Table of Contents

About This Handbook .............................................................................................................. 6

Part 1: Office Staff Preparation .............................................................................................. 8
Procedure for Power Users ..................................................................................................... 9
Lead Teachers and ZZ Teachers ............................................................................................ 12
  ZZ Teacher as Lead Teacher but Permanent Teacher or Long-term Sub Now Identified ........ 13
  ZZ Teacher Listed As Lead Teacher but No Permanent Teacher or Long-term Sub .......... 16
  Principal Directs Classified Staff to Enter Grades in PowerTeacher Gradebook ............. 18
Verify Final Grade Setup ....................................................................................................... 21
The Address Errors Report ................................................................................................. 23
Report and Progress Report Card Flags .............................................................................. 25
Verifying Contacts .............................................................................................................. 27
Parent Portal Display Settings ............................................................................................. 28
  Quick Lookup Preferences .............................................................................................. 28
  Parent/Student Access ................................................................................................. 30
Materials from Teachers ....................................................................................................... 32
Viewing a Student’s Grades in PowerSchool ...................................................................... 33
  Using Standards on the Student Page ............................................................................. 33
  Using Quick Lookup on the Student Page ...................................................................... 34
Part 2: Printing Elementary Student Progress Reports .......................................................... 36
Elementary Power User Checklist for Elementary Student Progress Reports .................... 37
Configuring Firefox to Print a Large Number of Report Cards in PowerSchool ................ 38
Printing Elementary Student Progress Reports ..................................................................... 40
Formatting Browser Page Settings  Before Printing ................................................................. 44

Printing an Elementary Progress Report for One Student ...................................................... 46

Printing an Elementary Progress Report for an Inactive Student ......................................... 48

Printing Elementary Progress Reports for a Hand-Selected Group of Students .................... 49

Printing for Students who have a Parent/Guardian with Spanish as their Primary Language .......... 51

Part 3: Teacher Preparation ........................................................................................................ 54

Gradebook and Elementary Student Progress Reports .......................................................... 55

Printing the Standards Report .................................................................................................. 55
About This Handbook

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

<table>
<thead>
<tr>
<th>Power User</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Determine and communicate key reporting dates. Review the annual “Pupil Progress Reporting Periods” admin circular for the deadlines.</td>
</tr>
<tr>
<td>✔️</td>
<td>Verify the accuracy of the <strong>Final Grades Setup</strong> in PowerSchool and the <strong>Current Grade Display</strong> for the Parent Portal.</td>
</tr>
<tr>
<td>✔️</td>
<td>Make sure there are no ZZ Teachers assigned classes in the Master Schedule before printing.</td>
</tr>
<tr>
<td>✔️</td>
<td>Run the <strong>Address Errors</strong> report to check for possible errors with addresses.</td>
</tr>
<tr>
<td>✔️</td>
<td>Verify all students have the appropriate Parent/Guardian Contacts flagged to receive the Report Card. Run the <strong>Report and Progress Report Card Flags</strong> Report.</td>
</tr>
<tr>
<td>✔️</td>
<td>Collect the signed and dated <strong>Standards Reports</strong> from all Teachers.</td>
</tr>
<tr>
<td>✔️</td>
<td><strong>Firefox</strong> is the recommended browser to use to print progress reports. <strong>Elementary Student Progress Report Cards</strong> are optimized to run in <strong>Firefox</strong>.</td>
</tr>
<tr>
<td>✔️</td>
<td>Format the browser page settings of the Elementary Student Progress Report Cards <strong>BEFORE</strong> printing.</td>
</tr>
<tr>
<td>✔️</td>
<td><strong>IMPORTANT!</strong> 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.</td>
</tr>
<tr>
<td>✔️</td>
<td>Print the Report Cards. One set for <strong>All Flagged Parent/Guardians</strong> and at least one set of the <strong>Office Copy</strong> version for the teachers. Some schools also print a second set of the <strong>Office Copy</strong> version for the CUM folders.</td>
</tr>
</tbody>
</table>
Teacher Responsibilities

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Enter marks in PowerTeacher Gradebook</td>
</tr>
<tr>
<td>✔</td>
<td>Enter up to 4 comments in PowerTeacher Gradebook NOTE: Only district-standard comments will print on report cards.</td>
</tr>
<tr>
<td>✔</td>
<td>Check work by previewing and printing the Standards Report</td>
</tr>
<tr>
<td>✔</td>
<td>Sign and Date the Standards Report and submit to office</td>
</tr>
</tbody>
</table>

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 instructions 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](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.
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.)
Lead Teachers and ZZ Teachers

**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.
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.
3. Click the section number.

4. In the Teacher – Section Lead, click the End Date.

5. 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.

6. Select the appropriate teacher from the Staff drop-menu.
7. Change the **Start Date** to the day the permanent teacher or long-term sub started teaching the class (**09/30/2013** in our example).

8. Click **Submit**.

9. 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.
3. Click the **section number**.

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

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

6. 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.

7. 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.

8. Click **Submit**.

9. PowerSchool returns a **Section saved** confirmation.
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.
3. Click the section number.

4. Click the Add button in the Teachers/Staff Additional row.

5. Select yourself, or the appropriate classified staff member from the Staff drop-down menu.

6. Select Co-Teacher from the Role drop-down menu.

7. Click Submit.

8. 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.

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.

<table>
<thead>
<tr>
<th>Term Name</th>
<th>Final Grade Code</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>E1</td>
<td>09/02/14</td>
<td>11/02/14</td>
</tr>
<tr>
<td>2014-2015</td>
<td>E2</td>
<td>11/03/14</td>
<td>03/15/15</td>
</tr>
<tr>
<td>2014-2015</td>
<td>E3</td>
<td>03/16/15</td>
<td>07/01/15</td>
</tr>
</tbody>
</table>

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

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.

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

3. Scroll to under the Enrollment section, click **Address Errors**.
4. Select an **Effective Date** to run the report. **Run for the selected students** should be No. Click **Submit** to run the report.

5. The report will appear. Closely check the report for possible errors regarding student address information.
   a. 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.
   b. If the Mailing Address is not the same, the valid Mailing Address should appear. If the 2nd 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.
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**.

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

3. Under the **Grading** section of the list, click **Report and Progress Report Card Flags**.
4. Make sure **Run for the selected students** is set to **No** to run this report for all students. Click **Submit**.

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 1st 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.
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.
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

This screen specifies which grades are seen on the Quick Lookup screen as well as who is able to view a student's record through the internet.

<table>
<thead>
<tr>
<th>Store Code</th>
<th>Enabled Parent/Student</th>
<th>Enabled Teacher</th>
<th>Enabled Admin</th>
<th>Source of Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>Gradebook (Current)</td>
</tr>
<tr>
<td>E2</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>Gradebook (Current)</td>
</tr>
<tr>
<td>E3</td>
<td>☑</td>
<td>☑</td>
<td></td>
<td>Gradebook (Current)</td>
</tr>
</tbody>
</table>

Additional Settings

Show Citizenship Grade

K-8 and K-12: Check this box.
K-5 - K-6: Leave this box unchecked.

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

Do not change.
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.
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.

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

   b. Click **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.)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>End of Year Reading Gr 1</th>
<th>End of Year Writing Gr 1</th>
<th>End of Year Speaking Listening Gr 1</th>
<th>End of Year Language Gr 1</th>
<th>End of Year Foundation Gr 1</th>
<th>Math Operations Gr 1</th>
<th>Math Number, Operations &amp; Data Gr 1</th>
<th>Math Measurement, Data &amp; Gr 1</th>
<th>Math Geometry Gr 1</th>
<th>Math Mathematical Reasoning Gr 1</th>
<th>History, Social Science &amp; Civics Gr 1</th>
<th>Science Concepts &amp; Applications Gr 1</th>
<th>Science Practices Gr 1</th>
<th>VAPA Visual Arts Gr 1</th>
<th>VAPA Performing Arts Gr 1</th>
<th>VAPA Audience Response Gr 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>NA</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

10/28/2014

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

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

   - 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

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

---

**Quick Lookup**

- Select a student.
- When the student page opens, on the left Main Menu, click **Quick Lookup**.
- From the Quick Lookup screen, select the **Standards** tab.

**Standards Grades**

- Select a student.
- When the student page opens, on the left Main Menu, click **Quick Lookup**.
- From the Quick Lookup screen, select the **Standards Grades** tab.
Part 2: Printing Elementary Student Progress Reports
## Elementary Power User Checklist for Elementary Student Progress Reports

<table>
<thead>
<tr>
<th>Completed</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Determine and communicate key reporting dates. Review the annual “Pupil Progress Reporting Periods” admin circular for the deadlines.</td>
</tr>
<tr>
<td></td>
<td>Verify the accuracy of the <strong>Final Grades Setup</strong> in PowerSchool and the <strong>Current Grade Display</strong> for the Parent Portal.</td>
</tr>
<tr>
<td></td>
<td>Create Co-teaching assignments in PowerSchool (if necessary).</td>
</tr>
<tr>
<td></td>
<td>If instructed by your Principal, enter or edit marks for a teacher in PowerTeacher Gradebook (only if instructed to do so.)</td>
</tr>
<tr>
<td></td>
<td>Make sure there are no ZZ Teachers assigned classes in the Master Schedule before printing.</td>
</tr>
<tr>
<td></td>
<td>Collect the signed and dated <strong>Standards Reports</strong> from all Teachers.</td>
</tr>
<tr>
<td></td>
<td>Run the <strong>Address Errors</strong> report to check for possible errors with addresses.</td>
</tr>
<tr>
<td></td>
<td>Verify all students have the appropriate Parent/Guardian Contacts flagged to receive the Report Card. Run the <strong>Report and Progress Report Card Flags</strong> Report.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>IMPORTANT!</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>Print the Report Cards. One set for <strong>All Flagged Parent/Guardians</strong> and 2 sets of the <strong>Office Copy</strong> version.</td>
</tr>
</tbody>
</table>
Configuring Firefox to Print a Large Number of Report Cards in PowerSchool

**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.

**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.

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:

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:

**IMPORTANT!** Follow the instructions on the next page to format the browser page settings before printing.
Formatting Browser Page Settings **Before** Printing

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**.

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

![Start Page](image)

![Current Student Selection](image)
5. Select the Select Functions drop-down menu.
6. Select Report Card - Elementary

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.

2. For Primary Contact Language is Spanish, click Run Search.
3. On the **Group Functions** page, select **Report Card – Elementary**.

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

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

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.