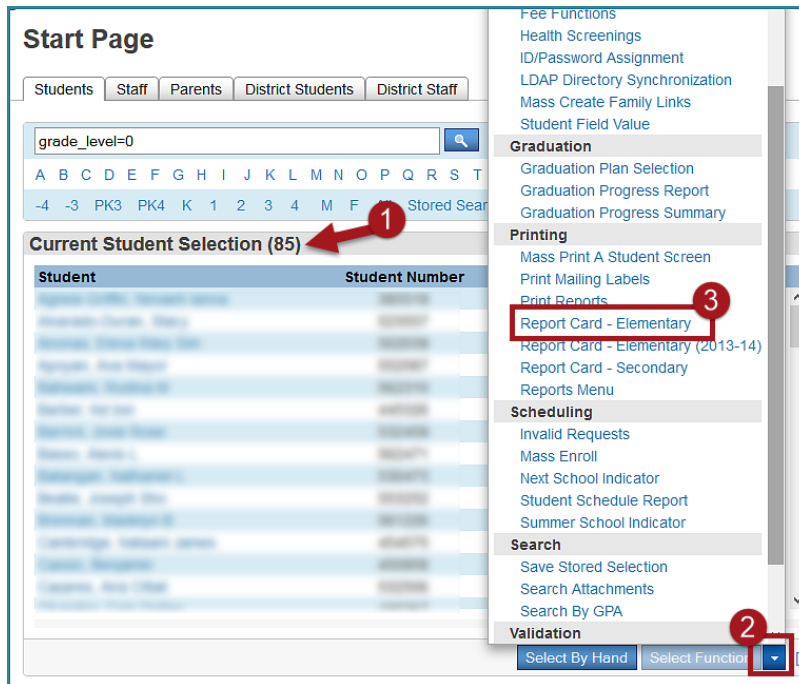
**NOTE!** It's likely that the Power User will configure the **Elementary Student Progress Report** screen multiple times for multiple print jobs:

- So that the office has a set of Elementary Student Progress Reports in English to put in each student's Cumulative file.
- So that the teacher has a set of Elementary Student Progress Reports in English for their records.
- So that the teacher has an Elementary Student Progress Report for each contact that has the **Report Card** box checked in the **Demographics** screen. **Note:** It will print in Spanish if the **Contact Primary Language** drop down menu in the **Demographics** screen has **Spanish** selected as the contact's primary language. (*at this time, Spanish is the only other language in which the progress report can be printed*).



To Print **Elementary Student Progress Reports**, do the following:

1. On the **Start Page**, select the group of students.
2. Select the **Select Function** drop-down menu.
3. Select **Report Card – Elementary**.



4. To print the **Elementary Student Progress Report**, configure the screen as follows:
  - a. **Students to scan:** Select the radio button that applies to your student selection.
  - b. **Report Period:** Select the appropriate term (In this example, E1).
  - c. **Sort Order:** Select the sort order of your preference (In this example, **Student Name** has been selected).
    - i. **Grade Level** – will print copies alphabetically by grade.
    - ii. **Student Name** – will print copies alphabetically, by student’s last name.
    - iii. **Class** – will print a cover sheet with teacher name, followed by copies sorted alphabetically, by student’s last name.
  - d. **Report Cards to Print:**
    - i. Select **Office Copy** to print copies to be filed in the student’s cumulative file, or for teacher copies.
    - ii. Select **All flagged Parents/Guardians** to print a copy for each contact that has the **Report Card** flag on the student’s demographic screen.

**NOTE!** When **All flagged Parent/Guardians** is selected, a copy will be generated in the language of each contact flagged for a Report Card.

- e. **Meeting:** This button must be selected in order for the Progress Reports to print.
- f. **Effective Date:** Set the Date to the **last day of the reporting period**. The Effective date

determines which class a student was in and for which grades should be printed.

g. Click **Submit**.

**Elementary Student Progress Report configuration:**

### Elementary Report Card

Report Name	Elementary Report Card				
Version	1.0				
Description	<div style="border: 1px solid red; padding: 2px;">Elementary Student Progress Report</div> <span style="color: red; font-weight: bold;">← NEW NAME!</span>				
Report Card Requirements	<ul style="list-style-type: none"> <li>3 Final Grades need to be set up for the full year term and they must be named E1, E2, and E3</li> <li>The school calendar needs to be set up with the correct membership value for the days which are in session</li> <li>Attendance is based on Daily attendance codes for Absences and Tardies</li> <li>The report card will not display unless a radio button is checked for a Meeting even if there is only one to pick from</li> <li>To print report cards for students who have transferred out of school change the Effective date to a date when they were enrolled in class</li> <li>When printing report cards at the end of the year change the Effective date to the last day of class or else the report cards will not print</li> </ul>				
Students to scan	<input checked="" type="radio"/> The selected 111 students <input type="radio"/> All 560 currently enrolled students				
Report period:	<div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> E1</div> <input type="radio"/> E2 <input type="radio"/> E3				
Sort order:	<input type="radio"/> Grade Level <div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> Student Name</div> <input type="radio"/> Class				
Report cards to print:	<input type="radio"/> Office Copy <div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> All flagged Parents/Guardians</div>				
Meeting	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">1RE</td> </tr> <tr> <td style="text-align: center;">1S</td> <td style="text-align: center;"><div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/></div></td> </tr> </table>		1RE	1S	<div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/></div>
	1RE				
1S	<div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/></div>				
Effective date:	<div style="border: 1px solid red; padding: 2px;">10/31/2014</div>				

Submit

The set of Elementary Student Progress Reports open in a new tab.

**NOTE!** In this view, the progress reports appear with no page break. Progress Reports **MUST** be formatted before printing.

## Elementary Student Progress Report View:

**Binney Elementary**  
Principal  
(619) 497-3500

**Grade 1 Student Progress Report**  
*Students are evaluated based on their achievement of the grade-level skills, strategies, and concepts identified in the California content standards. The marks for each reporting period indicate the student's progress toward expectations.*

Student Name		Student ID	
Academic Year		Teacher	
2014-2015		Attendance	
		Days Enrolled	
		Days Absent	
		Days Tardy	
		E1	
		E2	
		E3	

First Grade	Arguilla	E1	E2	E3	Running Top Count is 4	E1	E2	E3
<b>ENGLISH LANGUAGE ARTS</b>								
Reading: Listens and responds to increasingly complex literary and informational texts. Reads a range of grade appropriate literary and informational texts to construct and convey meaning.								
Writing: With appropriate support, conveys information and ideas in writing for a range of purposes and audiences.								
Speaking and Listening: With appropriate support, employs effective speaking and listening skills for a range of purposes and audiences.								
Language: Demonstrates increasing command of academic language and the conventions of English when reading, writing, and speaking.								
Foundational Skills: Applies grade-appropriate word analysis skills to support accurate and fluent reading.								
<b>MATHEMATICS</b>								
Operations and Algebraic Thinking: Represents and solves addition and subtraction problems within 20.								
Number and Operations in Base Ten: Extends the counting sequence to include place value.								
Measurement and Data: Measures lengths indirectly; tells and writes time; represents and interprets data.								
Geometry: Reasons with shapes and their attributes.								
Standards for Mathematical Practice: Applies the mathematical practices.								
<b>HISTORY/SOCIAL SCIENCES</b>								
Demonstrates understanding of the History/Social Science content and standards.								
<b>SCIENCE</b>								
Demonstrates understanding of science content and concepts.								
Applies science practices to develop scientific understanding.								
<b>VISUAL AND PERFORMING ARTS</b>								
Visual Arts: Demonstrates understanding of appropriate standards.								
Performing Arts (Dance, Music, Theater): Demonstrates understanding of appropriate standards.								
<b>PHYSICAL EDUCATION</b>								
Performs and demonstrates knowledge of motor skills and movement patterns.								
Maintains and demonstrates knowledge of physical fitness concepts.								
<b>HEALTH</b>								
Demonstrates knowledge, attitudes and skills in ways that are health enhancing and increase health literacy.								
<b>ENGLISH LANGUAGE DEVELOPMENT FOR ENGLISH LEARNERS</b>								
Expected Overall English Proficiency Level (by the end of the current school year)								
Written Expression (current reporting period)								
Oral Expression (current reporting period)								
<b>SOCIAL, CITIZENSHIP, AND LEARNING SKILLS</b>								
Respects people, rights, feelings, perspectives, and property.								
Engages actively in learning and contributes to the learning community.								
Demonstrates critical thinking, reasoning, and problem solving.								
Takes responsibility for and perseveres in learning.								
Comments								
E1 - Cooperates with others; Effort is good; Has a positive attitude.								
E2 -								
E3 -								

Signature	Date
Teacher	

<b>Legend</b>			
Progress Toward Standards	Reporting Periods	English Language Development for English Learners	Social, Citizenship and Learning Skills
1 Exceeding grade level expectations for this reporting period 2 Meeting grade level expectations for this reporting period 3 Approaching grade level expectations for this reporting period NA Beginning progress toward grade level expectations for this reporting period NA Not assessed at this time	E1: Elementary Reporting Period E2: Elementary Reporting Period E3: Elementary Reporting Period	A: Advanced ELD SA: Early Advanced ELD I: Intermediate ELD SE: Early Intermediate ELD B: Beginning ELD NA: Not assessed 1,2,3: Progress within ELD level	

**NOTICE!** There is no page break; the report cards appear one right after the other. You must use the Print Preview setting to format your Report Cards.

Binney Elementary 4345 Campus Av San Diego, CA 92103 Printed 11/03/2014

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**Binney Elementary**  
Director/a  
(619) 497-3500

**Reporte de Progreso Estudiantil Primer Grado**  
*Los estudiantes son evaluados con base en sus logros en las habilidades, estrategias, y conceptos de su nivel de grado identificados en los estándares de contenido de California. Las calificaciones de cada periodo reportado indican el progreso del estudiante hacia las expectativas.*

Nombre del estudiante		No. de identificación	
Ciclo Académico		Maestra/a	
2014-2015			
		Asistencia	
		Días Inscrita/a	
		Días Ausente	
		Días Tarde	
		E1	
		E2	
		E3	

Primer Grado	Arguilla	E1	E2	E3	Running Top Count is 4	E1	E2	E3
<b>DISCIPLINAS DEL IDIOMA INGLÉS</b>								
Lectura: Escucha y responde a textos literarios e informativos cada vez más complejos. Lee una gama de textos literarios e informativos apropiados a su nivel de grado para construir y transmitir significados.								
Escritura: Con el apoyo apropiado, transmite información e ideas por escrito para una variedad de propósitos y audiencias.								
Hablar y Escuchar: Con el apoyo apropiado, emplea destrezas eficaces de hablar y escuchar para una variedad de propósitos y audiencias.								
Lenguaje: Demuestra cada vez mayor dominio del lenguaje académico y de las convenciones del inglés al leer, escribir y hablar.								
Destrezas fundamentales: Aplica destrezas de análisis de palabras apropiadas al nivel de grado para apoyar una lectura precisa y fluida.								
<b>MATEMÁTICAS</b>								
Operaciones y Pensamiento Algebraico: Representa y resuelve problemas de suma y resta hasta 20.								
Números y Operaciones con Base Diez: Amplía la secuencia de conteo para incluir el valor de posición.								
Medidas y Datos: Mide longitud indirectamente; dice y escribe la hora; representa e interpreta datos.								
Geometría: Razona con las formas y sus atributos.								
Estándares para la Práctica Matemática: Aplica prácticas matemáticas.								
<b>HISTORIA/CIENCIAS SOCIALES</b>								
Demuestra conocimientos del contenido y los estándares de Historia/Ciencias Sociales.								
<b>CIENCIAS</b>								
Demuestra conocimientos de los contenidos y conceptos de las ciencias.								
Aplica prácticas científicas para desarrollar su conocimiento científico.								
<b>ARTES VISUALES Y ESCÉNICAS</b>								
Artes Visuales: Demuestra conocimientos de los estándares apropiados.								
Artes Escénicas (Danza, Música, Teatro): Demuestra conocimientos de los estándares apropiados.								
<b>EDUCACIÓN FÍSICA</b>								
Ejecuta y demuestra conocimientos de las destrezas motrices y patrones de movimiento.								
Mantiene y demuestra conocimientos de conceptos de aptitud física.								
<b>SALUD</b>								
Demuestra conocimientos, actitudes y destrezas en formas que mejoran la salud y aumentan la educación sobre la salud.								
<b>DESARROLLO DEL IDIOMA INGLÉS PARA LOS ALUMNOS QUE APRENDEN INGLÉS</b>								
Nivel General de Dominio Esperado en el Inglés (para el final del año escolar en curso)								
Expresión escrita (actual periodo del reporte)								
Expresión oral (actual periodo del reporte)								
<b>DESTREZAS SOCIALES, DE CONDUCTA Y DE APRENDIZAJE</b>								
Respeto a la gente, sus derechos, sentimientos, perspectivas, y propiedad educativa.								
Participa activamente en el aprendizaje y contribuye a la comunidad educativa.								
Demuestra pensamiento crítico, razonamiento, y capacidad de solución de problemas.								
Se responsabiliza y persevera en su aprendizaje.								
Comentarios								
E1 - Agradecemos el apoyo que le brindan en el hogar. El tiempo que invierte en su trabajo necesita mejorar. Sus destrezas para poner atención necesitan mejorar. Tiene dificultades para seguir las instrucciones.								
E2 -								
E3 -								

Firma	Fecha
Maestra/a:	

<b>Leyenda</b>			
Progreso hacia los estándares	Periodos de reporte	Desarrollo del idioma inglés para los alumnos que aprenden inglés: Niveles de dominio del idioma inglés	Destrezas Sociales, de Conducta y de Aprendizaje
1 Excede las expectativas de nivel de grado para este periodo de reporte 2 Cumple con las expectativas de nivel de grado para este periodo 3 Se acerca a las expectativas de nivel de grado para este periodo NA Comienza el progreso hacia las expectativas de nivel de grado para este periodo de reporte NA No se ha evaluado al alumno por ahora	E1: Periodo 1 de reporte de primaria E2: Periodo 2 de reporte de primaria E3: Periodo 3 de reporte de primaria	SA: ELD Avanzado I: ELD Intermedio SE: ELD Pre-intermedio B: ELD Principiante NA: No evaluado 1,2,3: Progreso dentro del nivel de ELD	C: Constante A: A veces R: Rara vez

Binney Elementary 4345 Campus Av San Diego, CA 92103 Impreso 11/03/2014

**IMPORTANT!** Follow the instructions on the next page to format the browser page settings before printing.

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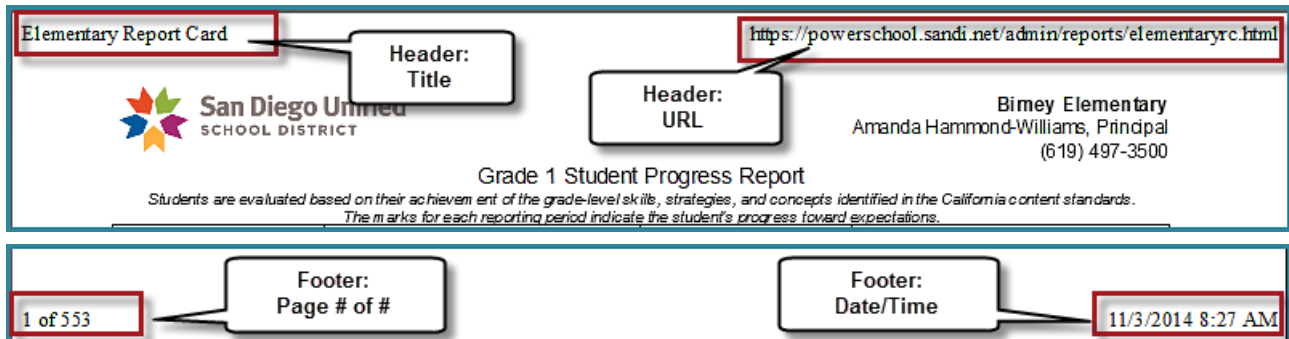
## Formatting Browser Page Settings **Before** Printing

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By default, most browsers attach a header and footer to documents that are printed from it.

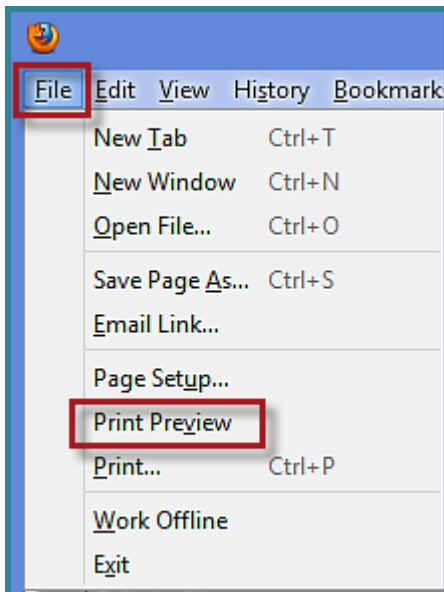
These instructions explain how to edit the Page Setup and remove the Header/Footer on the Progress Reports that you send home to parents. These instructions are for Firefox, instructions for other browsers may differ slightly.

The screenshot below show the example of how a Report Card will print with the Firefox default Headers & Footers:



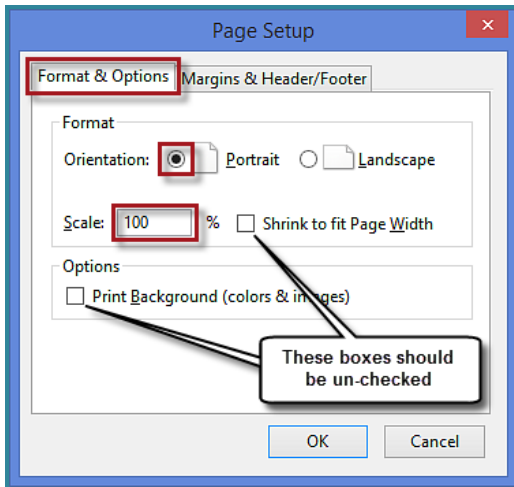
After you have run the Report Cards and they are displayed on the screen, follow these steps to format the Report Cards before printing.

1. From the Firefox **File** menu, click **Print Preview**

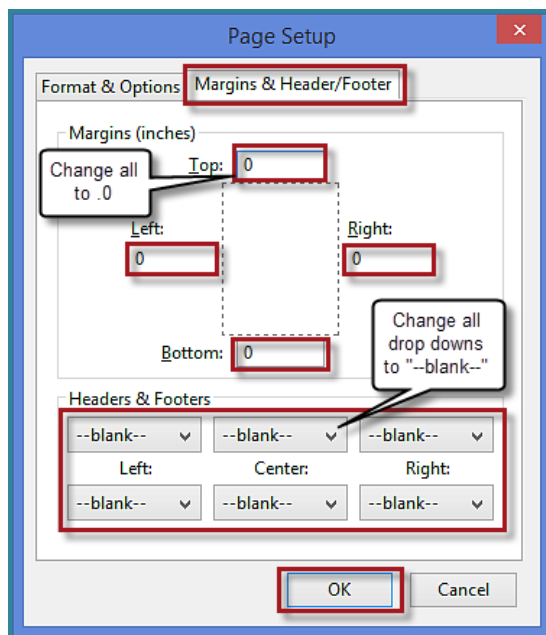


2. On the **Page Setup** window, select the **Format & Options** tab, configure it as follows:
  - a. Orientation: **Portrait**.

- b. Scale: **100%** and uncheck the **Shrink to fit page Width** box.
- c. Uncheck the **Print Background (colors and images)** box.



3. Next, select the **Margins & Header/Footer** tab, configure it as follows:
  - a. Under the **Margins (inches)** area, set each margin to .0 (While .0 is the recommended setting, you may find that .2 or .5 will work just as well.) The goal is to format the page so that the Report Card becomes a one page document.
  - b. Under the **Header/Footer** area, change each of the six-drop-down menus to - - **blank** - -.

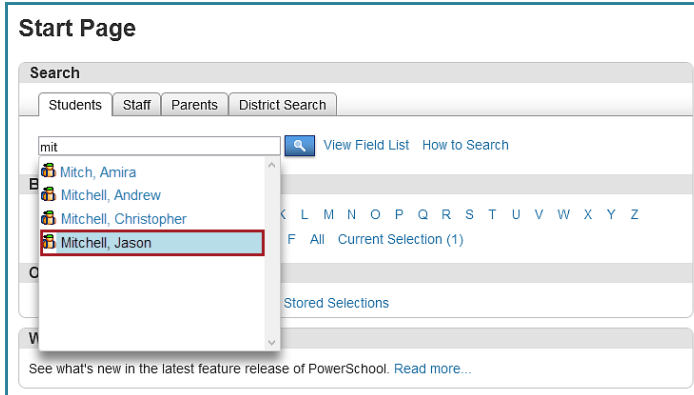


4. Click **OK**.

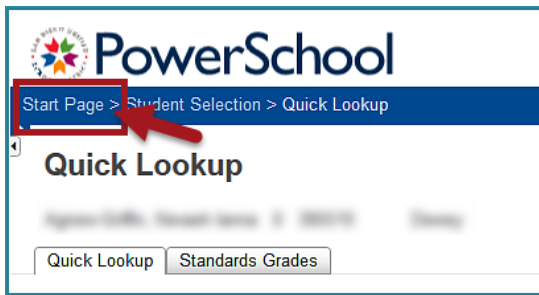
# Printing an Elementary Progress Report for One Student

Follow the directions below to print a Report Card for one student:

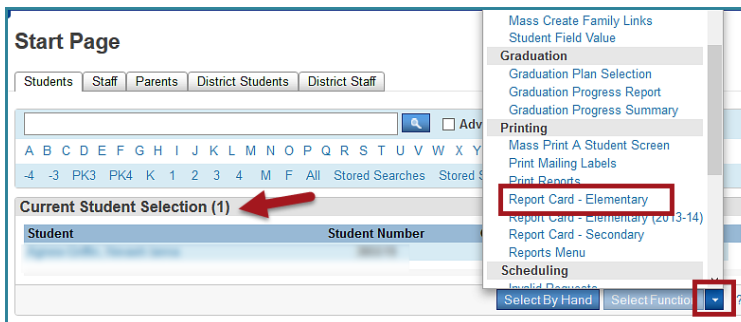
1. On the **Start** page, select the student.



2. On the Student page, click **Start Page** in the cookie crumbs.



3. Once back on the **Start** page, select the **Select Functions** drop-down menu.
4. Select **Report Card – Elementary**



5. Configure the Elementary Report Card screen as needed. Click **Submit**.

### Elementary Report Card

Report Name	Elementary Report Card				
Version	1.0				
Description	Elementary Student Progress Report				
Report Card Requirements	<ul style="list-style-type: none"> <li>3 Final Grades need to be set up for the full year term and they must be named E1, E2, and E3</li> <li>The school calendar needs to be set up with the correct membership value for the days which are in session</li> <li>Attendance is based on Daily attendance codes for Absences and Tardies</li> <li>The report card will not display unless a radio button is checked for a Meeting even if there is only one to pick from</li> <li>To print report cards for students who have transferred out of school change the Effective date to a date when they were enrolled in class</li> <li>When printing report cards at the end of the year change the Effective date to the last day of class or else the report cards will not print</li> </ul>				
Students to scan	<input checked="" type="radio"/> Mitchell, Jason <input type="radio"/> All 559 currently enrolled students				
Report period:	<input checked="" type="radio"/> E1 <input type="radio"/> E2 <input type="radio"/> E3				
Sort order:	<input type="radio"/> Grade Level <input checked="" type="radio"/> Student Name <input type="radio"/> Class				
Report cards to print:	<input type="radio"/> Office Copy <input checked="" type="radio"/> All flagged Parents/Guardians				
Meeting	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">1S</td> <td style="width: 50%; text-align: center;">1RE</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> </table>	1S	1RE	<input type="radio"/>	<input checked="" type="radio"/>
1S	1RE				
<input type="radio"/>	<input checked="" type="radio"/>				
Effective date:	<input type="text" value="10/31/2014"/> (MM/DD/YYYY)				

6. The Progress Report should display in a new tab.

**IMPORTANT!** Follow the instructions on page 44, to format the progress reports before printing.

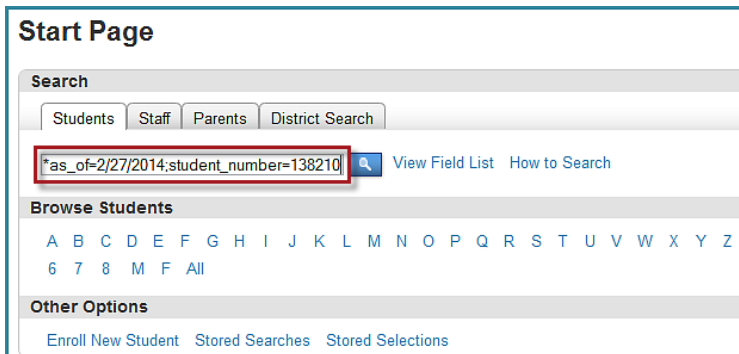
# Printing an Elementary Progress Report for an Inactive Student

**IMPORTANT!** Never re-enroll a student at your site for the purposes of printing a Report Card.

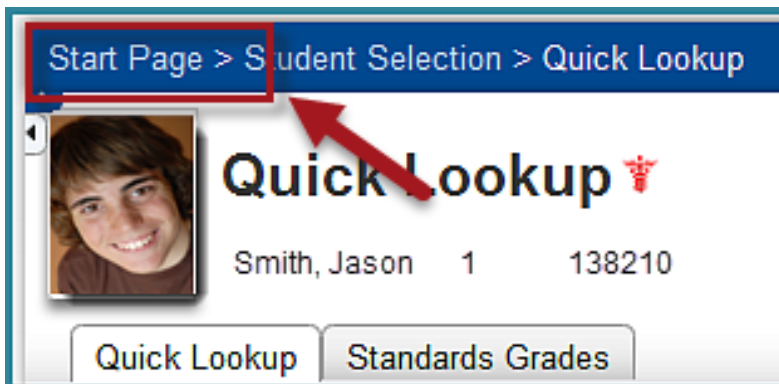
Use the following method to search for the Inactive student at your site so you can print a Report Card for the student. Make sure both the Smart Search and Show Inactive Students/Staff Results features are turned on under Personalize > Interface. Now you can easily search for Inactive students at your site, if they have not already enrolled in another SDUSD school. If they have already enrolled in another SDUSD school, you will have to search using the following formula: \*as\_of=the last day the student attended your school;student\_number=the student's district ID number

1. The following example would find the student with ID number 138210 who last attended the school on 2/27/2014:

\*as\_of=2/27/2014;student\_number=138210



2. This search should bring up a student page in PowerSchool for the student. Which student page appears will depend on your personalized settings and/or the last student page you viewed. Whatever the student page you are on, it doesn't matter, click **Start Page** near the top of the screen.



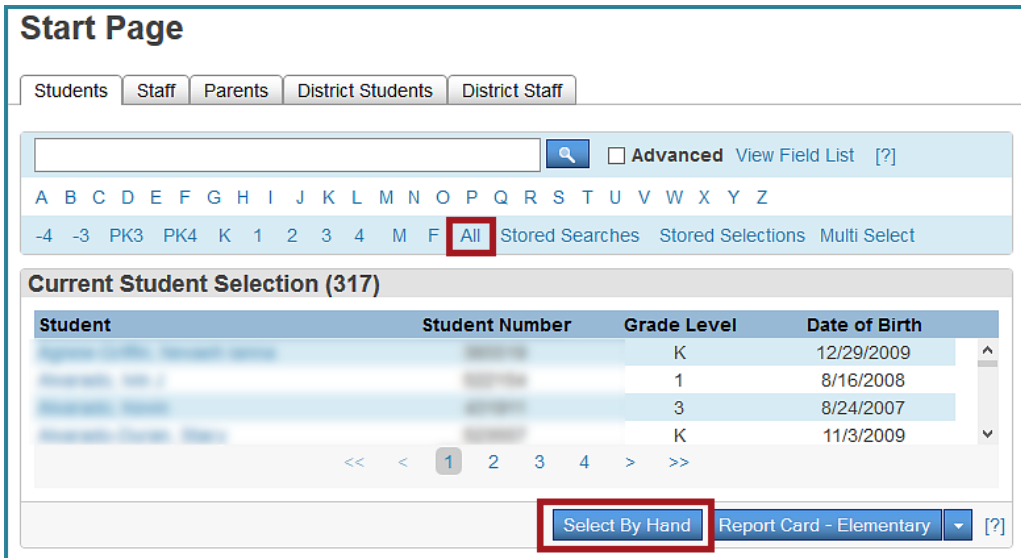
3. Follow the instructions for Printing an Elementary Progress Report for One Student beginning on page 44.



# Printing Elementary Progress Reports for a Hand-Selected Group of Students

Sometimes you may need to print an Elementary Student Progress Report for a hand-selected group of students. Follow the directions below to select a group of students by hand.

1. On the Start Page, click **All**.
2. Click the **Select By Hand**.



**Start Page**

Students Staff Parents District Students District Staff

Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

-4 -3 PK3 PK4 K 1 2 3 4 M F **All** Stored Searches Stored Selections Multi Select

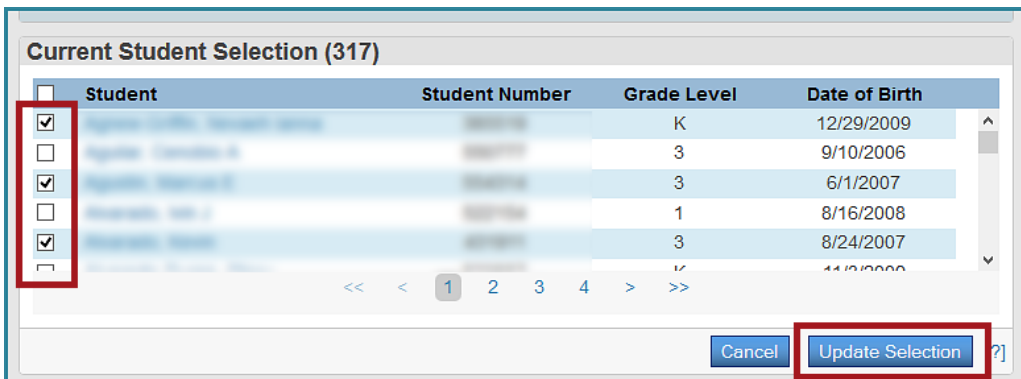
**Current Student Selection (317)**

Student	Student Number	Grade Level	Date of Birth
[blurred]	[blurred]	K	12/29/2009
[blurred]	[blurred]	1	8/16/2008
[blurred]	[blurred]	3	8/24/2007
[blurred]	[blurred]	K	11/3/2009

<< < 1 2 3 4 > >>

**Select By Hand** Report Card - Elementary [?]

3. Check the names of the desired students.
4. Click **Update Selection**.



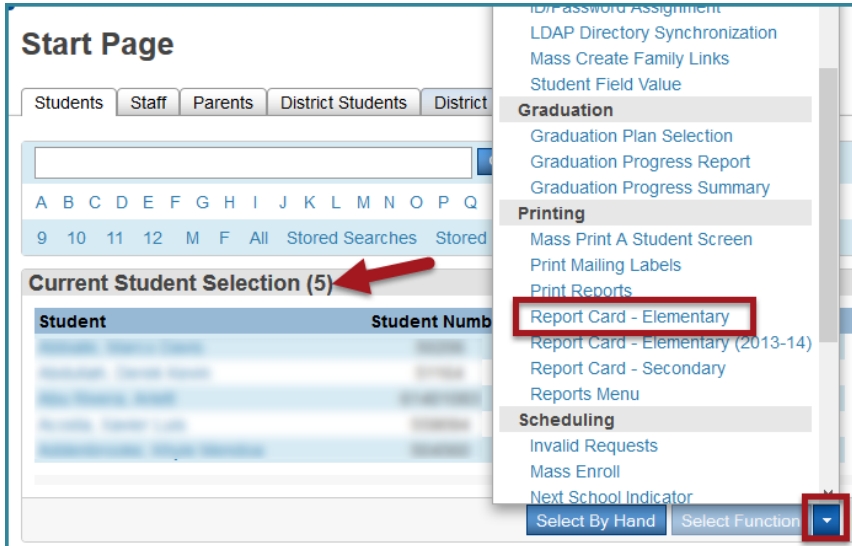
**Current Student Selection (317)**

Student	Student Number	Grade Level	Date of Birth
<input checked="" type="checkbox"/> [blurred]	[blurred]	K	12/29/2009
<input type="checkbox"/> [blurred]	[blurred]	3	9/10/2006
<input checked="" type="checkbox"/> [blurred]	[blurred]	3	6/1/2007
<input type="checkbox"/> [blurred]	[blurred]	1	8/16/2008
<input checked="" type="checkbox"/> [blurred]	[blurred]	3	8/24/2007
<input type="checkbox"/> [blurred]	[blurred]	K	11/3/2009

<< < 1 2 3 4 > >>

Cancel **Update Selection** [?]

5. Select the **Select Functions** drop-down menu.
6. Select **Report Card - Elementary**



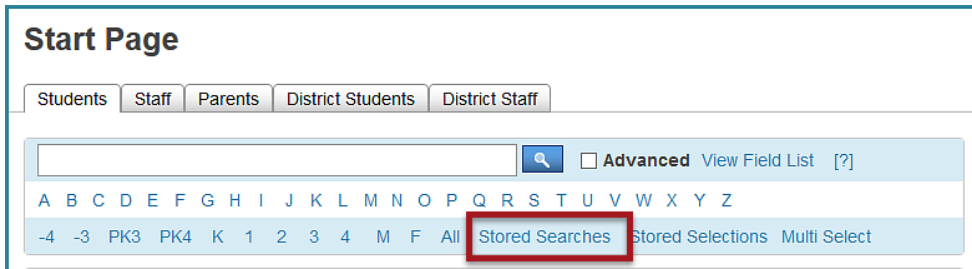
The screenshot shows the 'Start Page' interface. At the top, there are tabs for 'Students', 'Staff', 'Parents', 'District Students', and 'District'. Below these is a search bar and a grid of letters (A through Q) and numbers (9, 10, 11, 12, M, F, All). A red arrow points to the 'Current Student Selection (5)' label above a table. The table has columns for 'Student' and 'Student Number'. To the right, a 'Select Functions' dropdown menu is open, listing various options. The 'Printing' section is expanded, and 'Report Card - Elementary' is highlighted with a red box. At the bottom of the menu, there are buttons for 'Select By Hand' and 'Select Function' with a dropdown arrow.

7. Follow the instruction for **Printing Elementary Student Progress Reports** beginning on page 40

# Printing for Students who have a Parent/Guardian with Spanish as their Primary Language

Sometimes you may need to print a Report Card just for students with Parent/Guardians who have Spanish as their Primary Language in PowerSchool. Follow the directions below to print for that group of students.

1. On the Start Page, click **Stored Searches**.



**Start Page**

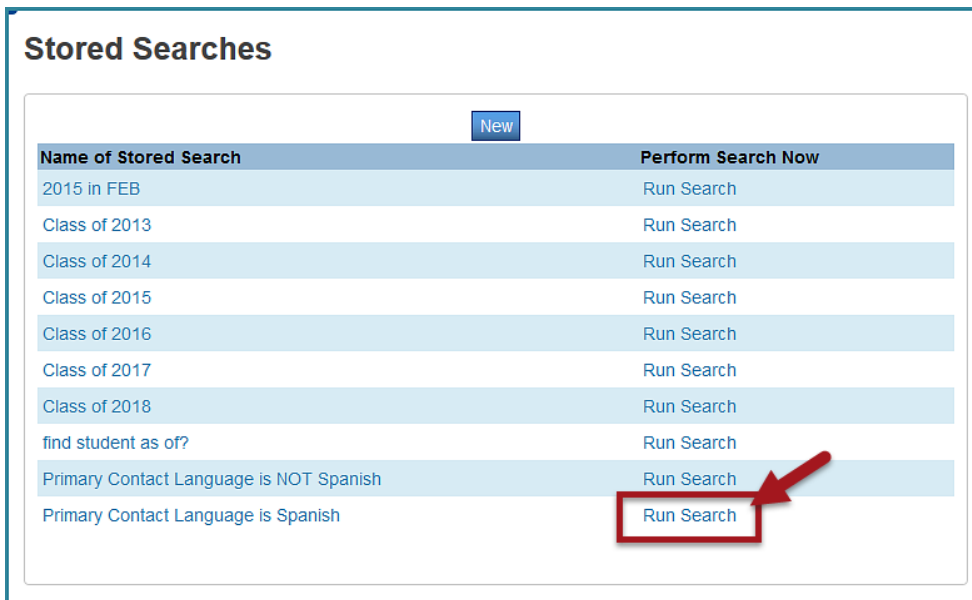
Students | Staff | Parents | District Students | District Staff

Search:    Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

-4 -3 PK3 PK4 K 1 2 3 4 M F All **Stored Searches** Stored Selections Multi Select

2. For **Primary Contact Language is Spanish**, click **Run Search**.



**Stored Searches**

Name of Stored Search	Perform Search Now
2015 in FEB	Run Search
Class of 2013	Run Search
Class of 2014	Run Search
Class of 2015	Run Search
Class of 2016	Run Search
Class of 2017	Run Search
Class of 2018	Run Search
find student as of?	Run Search
Primary Contact Language is NOT Spanish	Run Search
Primary Contact Language is Spanish	<b>Run Search</b>

3. On the **Group Functions** page, select **Report Card – Elementary**.

### Group Functions

Current student selection: 32

Select Students By Hand	Allows for manual selection of a subset of students from cu
Student Screens	Shows student pages for currently selected students.

#### Attendance

---

#### Printing

Mass Print A Student Screen	Uses Windows and Internet Explorer to print student screen
Print Mailing Labels	Prints mailing labels for currently selected students.
Print Reports	Prints reports for currently selected students.
Report Card - Elementary	Elementary Student Progress Report
Report Card - Elementary (2013-14)	Elementary Standards Based Report Card for 2013-14
Report Card - Secondary	Secondary Traditional Report Card
Reports Menu	Goes to the Reports menu.

4. Follow the instruction for **Printing Elementary Student Progress Reports** beginning on page 40.



# Part 3: Teacher Preparation

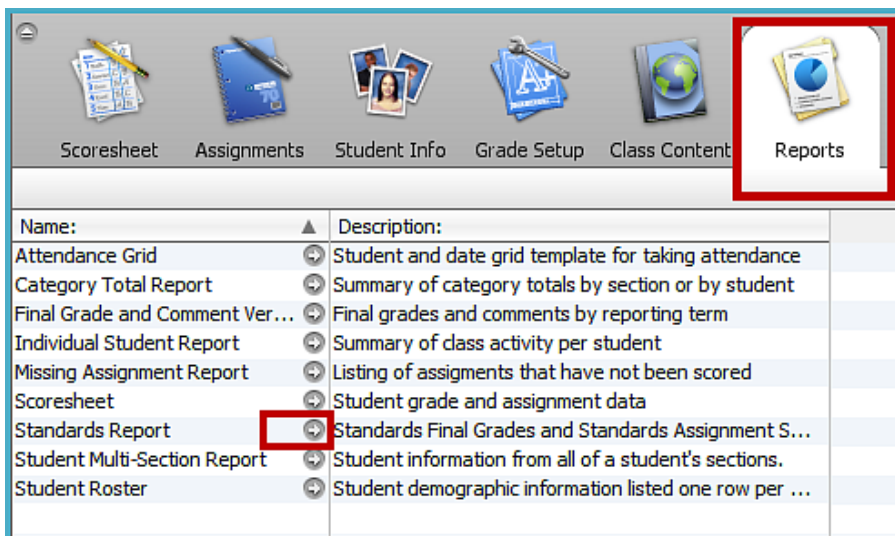
# Gradebook and Elementary Student Progress Reports

When the grading period comes to a close, teachers are required to enter proficiency levels for all of the Measures for each of their students. Teachers then run a report to verify that the proficiencies entered are accurate. The report is signed, dated, and submitted to the office by the time and date determined by their school administration.

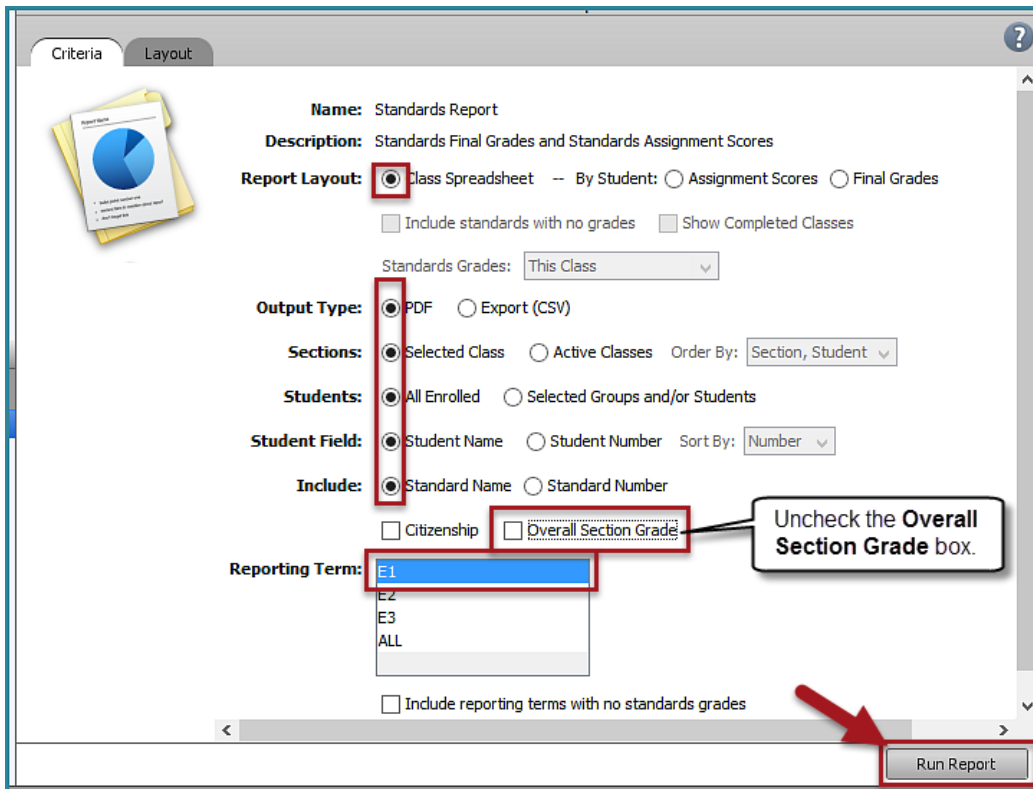
## Printing the Standards Report

Teachers print the **Standards Report** to view proficiency levels for students in their class and confirm their accuracy.

1. Log into **PowerTeacher**.
2. Launch **PowerTeacher Gradebook**.
3. Click the **Reports** tab, and then click the arrow next to **Standards Report**.



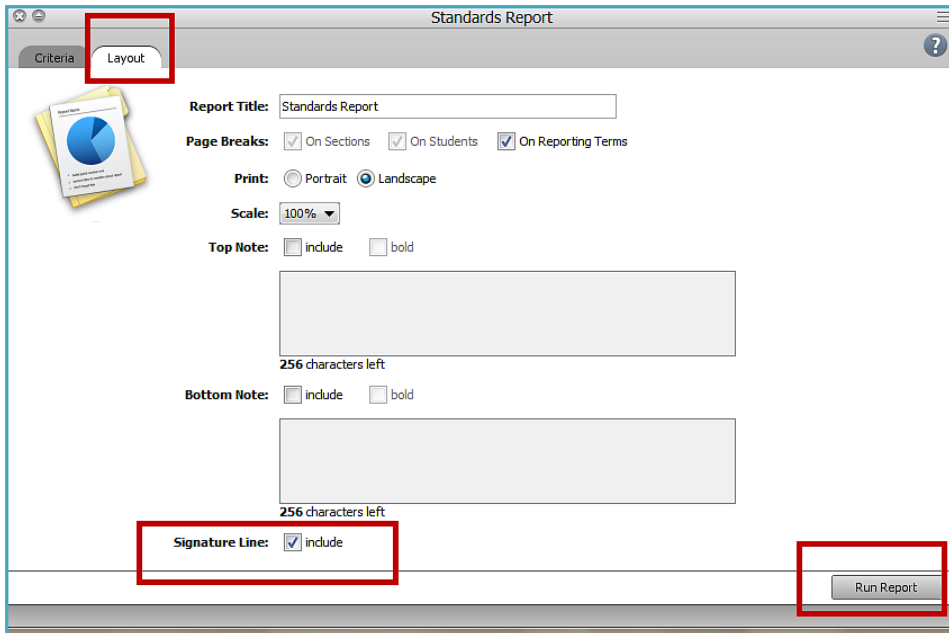
4. On the **Criteria** tab, do the following
  - a. Verify that **Report Layout** is **Class Spreadsheet**.
  - b. Verify that the **Output Type** is **PDF**.
  - c. Verify that **Sections** is **Selected Class**.
  - d. Verify that **Students** is **All Enrolled**.
  - e. Verify that **Student Field** is **Student Name**.
  - f. Verify that next to **Include** is **Standard Name**.
  - g. Uncheck the **Overall Section Grade** box.
  - h. Choose the appropriate **Reporting Term**. (The default setting, **E1**, is used for the first report card.)



The screenshot shows the 'Criteria' tab of the reporting interface. The 'Name' is 'Standards Report' and the 'Description' is 'Standards Final Grades and Standards Assignment Scores'. The 'Report Layout' is set to 'Class Spreadsheet'. The 'Output Type' is 'PDF'. The 'Sections' are set to 'Selected Class'. The 'Students' are set to 'All Enrolled'. The 'Student Field' is 'Student Name'. The 'Include' options are 'Standard Name' and 'Standard Number'. The 'Reporting Term' is 'E1'. The 'Overall Section Grade' checkbox is unchecked. The 'Run Report' button is highlighted with a red arrow.

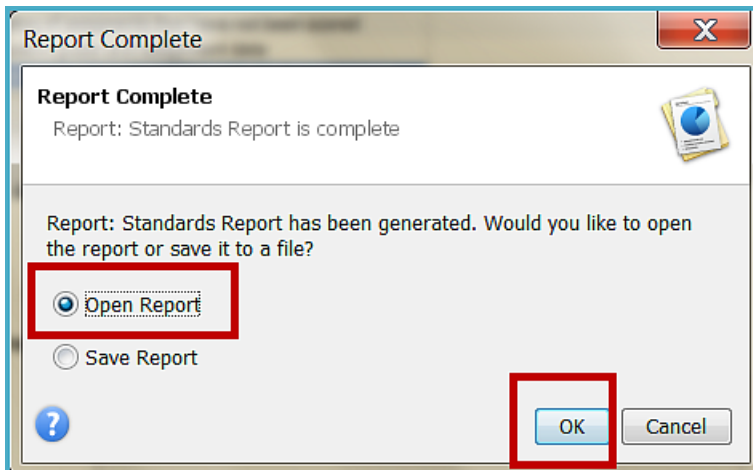


5. Click the **Layout** tab, and then do the following:
  - a. To the right of **Signature Line**, check **include**.
  - b. Click **Run Report**.



The screenshot shows the 'Standards Report' window with the 'Layout' tab selected. The 'Signature Line' checkbox is checked, and the 'Run Report' button is visible at the bottom right.

6. Click **Open Report**, and click **OK**.



The screenshot shows the 'Report Complete' dialog box. The 'Open Report' radio button is selected, and the 'OK' button is highlighted.

7. Verify that the information on this report is accurate.
8. Sign and date all pages, and turn them in to the office by the designated date and time.