

THE WCHS PROGRESS REPORT

OVERVIEW

The progress report includes student attendance and lateness counts along with the three components entered by teachers. This document outlines the components and how to enter them. The components are:

- 1) Academic Grade: Measures student progress toward meeting standards (skill, knowledge and understanding) through the **quality and quantity** of student work.
 - a. Graded using the Academic Grade Scale.
 - b. Determined through category weighting or total points.
- 2) Citizenship Grade: Measures the character of an individual viewed as a member of society, and behavior in terms of the duties, obligations, and functions of a citizen. This is the mark used to indicate how a student works in class (measures expectations). It includes: behavior, conduct, attendance, lateness, participation, working in groups, etc.
 - a. Graded using the Citizenship Grade Scale.
 - b. Determined through rubric.
- 3) Comment:
 - a. Student receiving a failing mark (below 70) must receive a comment.
 - b. Comments can be pulled from the comment log or can be written individually by the teacher.

SAMPLE

Course	Teacher	Q1 Grade	Q1 Citizen	Q2 Grade	Q2 Citizen	A	L	Comments
College Physics 1	Heyman, Ryan	100				0	0	A pleasure to have in class Conscientious, shows initiative
Total Body Movement	Hagen, Luke	98				0	0	
AP Calculus AB 1	Fier, David					0	0	
Latin 5	Donnelly, Keith					1	0	
Economics	Stewart, Michael					0	0	
English 7	Carenza, Matthew	100				0	0	
Advisory 4	O'Garro, Heather					0	0	

Report Date: 9/19/17

Days Absent in Semester 1: 0

ACADEMIC GRADING

SCALE

Score/Percentage	Letter Grade	Comparison to Standards	Passing/Failing
90-100	A	Exceeding	Passing
80-89	B	Meeting	Passing
70-79	C	Approaching	Passing
65-69	D	Emerging	Failing
0-64	F	Struggling	Failing

SAMPLE COMPOSITION OF ACADEMIC GRADES

CATEGORIES AND PERCENTAGES FOR ASSIGNMENTS (SCHOOL STANDARD- SAMPLE)

- Demonstration of Mastery/ Understanding (summative)- projects, exhibitions, tests- 60%
- Demonstration of Knowledge or Skill (formative)- classwork, worksheets, homework, exit slips- 30%
- Demonstration of Reflection (meta-cognitive)- journal, portfolio, annotation of assessments- 10%

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ACADEMIC GRADING

SCALE

- Honorable- Consistently
- Satisfactory- Usually
- Inadequate- Rarely

CITIZENSHIP RUBRIC

HONORABLE

- Demonstrates ethical behavior; honesty, showing respect for others, and handles property with care
- Demonstrates leadership skills
- Listens and follows directions the first time
- Responsible and organized
- Completely follows all school rules
- Completely follows all classroom rules
- Always attends and arrives to class on time (90% attendance and 1 or fewer tardies)
- Student consistently adds to class in a positive manner: asking questions, attempting answers, strong work habits
- Participates fully

SATISFACTORY

- Listens and follows directions the majority of the time
- Student is usually responsible, organized and respectful
- Very good attendance (85% & 3 or fewer tardies)
- Student seldom needs to be corrected (behaviorally)
- Consistently participates

INADEQUATE

- Student has to be reminded regularly to stay on task
- Student constantly needs reminders to follow directions and rules
- Student frequently interrupts class through disruption
- Irregular attendance and/or 5 tardies that affect academic success
- Student is at times disrespectful towards people and/ or property
- Student makes little to no attempt to change negative behavior
- Uses negative comments or body language
- Rarely/Never participates

THE WCHS PROGRESS REPORT

ENTERING

THE ACCESS

1. Log in as if you were entering attendance at thewcs.powerschool.com/teachers
2. Click where it says PowerTeacher Pro in blue below a class.



MAKE SURE YOU ARE IN THE CORRECT QUARTER/SEMESTER (TOP RIGHT CORNER)



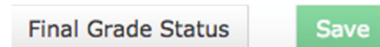
COMPLETION

When all components (academic grades, citizenship grades and comments)

- Navigate: A+ GRADING> GRADES> TRADITIONAL
- Double check the final academic grade, final citizenship grade, that a comment is appearing.

Q1		CITIZENSHIP	ATTENDANCE		ASSIGNMENTS		
98	98%		ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE
98	98%	--	--	1	--	--	--
97	97%	--	2	4	1	--	--

- Once everything is complete:
 - o Click the *Save* Button on the bottom right.
 - o Click the *Final Grade Status* button on the bottom right.
 - Click the box indicating that all grades are complete.
 - Add any comments for administrators.
 - Click *Save*.



- o REPEAT FOR EACH CLASS.

Q1 Final Grade Status ✕

Q1 Final Grades are Complete

Comment

Characters Left: 200

Save

ACADEMIC GRADES

Academic Grades will automatically calculate based on the criteria identified and entered in the traditional grade calculation. The final grade will appear in the first 2 columns of the GRADES TRADITIONAL sheet (A+ GRADING> TRADITIONAL).

Q1	
98	98%

CITIZENSHIP

- Navigate to GRADES TRADITIONAL sheet (A+ GRADING> TRADITIONAL).
 - o Click into the citizenship box.
 - o Enter a score.

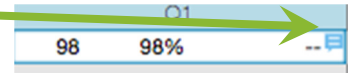
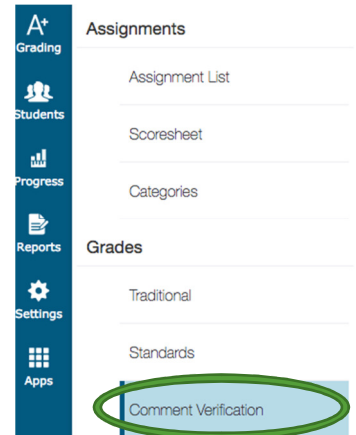
CITIZENSHIP

THE WCHS PROGRESS REPORT

COMMENTS

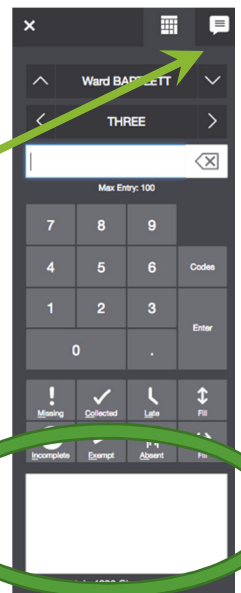
NAVIGATE TO COMMENT VERIFICATION

- Click A+ Grading on the left side.
Click on Comment Verification.
 - o OR click on the GRADE box on the GRADES-TRADITIONAL.
- A comment bubble will appear on the scoresheet next to the GRADE percent to indicate a comment has been entered.



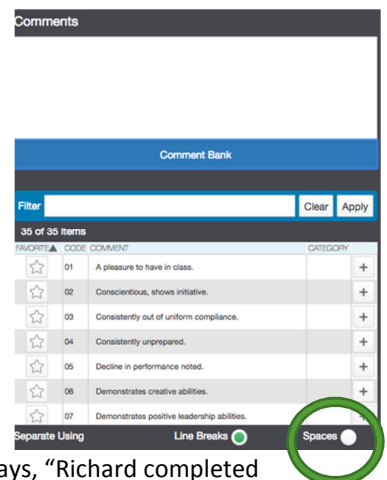
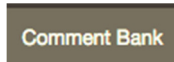
TO ENTER COMMENTS MANUALLY:

1. Select the text field at the bottom of the Score Inspector, or select the Comment icon on the Score Inspector and select the larger text field.
2. Enter comment text. A comment icon appears in the table for the selected field, indicating that a comment exists for that score or grade.



TO SELECT COMMENTS FROM THE COMMENT BANK:

1. Select the Comment icon on the Score Inspector.
2. Select the Comment Bank button on the bottom.
3. Select the star next to a comment in the bank to set it as one of your favorite comments. You can then sort the list to display your favorite comments at the top of the list.
4. Filter can be used to search for particular terms.
5. Select the checkbox next to one or more comments you want to add.
6. Choose the comments to be separated by a space.
7. Select Insert Comments. A blue Comment icon appears in the student's score cell. Click the icon to read the comment.
8. Comments automatically personalize names and pronouns.



FILLING

You can use smart text to automatically insert specific student information—such as the student's name—from the PowerSchool database. For example, if you enter a comment for one student that says, "Richard completed all assignment tasks," and filled the comment for other students, each student's name would be personalized in the resulting comments. When you use the Fill functions to fill comments that include smart text, the Names and Pronouns dialog appears to confirm that you want to apply smart text to each comment, or using the original text. Select the smart text link on the dialog to see the smart text codes that can be used.