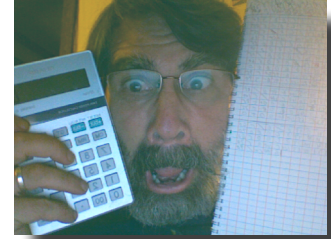


Thirty Second Guide to Progress Reports in PowerGrade

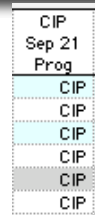
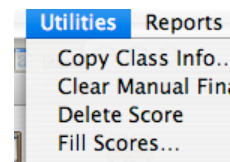
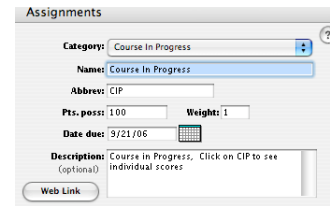
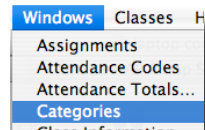
Remember: Whatever grade is under S1 or S2 is the grade seen on the progress report.



Creating a Course in Progress (CIP) assignment avoids the problem caused by inaccurate semester averages being communicated to parents and students when they view PowerSchool.

Here's How:

- Open PowerGrade
- Under Windows drag to Categories and create a new category called *Progress*.
- Click the Assignment icon and create a new assignment called *Course In Progress* / abbreviation called CIP. Set *Points Possible* to 100. Set *Weight* to .
- After you close the assignment window, set each student's Course in Progress score to CIP. You can fill in all the scores at once:
 - Click on the first cell in the CIP column.
 - Under *Utilities* drag to *Fill Scores*.
 - Enter CIP in the *Fill Value* box.
- Double Click on the top of the S1 column.
- Under *Factor Type* choose *Single Assignment*.
- Under *Asmt/Cat/FG/name* choose *Course in Progress*.



This final grade is calculated using these factors:

Factor Type	Asmt/Cat/FG Name	Drop	Weight
Single assignment	Course In Progress	0	100.00

Your PowerGrade semester column will show CIP as the average. In PowerSchool, students and parents will see CIP as the course grade. By clicking on CIP, they will be able to see the individual assignment scores.

To change CIP to a semester grade at Progress Report time choose one of the following methods:

1. Enter the semester grade directly into the CIP assignment column.
2. Replace the semester grade with CIP at an appropriate time after progress reports are published.

CIP
Sep 21
Prog
A
B+
CIP
CIP
CIP

*****OR*****

1. Create a new assignment called Progress Report
 - a. Click the Assignment icon
 - b. Name the new assignment *Progress Report I*
 - c. Points Possible = 100; Weight = 1
 - d. Enter the semester score into the *Progress Report I* column.

Category: Progress

Name: Progress Report I

Abbrev: PRGRPTI

Pts. poss: 100 Weight: 1

PRGRPTI
Oct 16
Prog
A
B
C-

- e. Click on the top of the S1 column.
- f. Under *Factor Type* choose *Single Assignment*.
- g. Under *Asmt/Cat/FG/name* choose *Progress Report I*.

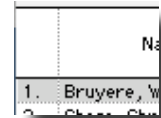
This final grade is calculated using these factors:

Factor Type	Asmt/Cat/FG Name	Drop	Weight
Single assignment	Progress Report I	0	100.00

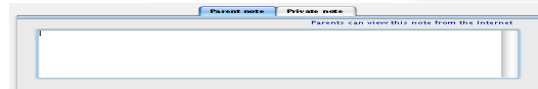
- h. Replace Progress Report I with Course in Progress at an appropriate time after progress reports are published.

To Add Student Comments In Powergrade

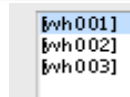
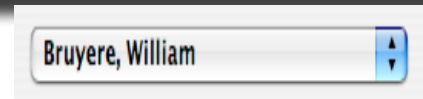
- Open a class in PowerGrade.
- Beside the first student's name, double-click on the number in the left column.



- Enter your comment in the Parent Note box.
- Move to the next student by clicking on the arrow beside the student's name.



- To add a school comment for work habits, choose School Comment from the drop down menu. Double click on the chosen *comment code*.
- Click OK when finished.



To Create Your Own Comment Bank (You may want to create a bank of generic comments to be used repeatedly with different students. Here is how:)

- Under *Windows*, drag to *Comment Bank*.
- Choose *Personal Comment* and click *Add*.
- Enter an abbreviation that makes sense to you in the *Code* window.
- Enter your comment in the *Comment Window*.
- Click *OK*.
- To use these comments, click on *Personal Comments* in the add comments section of PowerGrade. Double click on the *Comment Code* section to enter this generic comment.

To work at home while offline: (If you are entering grades and comments while at Home and you have no internet access, you can work offline and enter you data.)

- When you return to school, Make sure that the **ONLINE/OFFLINE** button is green and **ONLINE**.
- Open each class, make a slight change (perhaps add a space to one student's comments) then cycle to the next class.
- When you quit PG, it will run a backup to the server with the data that you entered at home.
- (If you want to run the backup manually, you can hit **Apple/B** after making the changes in each class).