

PowerTeacher

and PTPro

Gradebook

*Kindergarten –
5th Grade*

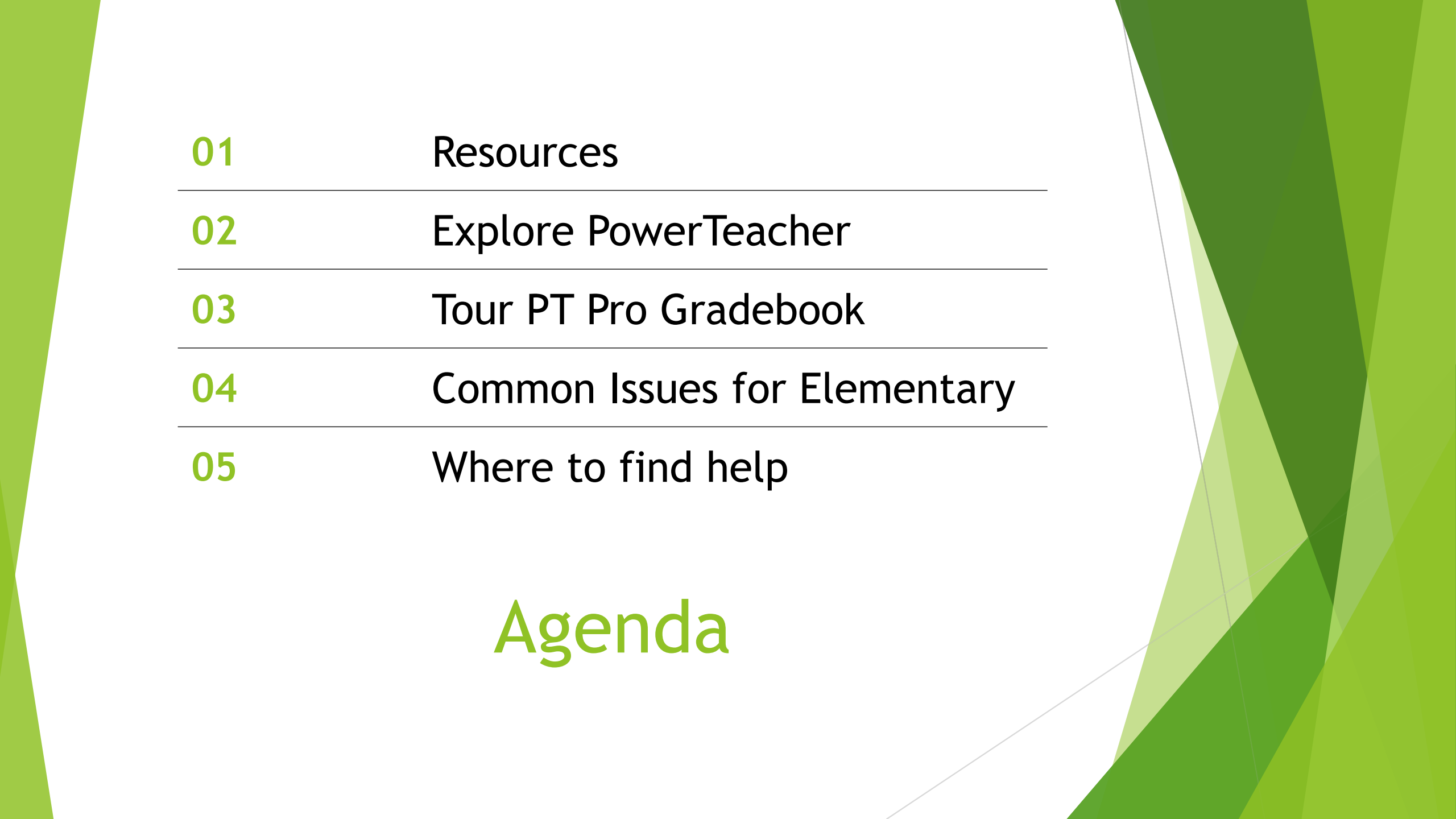
New Teacher Academy 2026

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SIS Specialist

- ▶ Areas of specialty: Elementary Scheduling, PS Admin duties, and K-12 Discipline
- ▶ Former HS School Counselor; been on the SIS team for two years
- ▶ I enjoy helping others grow in their comfortability using PowerSchool, writing process directions, and identifying ways to streamline projects & tasks



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|----|------------------------------|
| 01 | Resources |
| 02 | Explore PowerTeacher |
| 03 | Tour PT Pro Gradebook |
| 04 | Common Issues for Elementary |
| 05 | Where to find help |

Agenda

HCPS PowerSchool Online Resources

PowerSchool Online Resources provides you with:

- ▶ **Training for PowerTeacher and PTPro Gradebook:** Access training videos and manuals for both PowerTeacher and PTPro Gradebook to enhance your skills and understanding.
- ▶ **Step-by-Step Guides for End of Quarter:** Utilize detailed guides to navigate the end-of-quarter processes efficiently, ensuring accurate and timely grade submissions.
- ▶ **Report Generation:** Learn how to pull various reports in both PowerTeacher and PTPro Gradebook, including medical information, student contact information, final grades, missing assignments, and more.
- ▶ **Grades for Transfer Students:** Find and enter grades for transfer students, including those who have changed schedules or withdrawn, with step-by-step instructions and support resources.
- ▶ Link available when signing into PowerTeacher

PowerTeacher

Take Attendance

Alert Icons

Common Select Screens

Special HCPS Reports

PowerTeacher Portal

<https://sis.henrico.k12.va.us/teachers>

PowerSchool Online Resources

<https://hcpschools.sharepoint.com/sites/SISBlog>

Navigating the Start Page

- ▶ You can take attendance from the start page
- ▶ Navigate to PTPro Gradebook
- ▶ Student ID Card for a deeper dive into student information

Navigation

PowerTeacher Pro

Start Page

Daily Bulletin

Schedule

Reports

Recommendations

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Student Information	Print Class Reports
HR(PER)	1st Grade Homeroom PowerTeacher Pro						
1(PER)	1st Grade English PowerTeacher Pro						
2(PER)	1st Grade Math PowerTeacher Pro						
3(PER)	1st Grade Reading PowerTeacher Pro						
4(PER)	1st Grade Science PowerTeacher Pro						
5(PER)	1st Grade Social PowerTeacher Pro						
9(PER)	1st Grade Work PowerTeacher Pro						
10(PER)	1st Grade Condu PowerTeacher Pro						

Teacher Icons

Not Taken
Partially Taken
Fully Taken
Single Day Attendance
Multi-Day Attendance
Seating Chart
Student Information
Print Class Reports

After

HCPS Alert Icons

We use a mixture of PowerSchool and HCPS custom student alert icons. Here are what alerts could be on a student's profile.



Icons are only available in PowerTeacher Portal

Other Student Alert Icons

504

EL

EE

504

English Learner

Exceptional Education

G

IMM

Gifted

Immunizations: Non Compliant

HCPS Special Reports

Here are the available HCPS custom reports in PowerTeacher. Please do not use contact report in PTPro Gradebook.



Meeting Attendance
Summary



Medical
Information



HCPS Student
Form Flags



Student Contact
Information



HCPS Service
OptOut Summary

Grading Scales

► Kindergarten - 1st Grade

Progress Indicators
4-Consistently
3-Usually
2-Inconsistently
1-Rarely

► All Grade Levels

Participation
S - Satisfactory
N - Needs Improvement

► 2nd - 5th Grade

Grading Scale	
A = 90-100	Excellent
B = 80-89	Very Good
C = 70-79	Satisfactory
D = 65-69	Marginal Progress
F = below 65	Failing

Printable Elementary Grade Scale

PT ProGradebook

What's New

Setup

Categories

What's New

The screenshot displays the PowerTeacher Pro interface with several annotations:

- Do not use**: Points to the **Class** icon in the left sidebar.
- Enter Scores**: Points to the **A+** icon in the left sidebar.
- Select Students**: Points to the **Students** icon in the left sidebar.
- Create Assignments**: Points to the **+** icon in the top right.
- Help**: Points to the **?** icon in the top right.
- Report Queue**: Points to the **Report Queue** icon in the top right.
- Reporting Term**: Points to the **Q1** dropdown menu in the top right.
- Select Classes**: Points to the **1 (PER) CLASS NAME** dropdown menu in the top right.
- Sign Out**: Points to the **Sign Out** button in the bottom right.
- View**: Points to the **View** dropdown menu in the bottom right.
- Small**: Points to the **Small** view option in the bottom right.
- Medium**: Points to the **Medium** view option in the bottom right.
- Large**: Points to the **Large** view option in the bottom right.

The **What's New in PowerTeacher Pro** modal is open, displaying the following content:

Teachers - we've been busy building your most highly requested features!

Key enhancements:

- Grade Calculation Formula by Course
- Custom Starting Screen
- Scored Zero added to Missing Assignment Report
- Score Type and Points added to Transfer Scores page

Click View More to learn more about features introduced in other releases.

What's New in PowerSchool SIS 21.11

View More **Close**

Click on CLOSE

Display Settings



Click on **Settings** - Click **Display Settings**

Display Settings

Class Names

Display and Sorting Period / Day

Traditional Grades

Show Traditional Grades ☒ →

Values to Show in the Traditional Grade Column Select Values →

Grade, Percent

Standards Usage

Show Standards Pages and Links ☒ →

Traditional Grades

- Always leave check in box.
- Values to show in the Traditional Grade Column (Final Grade)
 - Grade and Percent <***Suggested Setting***>
 - Points

Standards Usage: Make sure the check is in the box for ***Show Standards Pages and Links***
Do not change any of the other settings in the Standards area.

Display Settings



Click on **Settings** - Click **Display Settings**

PowerTeacher Pro

Setup

- Class
- Grading
- Students
- Progress
- Reports
- Settings**
- Apps

Display Settings

Class Descriptions

Comment Bank

Class Grade Scales

Student Grade Scales

Traditional Grade Calculations

Standards Grade Calculations

**Pick your own custom
start page**

Display Settings

Starting Page

Custom Starting Page

Assignment List

Assignment List

Scoresheet

Standards Final Grades

Standards Progress

Traditional Final Grades

Traditional Progress

Demographics

Quick Lookup - Standards

Quick Lookup - Traditional

Categories

ORDER	COLOR	CATEGORY NAME
		Classwork 
		Project 
		Quiz 
		Test 

Legend

Icons  District created category

PT Pro Gradebook - Setup, Categories, Assignments

Kindergarten - 1st Grade

2nd - 5th

Self-Contained

Art/Music/PE

Pre-K

Setting Up District Categories (KG-1)

?

X

Category

Assignment Defaults

View All

Publish Assignment

Immediately

▼

Publish Scores

✓

Traditional Grade Options

Don't skip this step! CHOOSE your Default Score Type.

Score Type

Grade Scale

▼

Scoring + Weight

Points

4

Count in Traditional Final Grade

✓



Setting Up District Categories (2-5)

?

X

Category

Assignment Defaults

View All

Publish Assignment

Immediately

▼

Publish Scores

☒

Traditional Grade Options

Score Type

Points

▼

Score Entry Points

100

☒

OR

Percent

▼

Points

100

☒

Scoring + Weight

Count in Traditional Fin

☒

Do not change the "Publish" settings.

Don't skip this step! CHOOSE your Default Score Type.

Creating an Assignment

?

x

Assignment

Students

Standards

Publish

Classes

Select Classes

▼

1 Class: 1(PER) 1st Grade English

Assignment Name*

Enter assignment name

Category*

Select Category

Due Date*

Enter Date w/in current term

Traditional Grade Options

Score Type

Letter (*4 - 1)

▼

Score

+ Weight

Points*

4

Count in Traditional Final Grade

✓

Score Type and Points should already show.
If it does not, you did not setup your
assignment defaults!

K & 1st

Traditional Grade Options

Score Type

Points

▼

Score

+ Extra Points

+ Weight

Score Entry Points*

10

Count in Traditional Final Grade

✓

2nd - 5th

Scoring an assignment

Assignment: Assignment 1 Edit Assignment Show More

Score Type: Points (100) Score: -- | -- | --/100 Due: 9/10/2020

STUDENTS (19)		GRADE	ASSIGNME... (9/10/2020)
1	Student Names	C	73.1%
2		C	70.8%
3		B	87.7%
4		C	74.6%
5		C	79.2%
6		D	65.4%
7		A	93.8%
8		D	67.7%
9		C	78.5%
1		C	72.3%
1		B	80.8%
1		C	74.6%
1		C	76.9%
1		C	75.4%
1		C	72.3%
1		D	69.2%

Score Inspector

Score Inspector

Score

NTI
EXC
ABS
INC

Approximately 4000 Characters Left

Common Elementary Issues



- ▶ Meeting End-of-Term Deadlines
- ▶ K-1 Using Letter(4-1) Score Type - can't use points or percent
- ▶ Ensuring Comments are in, Reading Level is marked, and Work Habits and Conduct classes have grades

School Resources

Grade Level Chair

Ask if there is anything specific to your grade level (e.g. weighting of assignments) that needs to be considered when grading.

Gradebook Trainer

This is your first go-to person with any gradebook or report card task questions.

Administration

They provide you with guidance on grading policies, the HCPS grading guidelines as well as deadlines for report cards.

Guides

- ▶ Elementary Grading Guidelines for 26-27
- ▶ Gradebook Training Guides (PS Online Resources)

Questions & Answers

- ▶ Time to set up Display Settings
- ▶ Time to setup Categories

