

Progress Reports: Grades 1-12

The progress report is a snapshot of teachers' gradebooks at a specific time (progress report term period) and serves as a notification to parent/guardian of a student's academic performance before a grade reporting (i.e., report card) period. It is district policy to notify parent/guardian in writing if a student has received a failing grade (<70) during these grade reporting intervals.

1. The Grade Coordinator / Elementary SIR / Secondary SIR /HS Registrar / Dean will work with Counselors and run the **Student Non-Schedule Period report** and the **Student Not Enrolled in a Course report** (2 weeks prior to end of grading cycle).

Secondary Campuses Only

Running the **Secondary** Students-Non-Scheduled Periods Report.

Begin from the PowerSchool home page.

Select District Reports.

**Houston Independent School District Grading Process
2020-2021**

PowerSchool SIS

Functions

- Attendance
- Dashboard
- Enrollment Summary
- Health Management
- Importing & Exporting
- Incident Management
- Master Schedule
- Search Attachments
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- Sections Report
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- Teacher Schedules

Reports

- System Reports
- ReportWorks
- PSCB Custom Reports
- sqlReports
- District Reports**
- State Reports

Start Page

Students ▾ All ▾

6 7 8 F M All ☐ Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced Multi

Current Student Selection (0)

There are no search results.

Daily Bulletin - Thursday, August 06, 2020

No bulletin items

Comments? Something


Scroll down to Scheduling, select Students-Non-Scheduled Periods.


Students - Enrolled in a Course	Lists all students who are enrolled in a selected co
Students - Enrolled with a Teacher	Lists all students who are enrolled in classes with a
Students - Multiple Enrollments	List students who are enrolled in the same course i
Students - Not Enrolled in a Course	Lists all students who are not enrolled in a selecte
Students - Non Scheduled Periods	Lists students with non scheduled periods.
Teacher - Class Counts	Teacher class counts and section averages.
Teacher - Count Per Section	List the sections that have more than 1 teacher ass
Teacher - Free	Find all periods where a teacher in this school doe

Use the filters to find students with no classes scheduled. Once you run the report you can Export to a CSV File.

Houston Independent School District Grading Process 2020-2021

Example: Block Schedule





Start Page > PSCB Custom Reports > Scheduling (Current Year) > Students - Non Scheduled Periods

Audrey Lawson Middle School ▾20-21 Semester 1 ▾

Report Filters

Date	Student	Grade	Team	House	Period	Day in Rotation
9/8/2020	Any Student ▾	6 ▾	Any Team ▾	Any House ▾	Period B1 ▾	B ▾

Select parameters and click submit

Example: Traditional Schedule

Students - Non Scheduled Periods

Report Filters

Date	Student	Grade	Team	House	Period	Day in Rotation
9/18/2020	Any Student ▾	Any Grade ▾	Any Team ▾	Any House ▾	Period 1 ▾	Any Day ▾

Note: There are a few things to think about when running this report.

The system is looking for all possible combinations of classes. For example, you can filter using traditional and block schedules. When you export to CSV you can remove those issues, or you could choose to run the report multiple times using only Period and Day combinations that you know exist on your campus.

Elementary Campuses Only

From the start page select District Reports.

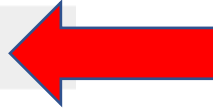


**Houston Independent School District Grading Process
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Select Scheduling: Students not enrolled in a course.

Scheduling

Students - Not Enrolled in a Course



Students - Non Scheduled Periods

Teacher - Class Counts

Teacher - Count Per Section

Select filters and submit.

Students Not Enrolled in a Course

Report Filters			
Course	Grade Level	Enrolled Between Dates	
ART PK (0P610GEN) ▼	All Grades ▼	09/08/2020	06/11/2021
Select parameters and click submit Submit			

Generated report.

Students Not Enrolled in 0P610GEN

Total Records: 620

Copy Data	Export CSV File	Export PDF File	Make Current Student Selection
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Student #	Student	Grade Level

- The **Grade Coordinator** will confirm with Counselors/Student Schedulers that all schedule changes are complete prior to cut off date. Also trail grades with schedule changes (1 week prior to end of grading cycle).
- The **Grade Coordinator** will notify the campus when the cycle gradebook is open for each grading cycle via the school bulletin (1 week prior to end of grading cycle). Teachers will have three days to complete grades and submit by the close of business.

The process below is only for short term associate teachers who are on assignment at the end of the grading cycle (Progress Report / Report Card).

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4. **Day to Day Short Term Associate Teacher** The associate teacher should submit assignments to the department chairperson daily. The teacher of record will be responsible for grading assignments and entering grades in the gradebook.
5. **Short Term Associate Teacher** The Grading Coordinator will need to collaborate with their Campus Master Scheduler for courses / classes that have a "Short Term Sub" assigned. The Department Chairperson will need to be added as the Secondary Teacher to the course. This will allow the Department Chairperson the ability to enter grades.
6. **Long Term Associate Teacher (Non-Certified)** will submit grades to the Department Chairperson. The Department Chairperson will need to be added as the Secondary Teacher to the course. This will allow the Department Chairperson the ability to enter grades. (*Dean of Instruction or Dept Chairperson should oversee subs)
7. **Long Term Associate Teacher (Certified)** should have a listing of grades that must be submitted to the PEIMS Coordinator. This will allow the Department Chairperson the ability to enter grades for those students as oppose to utilizing the Historical Grades. (*Dean of Instruction or Dept Chairperson should oversee subs)
8. **Master Scheduler: Process to Change Teacher of Record**

Changing Teacher of Record
Changing a Teacher on a section
Start from the PowerSchool Home Page
Click School, under Setup
Click Sections, under Scheduling
Click on the course name
Click on section number
Scroll down to Teacher to make changes.
Click Add to add a new Teacher of Record.
The teacher starts and end dates must be consecutive. Do not leave any days between old teacher end date and new teacher start date.
Click Submit.

Note: Campuses must notify the parents / guardian if there is a non-certified long term associate teacher.

9. **Elementary / Secondary New Student Grade Process** – (Out of District / Incoming Transfer students) The Grade Coordinator/SIR/Registrar will input the current grades from the previous school.

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This will be done in the stored grade section in HISD Connect. Remember you must enter the same grade in the final grade reporting term and in the historical store code sections. This process must be done correctly for the student to meet the promotion standards at the end of the school year (elementary and middle school) or the calculation for credit for the high school.

10. The beginning of the third week of progress reports, the Grade Coordinator will run the **Teacher Gradebook Report**. This report provides an update of the teacher status. The campus administrator will be notified of teachers with incomplete grades. (*Campus Admin should handle grades. Reference to School Guidelines).
11. **Conduct** must be added to a Standard so it can be calculated for reports such as honor roll. Teachers will also have to place the students conduct in the citizenship column.
12. **Elementary / Secondary Teacher Verification Report** Have your teachers click the Final Grade Status button in their Gradebook. This is located on the Grades, Traditional screen.

PowerTeache...

P2(M,T,W,R,F) GEOM A PAP DLOC - S1

Grades: Traditional - C1

P2(M,T,W,R,F) GEOM A PAP DLOC

For GEOM A PAP DLOC, grades and scores can be entered until the end of the day on 10/23/2020.

STUDENT (199)	C1	CITIZENSHIP	ATTENDANCE		
			ABSENCES	TARDIES	MISSING
	NA 0%		--	--	1
	NA 0%		--	--	1
	NA 0%		--	--	1
	NA 0%		--	--	1
	NA 0%		--	--	1
	NA 0%		--	--	1
	NA 0%		--	--	1
	NA 0%		--	--	1
	NA 0%		--	--	1

Final Grade Status Save

Campus Grading Administrator will then run the Section Readiness report. This report will show you which teachers have completed the Final Grade Status step.

Select District Reports> Gradebook Section Readiness.

Houston Independent School District Grading Process 2020-2021

Gradebook - Section Readiness Verification

Report Filters

Verification Status	Grade Reporting Term	Teacher	Course	Department
All Sections ▼	C1 ▼	All Teachers ▼	All Courses ▼	All ▼

Select parameters and click submit

[Submit](#)

Section Readiness List: C1 Total Records: 1469

[Copy Data](#)
[Export CSV File](#)
[Export PDF File](#)

Department	Teacher	Term	Expression	Course	Course Number/Section	GR Term	Verify Status	Date	Comment
▼	▼	▼		▼		▼	▼		
Mathematics	Ahuja, Deepa	S1	1(M,T,W,R,F)	GEOMETRY A	MTH2257A-11	C1	Completed	10/21/2020	
Mathematics	Ahuja, Deepa	S1	2(M,T,R,F)	GEOMETRY A	MTH2257A-25	C1	Completed	10/21/2020	
Mathematics	Ahuja, Deepa	S1	3(M,T,W,F)	GEOMETRY A	MTH2257A-27	C1	Completed	10/21/2020	
Mathematics	Ahuja, Deepa	S1	4(M,T,R,F)	GEOMETRY A	MTH2257A-16	C1	Completed	10/21/2020	

Once you have confirmed that your teachers are ready, you can Permanently Store Grades.

Storing Grades

Grades will be stored at the close of Progress Report grading cycles. Only store grades one time. If re-stored, grades will be duplicated.

The teacher gradebook will lock at the end of every 6 weeks. When a progress report cycle locks, the teacher can have the Grading Administrator unlock their gradebook to update assignment grades that were due during the cycle term. There is no need for a grade change form, and you will not re-store the progress report grades.

Do not re-store grades.

13. Permanently Stored Grades: After the final grade term dates are set up, a school user runs the Permanently Stored Grades process. This process is an integral step in ensuring a snapshot of students' grades from the teachers' gradebooks are captured for the designated period for progress reports. These grades will be stored in the students' historical before the progress reports are generated.

14. Elementary Permanently Stored Grades

Start from the Home Page Start from the Home Page, under Setup, select system.

Click Permanently Store Grades.

Reporting Term and Store Code will both the same. Example P1.

**Houston Independent School District Grading Process
2020-2021**

Check Include only enrollment records that are currently active and that were active on the specific end date. Example 9/25/2020. The end of the first progress report cycle.

Change the dropdown for 2020-2021 to **Store with no credit**. Leave Cycle 1 at *Do not store*. Submit.

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term:

Save with this Historical Store Code: *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date:

☐ Exclude enrollment records where the student dropped the class before this date:

☒ Include only enrollment records that are currently active and that were active on this date:

Additional Filter Options

Classes by term length		Store	% of course credit
2020-2021	(09/08/2020 - 06/11/2021)	<input type="text" value="Store with no credit"/>	<input type="text" value="0"/> %
Cycle 1	(09/08/2020 - 10/18/2020)	<input type="text" value="Do not store"/>	<input type="text"/> %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overw affect graduation credit. GPAs. and transcripts.

Middle School Permanently Stored Grades (Includes K-8,6-12, K-12)

Start from the Home Page, under Setup, select system.

Click Permanently Store Grades.

Reporting Term and Store Code will both the same. Example P1.

Check the Include only enrollment records that are currently active and that were active on the specific end date. Example: 9/25/2020

Choose the drop down to **Store with no credit** for 2020-2021 and Semester 1. Leave Cycle 1 at Do not store. Submit.

**Houston Independent School District Grading Process
2020-2021**

Permanently Store Grades

Which Grades			
Use this Final Grade/Reporting Term: P1 *			
Save with this Historical Store Code: P1 *			
Exclude/Include Class Enrollments			
<input type="checkbox"/> Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000			
<input type="checkbox"/> Exclude enrollment records where the student dropped the class before this date: 00/00/0000			
<input checked="" type="checkbox"/> Include only enrollment records that are currently active and that were active on this date: 09/25/2020			
Additional Filter Options			
<input type="checkbox"/> Store grades for currently selected (0) students only			
Request that grades be stored only for a specific section (course.section)			
Student Grade Level <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8			
Track <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F			
School Exit Date From MM/DD/YYYY to MM/DD/YYYY			
Classes by term length		Store	% of course credit
2020-2021	(09/08/2020 - 06/11/2021)	Store with no credit	0 %
Semester 1	(09/08/2020 - 01/31/2021)	Store with no credit	0 %
Cycle 1	(09/08/2020 - 10/18/2020)	Do not store	 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite it.

High School Permanently Stored Grades

Start from the Home Page, under Setup, select system.

Click Permanently Store Grades

Reporting Term and Store Code will both be the same. Example P1.

Check the Include only enrollment records that are currently active and that were active on the specific date. Example: 9/25/2020

Choose the dropdown Store with no credit for Semester 1. Leave 2020-2021 and Cycle 1 at Do not store. Submit.

**Houston Independent School District Grading Process
2020-2021**

Permanently Store Grades

Which Grades	
Use this Final Grade/Reporting Term:	P1 *
Save with this Historical Store Code:	P1 *
Exclude/Include Class Enrollments	
<input type="checkbox"/> Exclude enrollment records where the student enrolled in the class after this date:	00/00/0000
<input type="checkbox"/> Exclude enrollment records where the student dropped the class before this date:	00/00/0000
<input checked="" type="checkbox"/> Include only enrollment records that are currently active and that were active on this date:	09/25/2020
Additional Filter Options	
<input type="checkbox"/> Store grades for currently selected (0) students only	
Request that grades be stored only for a specific section	<input type="text"/> (course.section)
Student Grade Level	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Track	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
School Exit Date	From <input type="text"/> MM/DD/YYYY to <input type="text"/> MM/DD/YYYY
Classes by term length	Store % of course credit
2020-2021 (09/08/2020 - 06/11/2021)	Do not store <input type="text"/> %
Semester 1 (09/08/2020 - 01/31/2021)	Store with no credit 0 <input type="text"/> %
Cycle 1 (09/08/2020 - 10/18/2020)	Do not store <input type="text"/> %
If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will over	

2020-21 Grading Term/Store Codes

Grading Term	Store Code	Reporting End Date	Store With No Credit or With Credit	% Course Credit
Progress Report 1	P1	09/25/2020	Store with No Credit	0
Cycle 1	C1	10/16/2020	Store with No Credit	0
Progress Report 2	P2	11/6/2020	Store with No Credit	0
Cycle 2	C2	12/4/2020	Store with No Credit	0
Progress Report 3	P3	1/8/2021	Store with No Credit	0
Cycle 3 and Final Exam*	C3, E1	1/29/2021*	Store with No Credit	0

**Houston Independent School District Grading Process
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Semester 1	S1	1/29/2021	Store with Credit	100
*at end of semester 1(S1), secondary schools will perform permanently stored grades three (3) times for: C3 for Cycle 3, E1 for exam grades and S1?				
Progress Report 4	P4	2/19/2021	Store with No Credit	0
Cycle 4	C4	3/12/2021	Store with No Credit	0
Progress Report 5	P5	4/9/2021	Store with No Credit	0
Cycle 5	C5	4/30/2021	Store with No Credit	0
Progress Report 3	P6	05/21/2021	Store with No Credit	0
Cycle 6 and Final Exam**	C6 and E2	06/11/2021**	Store with No Credit	0
Semester 2	S2	06/11/2021	Store with Credit	100
Cycle 6 and Y1***	C6 and Y1		Store with No Credit	0

**at end of semester 2 (S2), secondary schools will perform permanently stored grades process three times for: C6 for Cycle 6, E2 for Final Exam grade and S2 for Semester 2 average?				
***Elementary schools will store grades two (2) times for C6 for Cycle 6 and Y1 for Year Long course averages.				

Screen Fields for Permanently Storing Grades

[Start Page>>Setup>> System >>Grades>>Permanently Stored Grades](#)

Which Grades

Use this Final Grade/Reporting Term (e.g., P1)

Save with this Historical Store Code (e.g., P1)

NOTE: The recommendation is for the Final Grade/Reporting Term and Save with this historical Store Code be the same (e.g., P1 and P1, P2 and P2, etc.).

Exclude/Include Class Enrollments

The EXCLUDE AND INCLUDE options work interchangeably. The recommendation is to use INCLUDE only.

Exclude enrollments records where the student enrolled in the class after this date:

(ignore this option)

Exclude enrollment records where the student dropped the class before this date

(ignore this option)

Include only enrollment records that are currently active and that were active on this date

**NOTE: Use this option for stored grades and enter end date of progress report cycle (dd/mm/yyyy)
e.g., 09/20/2019**

Additional Filter Options

(Use these fields when storing grades for specific grade level or student selection)

Stored grades for currently selected (###) students only

Request that grades be stored only for a specific section (ignore)

**Houston Independent School District Grading Process
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Student Grade Level (choose grade level (s))
Track (**ignore**)
School Exit Date (**ignore**)

Classes by term length (use this screen to choose if store codes need to be stored with credit or stored with no credit and the percentage of course credit). For progress report store codes P values, there will be no credit or % value for course credit.

Show all terms radio button: select YES.

Cycle: Select the appropriate reporting cycle in which progress report period falls within
e.g., Choose Cycle 1 to store P1 progress report period

Store field: Choose: **Store with no credit** from the dropdown.

NOTE: for progress report periods the options will be always be store with no credit)

% of course, credit: default is Zero (0) with the store with no credit selection.

Options for classes enrolled at other schools (no option required/ignore)

Options for withholding credit – only those items checked can cause credit to be withheld

Advanced Potential and Earned Credit Options (no option required/ignore)

Repeated Course Grade Suppression: (no option required/option)

Submit (start stored grades process)

This process takes the verified grades from the teachers' gradebook (in this process it is Power Teacher Pro) and writes it into the students' historical page for reporting purposes (i.e., progress reports, report cards and transcripts). A confirmation of completion when the process is complete.

Generating/Printing Progress Reports

Step 1: Start from the Home Page.

Step 2: Select Students.

Step 3: Use the Group Functions in the lower right corner, choose Print Reports.

Step 4: Choose HISD Progress Report.

Step 5: Complete filters as needed.

Step 6: Submit.

After the Grade Coordinator / SIR has completed the permanently stored Grades process run, progress reports are generated for the specified P cycle (Progress Report Cycle). Progress reports can be run individually, by grade level, teacher, or campus. Progress reports can also be generated in Spanish if the student's primary home language field is Spanish. Future translated languages to come as the district determines.

Generate Progress Report by Grade Level or Multiple Students.

Special Functions >Group Function >Printing> Print Reports

Select students by Grade Level or Hand Select students by using the student selection. Use this current returned set of students to print progress reports, or a sub-selected group within this returned set.

Sort by clicking on the column headers

Sub-select by holding the shift key down while clicking student rows to select contiguous rows.

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Sub-select by holding down the Ctrl key on Windows (or Command key on Mac), to select non-contiguous rows.

Click the **'Make Current Selection'** button (once you have a selection of students)

From the **Group Functions** page – scroll down to the **Printing**

Click **'Print Reports'**

Which Report Would You Like to Print? field choose the appropriate progress report period from the drop down (e.g., "HISD P1 Progress Report") for Progress Report Period 1

Which Students? Field. Choose the appropriate options.

All records in single batch (preferred option)

Print only the first blank records, or

All records in batches of ____records.

In What Order? Field Choose the order:

Alphabetical, or

by grade level, then alphabetical, or

by period and date. Choose the class period (where you can choose which period on a given day) from the dropdown and the specified enrollment date for this class period.

If printing student schedules use... the following selections

Courses actively enrolled in during current term (excludes dropped courses) default

All courses enrolled in during current term (includes dropped courses), or

On enrollment as of date

If printing fee list, only include transactions conducting during field (no option required)

Watermark Text (no option required)

Draft/Unofficial/Confidential/Copy/File Copy/Preliminary/Private/Internal Use

Watermark Mode (no option required)

When to print

ASAP (default)/At Night/On Weekend/On Specific Date/Time (choose the date and time)

Report Output Locale

Default field is English

Submit to start the report. click Refresh via the Reports Queue (System) until the status is "Completed"

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Click View for the completed report output in pdf format

Generate Progress Report by student

Select a single student, go to the student's page.

Click **'Print A Report'** from the upper left area of the page

Which Report Would You Like to Print? field choose the appropriate progress report period from the drop down (e.g., "HISD P1 Progress Report") for Progress Report Period 1

Since you are printing classes in the student's schedule, it's best to choose to print using **'enrollment as of date'**, where the date is the last day of the P cycle period.

Other Print Options can be left at default settings.

Submit to start the report. click Refresh via the Reports Queue (System) until the status is "Completed"

Click View for the completed report output in pdf format

Progress Report Fields – the progress report in the pdf format will contain the following information.

Note: when the Student's Primary Language, on the Demographics page, is set to Spanish, the field labels on the report will be a combination of English / Spanish.

- School Name
- P# Progress Report – identifies which progress report period
- School Year – the year name, like 2019-2020
- Progress Report End Date – the date of the end of the progress report period
- School Address
- Principal Name
- Telephone number
- Student ID: student number
- Homeroom: the homeroom of the student (see homeroom section below)
- Homeroom Teacher: the teacher of the student's homeroom (see homeroom section below)
- Grade: student's grade level
- Birthdate: student's date of birth
- Date Enrolled: the current year's enrollment date
- To the Parents Of: Student's name, address, city, state, and zip code
- School Message: a message set by school personnel in the School setup area. There is both an English and Spanish version of this message. If the student's primary language is Spanish, then the School Message area will show the English version, and the Spanish version of the message.
- Class Listing
 - Course – the course name

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- Teacher – teacher of that course
- Period – the period number and day type of the course
- Grade – the stored grade for that P grading period
- Conduct – the Conduct code for the student in that class (E Excellent, S Satisfactory, P Poor, U Unsatisfactory)
- Comments – the teacher(s) comment stored with the grade.
- Parent Signature lin

Progress Report Message

Start>>setup>>School >> Progress Report Settings.

Progress Report Settings

HISD Progress Report School Settings For setting school messages, current prog report display options, and more...

Start Page > School Setup > ProgRep Setup Durham Elementary School 20-21 Year

Settings for Progress Report

Setting	Value
School Message (English)	this is where the progress report school message goes.
School Message (Spanish)	

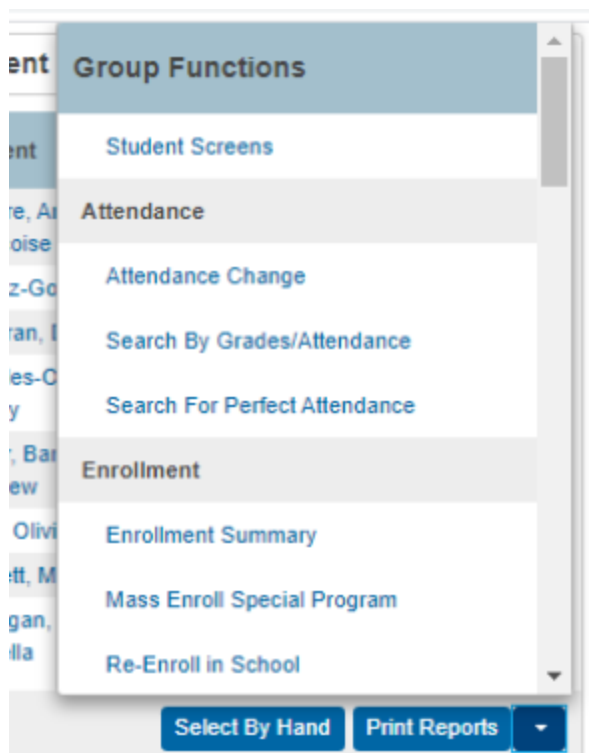
Submit

15. Print **Progress Reports**. Send to your FSC Sr. SIR and the copy center (Copycenter@houstonisd.org) for mailout. There is a fee associated with utilizing the copy center. A fee incurred by the campus.

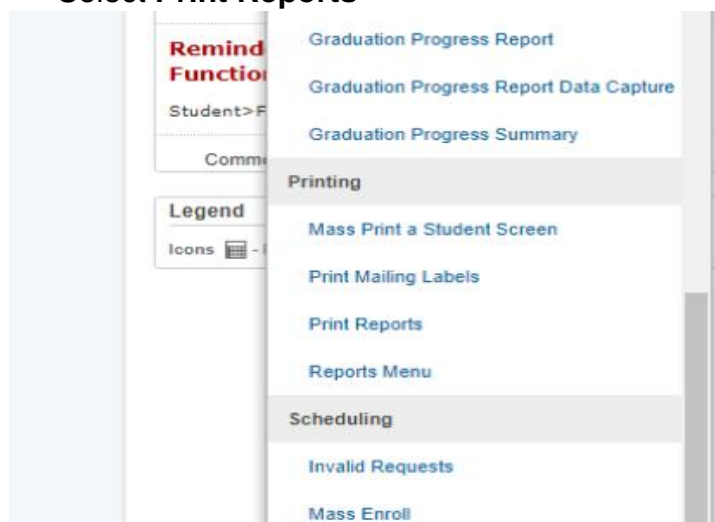
16. Print Progress Reports / Report Cards

Scroll to the **Printing**

*Houston Independent School District Grading Process
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Select Print Reports



Print Reports menu

**Houston Independent School District Grading Process
2020-2021**

Start Page > Special Functions > Group Functions > Print Reports

Print Reports

Option	Value
Which report would you like to print?	HISD P1 Progress Report
For which students?	All 560 currently enrolled students
	<input checked="" type="radio"/> All records in a single batch.
	<input type="radio"/> Print only the first 2 records.
	<input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical
	<input type="radio"/> By grade, then alphabetical
	<input type="radio"/> By period HR class, as of this
	date: 9/25/2020 (takes extra time)
If printing student schedules, use...	<input type="radio"/> courses actively enrolled in during current term (excludes dropped courses)
	<input type="radio"/> all courses enrolled in during current term (includes dropped courses)
	<input checked="" type="radio"/> enrollment as of 9/25/2020
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year MM/DD/YYYY to MM/DD/YYYY

From the Which report would you like to print? Choose the appropriate Progress Report Period from the drop down.

- HISD P1 Progress Report
- HISD P2 Progress Report
- HISD P3 Progress Report
- HISD P4 Progress Report
- HISD P5 Progress Report
- HISD P6 Progress Report

For which students? Use the default option.

- The selection is for all students or students selected from the start page (by students or grade level).

In what order? Chose the preferred sort/print option

- Alphabetical (the default)
- By grade, then alphabetical
- By Period dropdown class as of this date _____ (defaults to current date)

If printing student schedules, use:

- Courses actively enrolled in during current term (excludes dropped courses)
- All courses enrolled in during current term (includes dropped courses), or
- Enrollment as of date. (default option). To print only current term classes, select this option with an as of date.

If print fee list, only include transactions (no selection required)

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Watermark Text (no selection required)

Watermark Mode (no selection required)

When to print

- ASAP (default)
- Default ASAP
- At Night
- On Weekend,
- On Specific Date/Time

Report Output Locale (default) English.

Submit

Report Queue (System) Screen page

Report Queue (System) - My Jobs

System ReportWorks

Refresh

Created	Job Name	Started	Ended	Status
09/27/2020	HISD P1 Progress Report	09/27/2020 01:06 PM		Running

Click **Refresh** until Status changes from Running to Completed

Click the **View** to when the status is **Completed**. Open the (.pdf) report.

Report Queue (System) - My Jobs

System ReportWorks

Refresh

Created	Job Name	Started	Ended	Status
09/27/2020	HISD P1 Progress Report	09/27/2020 01:06 PM	09/27/2020 01:15 PM	Completed View

Open the pdf to save report.

**Houston Independent School District Grading Process
2020-2021**

- 17. Transfer / Lost Grades** If the teacher clicks on a student name, use the sprocket in the upper right corner. There is a Transfer Scores, this will bring in scores from the previous class.

The screenshot shows the 'Grimaldo, Rene - Assignments' page. It includes a 'Read Only View' warning, 'C1 Course Grades', and a table of assignments. A context menu is open on the right, showing options like 'Show Filter', 'Hide Summary', 'Hide Details', 'Recalculate Final Grades', and 'Transfer Scores' (which is highlighted in yellow).

ASSIGNMENT	SCORE	DUE DATE	STANDARDS
Class 1. Rational Numbers/Dividing Fractions		9/30/2020	0
Class 2. Matter/Substances/Compounds		9/30/2020	0
Class 3. The Secret of Silks	50	9/16/2020	0
Class 4. Assignment 5	50	9/14/2020	0
Class 5. Assignment 4	43	9/14/2020	0
Class 6. Assignment 3	70	9/14/2020	0
Class 7. Assignment 2	75	9/14/2020	0
Class 8. Week 1 A1	76	9/11/2020	0
Class 9. Week 1 Assignment 2	50	9/9/2020	0

18. Lock Reporting Term Settings: Teacher Class/Section

Use this feature to manage a teacher's class section for updating **AFTER** grades have been permanently stored, and the grading term is locked by the district admin. **This is managed at the school level and ONLY on the class section.** This feature is intended for Power Teacher Pro sections only.

Please adhere to district policy when managing the locking/unlocking of school sections after grade reporting is completed.

Access to do this function must be granted upon approved role.

19. Manually Lock and Unlock Sections (School Level)

Manually lock and unlock sections from the Teacher Schedule page. *Unlocking/locking sections permits access to all (previous and current) grading terms.*

Note: The User Role must have the Manage Locked Reporting Terms setting enabled.

Start page, go to **Teacher Schedules** under **Functions** in the main menu.

Click the name of the staff member.

Select the **Checkbox** next to the section you want to manually lock or unlock.

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<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/>	HR(A)	19-20	ADM0100	HOME ROOM	314	14	26		
<input type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	313		25		
<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26		
Make all students listed above the current selection									
Unlock Selected Sections									

Click **Unlock Selected Sections** (at the bottom of the page)
Select from the menu (the button changes to reflect your selection):

- Unlock Selected Sections,
- Lock Selected Section, or
- Clear Manual Lock/Unlock

<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26		
Make all students listed above the current selection									
<div> Lock Reporting Terms <input checked="" type="checkbox"/> Unlock Selected Sections <input type="checkbox"/> Lock Selected Sections <input type="checkbox"/> Clear Manual Lock/Unlock </div> Unlock Selected Sections									

To unlock Selected Section, click the button, then **choose a future date** for the setting to expire (Unlock Until mm/dd/yyyy).

<input type="checkbox"/>	HR(A)	19-20	ADM0100	HOME ROOM	314	14	26		
<input type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	313		25		
<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26		







Unlock Until

Unlock Until:



















[Submit](#)

Click **Submit**. The icons in the Lock column will update to reflect the current state of the section (lock to unlock or unlock to lock).

**Houston Independent School District Grading Process
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<input type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26			
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25			

The teacher's class/section will be unlocked for editing until the locking date occurs OR by selecting the section(s) to **"Clear Manual Lock/Unlock"**.

<input checked="" type="checkbox"/>	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26			
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	1	13	25			
<input type="checkbox"/>	SCI(A)	19-20	03401GEN	Science GR3	2	14	32			
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34			
<input type="checkbox"/>	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32			
<input type="checkbox"/>	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26			
Make all students listed above the current selection										


Lock Reporting Terms

- Unlock Selected Sections
- Lock Selected Sections
- ☒ Clear Manual Lock/Unlock
- Clear Manual Lock/Unlock

Section will be (un)locked back at 12:01am of specified day.


Power Teacher Pro view when terms are (un)locked

▶ 19-20 (2019-2020)





Classes


Groups

HR(A) HOME ROOM 

LA(A) Other Language Arts KG

MTH(A) Mathematics KG 

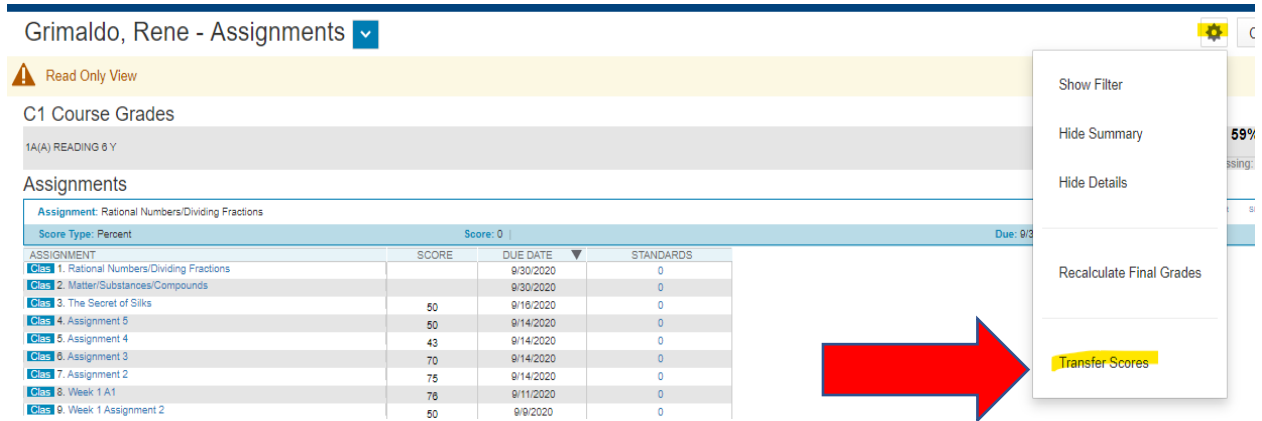
RD(A) Reading KG 

RT(A) Read Test KG 

**Houston Independent School District Grading Process
2020-2021**

20. Lost Grades Students who have had a schedule change or when teachers have lost their grades. If the teacher clicks on a student name, use the sprocket in the upper right corner.

Select Transfer Scores.



Grimaldo, Rene - Assignments

Read Only View

C1 Course Grades

1A(A) READING 6 Y

Assignments

Assignment: Rational Numbers/Dividing Fractions

Score Type: Percent Score: 0 Due: 9/30/2020

ASSIGNMENT	SCORE	DUE DATE	STANDARDS
Class 1. Rational Numbers/Dividing Fractions		9/30/2020	0
Class 2. Matter/Substances/Compounds		9/30/2020	0
Class 3. The Secret of Silks	50	9/16/2020	0
Class 4. Assignment 5	50	9/14/2020	0
Class 5. Assignment 4	43	9/14/2020	0
Class 6. Assignment 3	70	9/14/2020	0
Class 7. Assignment 2	75	9/14/2020	0
Class 8. Week 1 A1	75	9/11/2020	0
Class 9. Week 1 Assignment 2	50	9/9/2020	0

Transfer Scores

PK and KG Report Card Process

21. Pre-K / Kinder Grade Report Card Process – The grading cycle for both Pre-K and Kinder is now six weeks. The grades are based on performance observation, checklists, student products, and anecdotal records, as well as formal and informal assessments. The numerical grade level will be entered in the Power School grading section. Teacher's will verify their gradebook. Report cards will be processed and printed from PowerSchool. There are no standards for Reading. The standards are placed on the English Language Arts. PK / Kinder teachers do not run the teacher scoresheet report. (* Pre-K / Kinder will not receive progress reports)


PK / KN Grading Scale

- **1 for Discovery** – First steps
- **2 for Exploring** – Showing progress
- **3 for Connecting** – Ready to apply

If the student's home language code is **Spanish** and the student is scheduled with Other Language Arts (ELA Tek) or ESL courses, which is still English Tek, the student's Language Arts section on both the PK and Kinder reports cards will be blank.

Student Demographic Page

**Houston Independent School District Grading Process
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Student Language Information	
Home Language Survey Date	04/24/2019 
Enter the date the original Home Language Survey was administered to a student upon initial enrollment in a Texas public school.	
Home Language Code	(01) Spanish ▼
Home Language is the language spoken in the student's home most of the time, as determined by the student's home language survey.	
Student Language Code	(01) Spanish ▼
Student Language is the language spoken by the student most of the time, as determined by the student's home language survey.	
Gifted and Talented	

The teacher will see these TEKS.

LA(A) Other Language Arts KG - 20-21	
Standards	
ELA.K.1C.A	ELA.K.1C Share information and ideas by speaking audibly and clearly using the conventions of language.
ELA.K.1E.A	ELA.K.1E Develop social communication such as introducing himself/herself, using common greetings, and expressing needs and wants.
ELA.K.2A.iv.A	ELA.K.2A.iv Demonstrate phonological awareness by identifying syllables in spoken words.
ELA.K.2A.v.A	ELA.K.2A.v Demonstrate phonological awareness by blending syllables to form multisyllabic words.
ELA.K.2A.viii.A	ELA.K.2A.viii Demonstrate phonological awareness by blending spoken phonemes to form one-syllable words.
ELA.K.2B.i.A	ELA.K.2B.i Demonstrate and

These are the appropriate SLA Teks for a student with Spanish as Home Language Code.

**Houston Independent School District Grading Process
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▶ HR(A) HOME ROOM - 20-21
▼ LA(A) Spanish Language Arts KG - 20-21
Standards
SLA.K.1C.A SLA.K.1C Share information and ideas by speaking audibly and clearly using the conventions of language.
SLA.K.1E.A SLA.K.1E Develop social communication such as introducing himself/herself, using common greetings, and expressing needs and wants.
SLA.K.2A.iv.A SLA.K.2A.iv Demonstrate phonological awareness by identifying syllables in spoken words.
SLA.K.2A.v.A SLA.K.2A.v Demonstrate phonological awareness by blending syllables to form multisyllabic words.
SLA.K.2A.viii.A SLA.K.2A.viii Demonstrate phonological awareness by blending spoken phonemes to form syllables.
SLA.K.2B.i.A SLA.K.2B.i Demonstrate and apply phonetic knowledge by identifying and matching the common sounds that letters represent.
SLA.K.2B.ii.A SLA.K.2B.ii Demonstrate and apply phonetic knowledge by using letter-sound

Entering Grades (Standards, Identifiers, TEKS, PreK Guidelines) in PowerTeacher Pro

 ServiceDesk

How do I enter grades for PK and K?

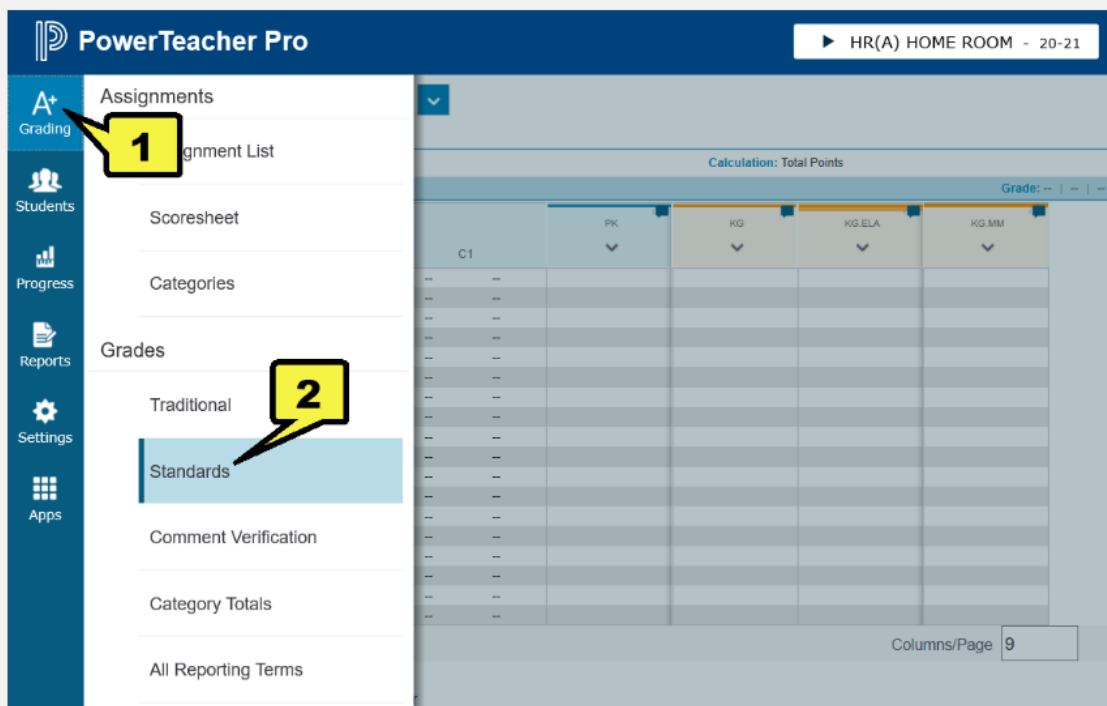
How do I enter Standards, Identifiers, TEKS or PreK Guidelines?

IMPORTANT: In PowerTeacher Pro, we will use the general term STANDARDS for PreK Guidelines, Identifiers, Identifiers, and TEKS. When you see the term STANDARDS it represents all these names.

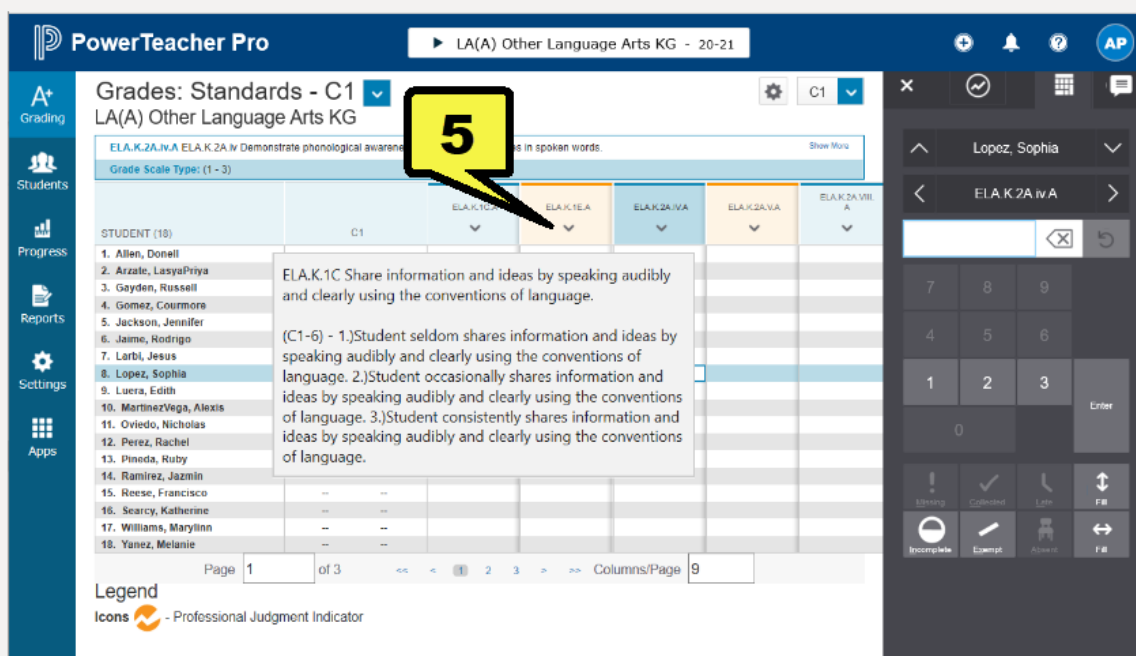
From the PowerTeacher Pro Start Page.

1. Click on **A+ Grading** in the left navigation
2. Click on **Standards** under Grades

Houston Independent School District Grading Process 2020-2021



5. The Standards will be listed across the top of the screen for the chosen domain. If you hover your mouse pointer over a particular standard, that standard and its related 1, 2, 3 comparison will be listed in a pop up box. Notice that in the second paragraph, it begins with C1-C6 or something similar. That notates which grading cycle that Standard is included (C1-C6 indicates this standard will be graded in all 6 cycles) and must be graded in each of the cycles listed. C1-C6 are the GRADING CYCLES (DO NOT use P1-P6 as that indicates the Progress Report Cycle).



**Houston Independent School District Grading Process
2020-2021**

6. Click in the box next to the student you will be grading under the standard you will be grading.

7. You can type in 1, 2, or 3 in that box using your keyboard OR you can use the score selector on the right side of the screen and click on 1, 2, or 3.

NOTICE that above the score selector, the student's name, and the standard you've selected are listed. Once you type in the 1, 2, or 3 score, that score will also appear. You can use this as verification that you have selected the correct student and standard to add your score.

8. Once you have entered one score, you can use the vertical fill function to fill the same score for all your students. If there are any students that have a different score, you can simply update that individual student's grade.

9. Once all grades have been entered, click SAVE

The screenshot shows the PowerTeacher Pro interface for grading. The top navigation bar includes the PowerTeacher Pro logo, a dropdown for 'LA(A) Other Language Arts KG - 20-21', and user icons. The left sidebar contains navigation links for Grading, Students, Progress, Reports, Settings, and Apps. The main content area displays 'Grades: Standards - C1' and 'LA(A) Other Language Arts KG'. Below this, a table lists 18 students with columns for standards (ELAK1GA, ELAK1EA, ELAK2A/VA, ELAK2A/VA, ELAK2A/VII.A). A red box highlights the student 'Allen, Donell' and the standard 'ELAK1EA'. A score of '3' is entered in the cell for this student. A yellow callout '6' points to the '3' in the cell. A yellow callout '7' points to the score selector on the right. A yellow callout '8' points to the '3' in the score selector. A yellow callout '9' points to the 'Save' button at the bottom right. The bottom of the screen shows the URL 'https://pstrn2.houstonisd.org/teachers/home.html' and a 'Final Grade Status' button.

STUDENT (18)	C1	ELAK1GA	ELAK1EA	ELAK2A/VA	ELAK2A/VA	ELAK2A/VII.A
1. Allen, Donell	--	--	3	--	--	--
2. Arzate, LasyaPriya	--	--	--	--	--	--
3. Gayden, Russell	--	--	--	--	--	--
4. Gomez, Courmore	--	--	--	--	--	--
5. Jackson, Jennifer	--	--	--	--	--	--
6. Jaime, Rodrigo	--	--	--	--	--	--
7. Larbi, Jesus	--	--	--	--	--	--
8. Lopez, Sophia	--	--	--	--	--	--
9. Luera, Edith	--	--	--	--	--	--
10. MartinezVega, Alexis	--	--	--	--	--	--
11. Oviedo, Nicholas	--	--	--	--	--	--
12. Perez, Rachel	--	--	--	--	--	--
13. Pineda, Ruby	--	--	--	--	--	--
14. Ramirez, Jazmin	--	--	--	--	--	--
15. Reese, Francisco	--	--	--	--	--	--
16. Searcy, Katherine	--	--	--	--	--	--
17. Williams, Marylinn	--	--	--	--	--	--
18. Yanez, Melanie	--	--	--	--	--	--

Houston Independent School District Grading Process 2020-2021

10. To leave comments for a student, choose Homeroom from the pull-down menu at the top of the screen. Comments will be visible on the parent portal as well as on report cards.

11. Choose the appropriate column and student.

- KG for Kindergarten teachers
- PK for PreKG teachers
- PK.MM - PK Montessori population
- KG.MM - KG Montessori population
- KG.DL - KG Dual Language population

12. Use the score selector on the right of the screen to type your comment

13. Notice a blue dialog icon will appear in the selected cell when a comment has been entered

14. You can also use the vertical fill function to fill comments for all students. If there are any students that you would like to leave a different comment, you can simply update that individual student's comment.

15. Once all comments have been entered, click SAVE

For additional training on PK and K Standards grade entry, please visit OneSource Me Course # 1441066

(HC_Pre-K & K PowerTeacherPro Standards). For general Power Teacher Pro Training, please visit OneSource Me Course #1441065 Elementary PowerTeacher Pro (Instructor lead) or Course #1443649 Elementary PowerTeacher Pro (Online)

PK / Kinder Dual Language Report Cards The SIR must enter DL50 or DL80 on the student demographics page and choose the Dual Language report card.

Demographics page > Other Infor > Elementary Program Type

Demographics	Contacts	Email	Other Info	Alerts	Transportation
<hr/>					
Date Entered US Schools	<input type="text" value="MM/DD/YYYY"/>				
Last School/Daycare Attended	<input type="text"/>				
Counselor	<input type="text"/>				
Elementary Program Type	<input type="text"/>				
Correspondence Language	<input type="text"/>				

Teacher Grade Change Process

The **only** reasons for changing a student's grade after it has been recorded are:

- ◆ If there was an error in the computation of the student's grade; or

**Houston Independent School District Grading Process
2020-2021**

♦ If an error was made entering grades into the teacher's grade book.

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. A principal may not arbitrarily change a grade. All changes must be made before the end of the next grading period.

After a cycle grade has been recorded, no additional class work may be accepted to improve a student's grade. If work assigned during the cycle was not completed, the student should receive an "INC," and the grade changed when the work is completed within the required time frame.

1. Grade Change Form must be requested by the teacher from the SIR / Registrar.

[Insert Campus Name]
School Year: [Insert School Year] _____ Semester _____

Student Last Name _____	First Name _____	HISD ID# _____
<hr/>		
Course Name: _____	Teacher Name: _____ (print)	
<hr/>		
ENTER ONLY THE INFORMATION TO BE CHANGED:		
4 th Six weeks: _____	from _____	to _____
5 th six weeks: _____	from _____	to _____
6 th Six weeks: _____	from _____	to _____
Final Exam (Sem. 2): _____	from _____	to _____

Reason for correction (check one):
_____ An incomplete grade was posted.

Any grade reported as "Incomplete" must be resolved before the end of the next grading period. It is the responsibility of the teacher issuing the Incomplete to determine the reasonable timelines for the completion and assessment of the missing material and to promptly report the grade. (HISD guidelines, Chapter XV-40)

The only reasons for changing a student's grade after it has been recorded are listed below. All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. All changes must be made before the end of the next grading period. (HISD Guidelines, Chapter XV-3)

_____ An error was made in the computation of the student's grade or absence.
_____ An error was made entering grades into Chancery Grade Files.

Date of request _____ Teacher Signature: _____

.....

Office use only

All changes must be made before the end of the next grading period. (HISD Guidelines, Chapter XV-3)

2. Teacher will contact the Grade Coordinator / SIR to unlock their gradebook to update teacher gradebook.
3. Teacher updates gradebook and records new cycle average / grade on the grade change form (The new grade in the gradebook must match the grade change form).
4. The grade change form is submitted to SIR / Registrar to obtain principal approval.
5. Once principal approval is obtained, the SIR / Registrar will record the new grade on the student's historical page.
6. The SIR / Registrar must keep the grade change form on file for at least one year.

Grading Process Reports



Grading Reports



Stored Grades Reports

Stored Grades- Missing Grades

- Use this report to find students with no cycle grades. Students must have all cycle grades to receive an accurate average at the end of the semester.

Stored Grades- Search

- Use this report to find students with NA or INC. Use the CTRL key to select multiple grades. All INCs must be corrected to a grade for students to receive an accurate average at the end of the semester. If a student has not completed the work and the INC must stay, that INC will be calculated as a 0. Students with NA will have to be manually averaged, as the calculated average provided by PowerSchool will be incorrect.

Multiple Grades

- Use this report to clean up listed students with multiple stored grades via historical page. Students cannot have multiple grades for a single course to receive an accurate average at the end of the semester. Multiple grades are deleted via the Students' Historical Grades page.

***Houston Independent School District Grading Process
2020-2021***

Reports

Form Reports
System Reports
ReportWorks
PSCB Custom Reports
sqlReports
District Reports
State Reports
HISD Reports

Multiple Grades This report will show all students who have duplicate grades.

Grading
Class Rank
Class – Grades and Assignment Scores
Class – Percent Grades Range
Class – Student Assignments Status
Denial of Credit
Gradebook - Manual Override Grades
Gradebook - Missing Grades
Gradebook – Section Readiness
Gradebook – Update Status
Multiple Grades
Progress Report

UIL Report

Select Reports

Reports
System Reports
ReportWorks
PSCB Custom Reports
sqlReports
District Reports
State Reports
HISD Reports





Select Engine, then UIL Eligibility.

**Houston Independent School District Grading Process
2020-2021**

Reports

System	ReportWorks	State	HISD	Engine	Setup
					PEIMS E
Run Report		Master Table			
HISD Class Size Lock Grade Level		ClassRank			
HISD Class Rank Update		ClassRank			
HISD Class Size Update		ClassRank			
UIL Eligibility		Students			
UIL Student Roster		Students			

UIL Eligibility Report

Report Name	UIL Eligibility		
Version	1.0		
Description			
Comments			
Use	Current School Only		
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students		
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
Processing Options	In Background Now ▾		
Specific Date/Time	MM/DD/YYYY  		
Data to be filled	(Check checkbox on the right to save as default value) <input type="checkbox"/> Reset All ▾		
Gender	All ▾	<input type="checkbox"/>	
Sort By	Activity ▾	<input type="checkbox"/>	

Submit

Honor Roll

Before the Honor Roll report can be generated for each grading cycle, you must first calculate the Honor Roll.

C1 will progress to C2, C3, etc. as the cycles change.

System, Calculate Honor Roll

Store Code, C1

Campus C1 Honors

Submit

To print the Honor Roll

System Reports

Honor Roll

Enter a title for the report, Cycle 1 Honor Roll

Honor Roll Method, Campus C1 Honors

Store Code, C1

**Houston Independent School District Grading Process
2020-2021**

Grades and Gradebooks	Version	Description
Class Ranking		Student list by GPA.
Grade Count		Grade Count
Grade Count by Teacher		Grade Count by Teacher
Grades Distribution	1.4	Identifies trends in instruction, grading and assessment
Graduation Progress Report (PDF)		Progress towards graduation requirements.
Honor Roll		Students meeting honor roll criteria.
Teacher Gradebooks		Individual student grading report.

Honor Roll Report

Which Students	<input checked="" type="radio"/> All 2116 currently enrolled students
Report Title	
Honor Roll Method	
Store Code	(leave blank for all)
School Year	(leave blank for current school year)
Historical Grade Level	(leave blank for all)

Class Percent Grade Range (Failing Grades)


Under reports, select PSCB Custom Reports: Grade.

Reports
System Reports
ReportWorks
PSCB Custom Reports
sqlReports
District Reports
State Reports
HISD Reports



Select Grading and Gradebook, the Class-Percent Grade Range.

This report can be used to find failing grades.


PowerSchool SIS

Start Page > PSCB Custom Reports > Grading > Class - Percent Grades Range

Class - Percent Grades Range

Report Filters

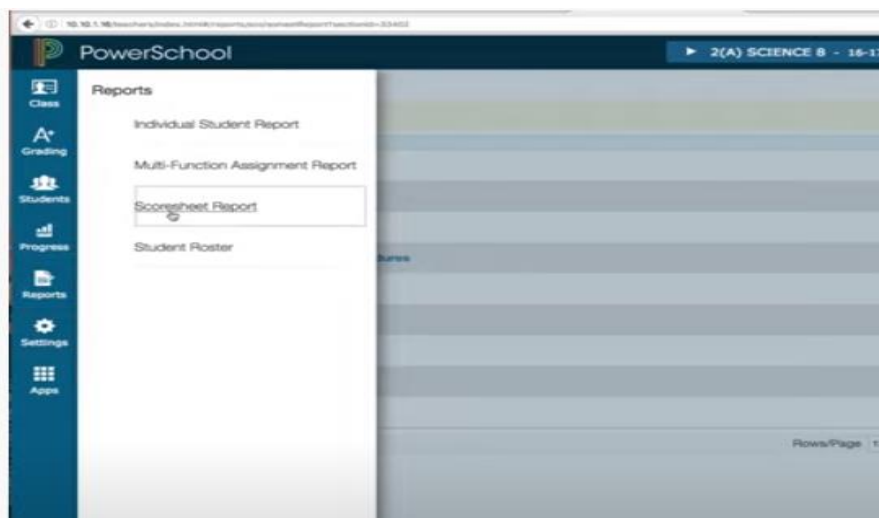
Grade Reporting Term	Min %	Max %	Min Matches	Students
C1	0	69	1	All Students

Select parameters and click submit

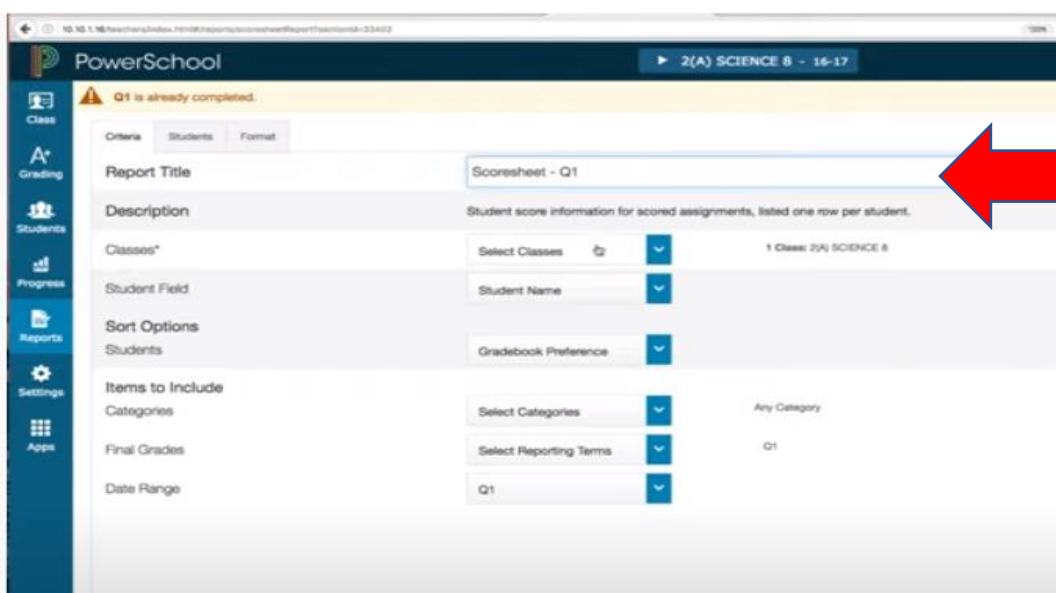
Class - Percent Grades Range (0 to 69)

Scoresheet Report

Teachers can run the **Scoresheet Report**. This report is equivalent to the **Teacher Gradebook Report**. Teachers must acknowledge and electronically submit to Principal/Campus PEIMS Coordinator. Under Power Teacher Pro select teacher. Select Reports, then Scoresheet report. This must be generated for every course the teacher offers during the six weeks reporting period.

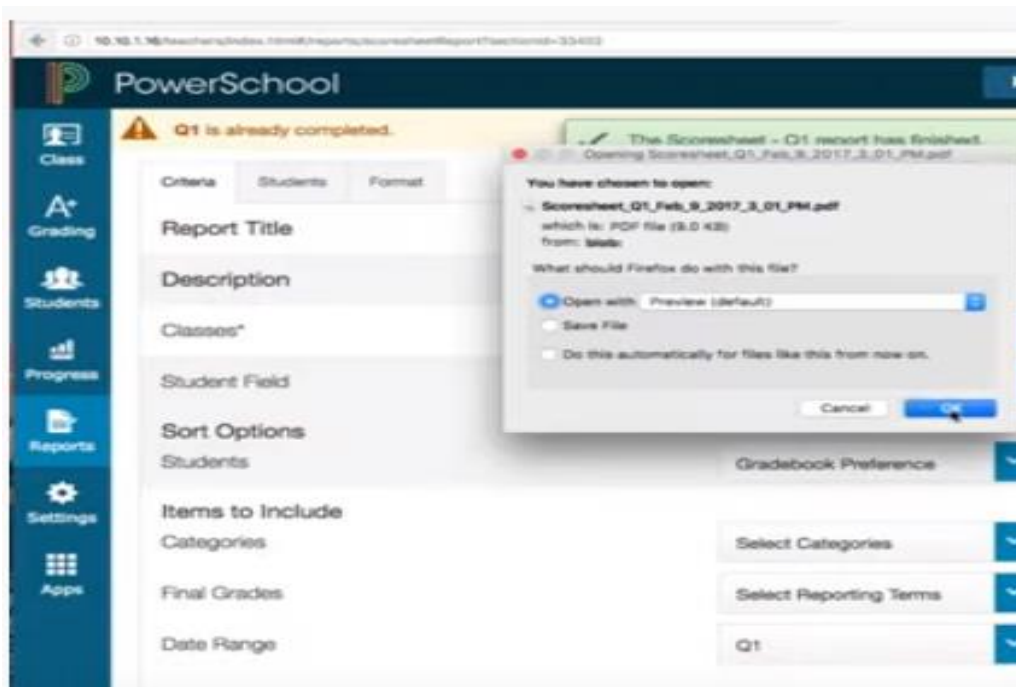


Description of Score Sheet - Naming Convention is PR_1 Teacher Name/ Naming Convention is RC_1_Teacher Name



Select Run Report - Green Button at bottom right- the following display will appear.

Houston Independent School District Grading Process 2020-2021



Select OK

This is the report output>Save as a pdf with the naming convention from Step 2 to your desktop.

Based on the output please confirm every student has received a grade.

This process is to be completed every six weeks.

Scoresheet - Q1

Class: 2(A) SCIENCE B

	Q1	Disposition Scorebook Sep 7, 2216 PTS 10 x 1.0	Randomized Reflections Oct 4, 2016 PTS 10 x 1.0	Test Port B Oct 26, 2016 PTS 20 x 1.0	Workbook Week 1 Oct 4, 2016 PTS 10 x 1.0	Laboratory Safety Pro- cedures Oct 13, 2016 PTS 10 x 1.0	Test Port A Oct 26, 2016 PTS 20 x 1.0	State Grade HomeWork Oct 14, 2016 PTS 10 x 1.0	Vocab Test Oct 10, 2016 PTS 15 x 1.0	Q2 workbook Lesson Jan 17, 2017 PTS 100 x 1.0
BECKER, Ryan	B+ 89%	0	10	18	4	2			5	85
DANIELS, Blake	A 100%	9	10	2	10	10	30	10	15	100
EDSON, Caleb	B+ 87%		10		10		28	10	15	87
ELBERT, Taylor	A 100%	9	10	18	10	10	30	10	15	100
GORDON, Karla	A 100%	9	10	18	10	10	30	10	15	100
GRAHAM, Logan	A 90%	9	10	18	10	10	30	10	15	90
GREENE, Chase	A 100%	9	10	18	10	10	30	10	15	100
HANSON, Tommy	A 100%	9	10	18	10	10	30	10	15	100
HARPER, Derrick	C 75%	9	10	18	10	10	30	10	15	75
HARVEY, Jennifer	A 100%	9	10	18	10	10	30	10	15	100
HUNTER, Bentley	B 80%	9	10	18	10	10	30	10	15	80
JENSEN, Joshua	A 100%	9	10	18	10	10	30	10	15	100
KENNEDY, Kylee	A 100%	9	10	18	10	10	30	10	15	100
KIM, Emma	A 100%	9	10	18	10	10	30	10	15	100
MATTHEWS, Kody	F 22%	9	10	18	10	10	30	10	15	22
MCDONALD, Isabelle	A 100%	9	10	18	10	10	30	10	15	100
MEDINA, Emma	A 100%	9	10	18	10	10	30	10	15	100
MORINO, Katherine	A 100%	9	10	18	10	10	30	10	15	100
MORRISON, Matthew	B 85.5%	9	10	20	10	10	30	10	15	85.5
MURRAY, Aaron	A 100%	9	10	20	10	10	30	10	15	100
NILLS, Mya	B- 80%	9	10	18	10	10	30	10	15	80

Teacher Gradebook Report

**Houston Independent School District Grading Process
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Select System Reports.

Reports

System Reports

Scroll down to Grades and Gradebooks, then select Teacher Gradebook.

Grades and Gradebooks

Class Ranking

Grade Count

Grade Count by Teacher

Grades Distribution

Graduation Progress Report
(PDF)

Honor Roll

Teacher Gradebooks

Select a teacher or multiple teachers.



Teacher Gradebooks

Teacher Name Selection

Print Gradebooks for
(hold the CTRL key to make multiple selections)



For classes during this term

20-21 Cycle 1

	LA	<input type="checkbox"/>
	MTH	<input type="checkbox"/>
	SCI	<input type="checkbox"/>
	SS	<input type="checkbox"/>
	RD	<input type="checkbox"/>
	ANC	<input type="checkbox"/>
	RT	<input type="checkbox"/>
Don't print classes that		<input checked="" type="checkbox"/> have no students
		<input type="checkbox"/> have no assignments
<input checked="" type="checkbox"/> Only assignments in this Date Range		4/24/2020  to 5/29/2020 
Assignment header		Print Assignment Name and Date Due ▼
Print in name column		Student Name ▼
Print Final Grade(s) (comma-separated)		

HISD Reports> HISD Denial of Credit Report List of students with grades that have been flagged as denied credit (NG).

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 Court Filing on Parent	Print the <i>Court Filing on Parent</i> form.
Denial of Credit	Reports for Denial of Credit
 HISD Denial of Credit Report	Returns listing of student grades that have 1.0.1)
Course Catalog	Reports for Course Catalog

Denial of Credit Override

Select a student

Click Historical Grades

Click the Denial of Credit button

Click the Edit pencil icon for the Semester Average NG

Check the Override box and enter a Reason and click submit.

Denial of Credit for: ELC9822A : STRT LRN MTH A : S1

Denial of Credit Information			
Days Enrolled	74	Days Absent	11
Percent Absent	14.9%	Denied Credit	YES
Orig Stored Grade	90	Orig Stored Earned Credits	.5
Denial of Credit Processed	02-MAR-21 01:17:03 AM		
Override Denial of Credit			
Override	<input checked="" type="checkbox"/>	Override Reason	Attend. Committee Override ▼
Overriden By		Overriden On	03/04/2021 01:16 PM
		Cancel	Submit

**Houston Independent School District Grading Process
2020-2021**

Semester Averaging (Final Averaging)

If you attended the End of Semester workshop you were told the end of semester grades would be calculated from the teachers' gradebook (PowerTeacher Pro). Based upon concerns about semester averaging and the feedback from the workshops, we have explored a more viable solution to have grades, (C1, C2, C3 and/or E1) average directly from the student's Historical Grades pages. *Missing cycles/final exam grades will still average and award/deny credits based upon the available grades; however, these averages will be incorrect.*

It is very important to follow the instructions provided in order to ensure the best grade averaging and credit awarding possible.

The SIS team member (Jonel Lockler) will calculate the semester averages for each secondary school via a Final Average Grade process after the schools have stored cycles 3 (C3) and final exam (E1).

We will work with our designated campus Office Grade Reporting support staff when it is time to do the **Final Average Grade** calculating. We will do this process as it will ensure:

- better results grade averages, and
- any limitations around access.

Step 1: Begin by running the **Permanently Store Grades** process as follows.

Permanently Store Grades (Middle School – also includes K-8, 6-12, & K-12 campuses)

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code both **C3**
- Check the Include only enrollment records that are currently active and that were active on this date **1/28/2021**
- Choose the drop down to
 - Store with no credit for **2020-2021** and
 - Store with no Credit for **Semester 1** (leave Cycle 3 at Do not store)
- Store grades for classes enrolled at **This School Only**
- Submit

Houston Independent School District Grading Process 2020-2021

Permanently Store Grades

Which Grades
Use the Final Grade Reporting term: **E1**
Start with this Historical Store Code: **C3**

Exclude/Include Class Enrollments
☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/00
☐ Exclude enrollment records where the student dropped the class before this date: 00/00/00
☒ Include only enrollment records that are currently active and that were active on this date: **1/31/2021**

Additional Filter Options
 Store grades for currently selected (S) students only
 Request that grades be stored only for a specific section:
 Student Grade Level:
 Track:
 School Exit Date: From: 00/00/00 To: 00/00/00

Classes by term length	Store	% of course credit
2020-2021 (09/09/2020 - 06/16/2021)	Store with no credit	0 %
Semester 1 (09/09/2020 - 01/11/2021)	Store with no credit	0 %
Cycle 3 (12/07/2020 - 04/14/2021)	Do not store	0 %

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPA, and transcripts.
 Show all terms? ☒ No ☐ Yes

Options for classes enrolled at other schools
 Store grades for classes enrolled at:
 Record the school name of: This school

Options for withholding credit - only those items checked can cause credit to be withheld
☐ If more than 0.0 attendance points have accumulated between the dates of 00/00/00 and 00/00/00, then give the student a grade of NG and a GPA point value of 0.0 and store the real grade in the "teacher comment" field with this comment: Credit withheld due to excessive attendance points

Advanced Potential and Earned Credit Options

Repeat the Permanently Store Grades for Final Exam 1 (E1)

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code both **E1**
- Check the Include only enrollment records that are currently active and that were active on this date **1/31/2021**
- Choose the drop down to:
 - Store with no credit for Semester 1. (leave 2020-2021 and Cycle 3 at Do not store)
- Store grades for classes enrolled at **This School Only**
- **Submit**

Permanently Stored Grades (High School steps)

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code will both be **C3**
- Check the Include only enrollment records that are currently active and that were active on this date **1/28/2021**
- Choose the drop down
 - Store with no credit for Semester 1. (Leave 2020-2021 and Cycle 3 at Do not store)

Houston Independent School District Grading Process 2020-2021

- Store grades for classes enrolled at **This School Only**
- **Submit**

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: **E1**

Save with this Historical Store Code: **E1**

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000

☒ Include only enrollment records that are currently active and that were active on this date: **1/31/2021**

Additional Filter Options

Store grades for currently selected (0) students only

Request that grades be stored only for a specific section:

Student Grade Level: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Track: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

School Exit Date: From: MM/DD/YYYY To: MM/DD/YYYY

Classes by term length	Store	% of course credit
2020-2021 (09/08/2020 - 06/11/2021)	Do not store	%
Semester 1 (09/08/2020 - 01/31/2021)	Store with no credit	0 %
Cycle 3 (12/07/2020 - 01/31/2021)	Do not store	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts. Show all terms? ☒ No ☐ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at: **This school only**

Record the school name of: This school

Options for withholding credit - only those items checked can cause credit to be withheld

☐ If more than 0.0 attendance points have accumulated between the dates of 00/00/00 and 00/00/00 then give the student a grade of NO and a GPA point value of and store the real grade in the "teacher comment" field with this comment: Credit withheld due to excessive attendance points

Permanently Store Grades for Final Exam 1 (E1)

- Start from the Home Page
- Click System
- Click Permanently Store Grades
- Reporting Term and Store Code both **E1**
- Check the Include only enrollment records that are currently active and that were active on this date **1/31/2021**
- Choose the drop down to:
 - Store with no credit for Semester 1 (Leave 2020-2021 and Cycle 3 at Do not store)
- Store grades for classes enrolled at **This School Only**
- **Submit**

Houston Independent School District Grading Process 2020-2021

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: Save with this Historical Store Code:

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date:

☐ Exclude enrollment records where the student dropped the class before this date:

☒ Include only enrollment records that are currently active and that were active on this date:

Additional Filter Options

☐ Store grades for currently selected (0) students only

Request that grades be stored only for a specific section:

Student Grade Level: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Track: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

School Exit Date: From To

Classes by term length	Store	% of course credit
2020-2021 (09/08/2020 - 06/11/2021)	Do not store	%
Semester 1 (09/08/2020 - 01/31/2021)	Store with no credit	0 %
Cycle 2 (12/01/2020 - 01/31/2021)	Do not store	%

If you are storing grades for a term that is not in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect graduation credit, GPAs, and transcripts.

Show all terms? ☒ No ☐ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at:

Record the school name of:

Options for withholding credit - only those items checked can cause credit to be withheld

☐ If more than 5 0 attendance points have accumulated between the dates of and then give the student a grade of and a GPA point value of and store the real grade in the "teacher comment" field with this comment:

Step 2: Generate reports to verify missing grades, INC, NA

Schools will need to validate/verify grading discrepancies through PowerSchool reports to ensure accurate averaging. These reports are found under District Reports.

Stored Grades- Missing Grades

- Use this report to find students with no cycle grades. Students must have all cycle grades to receive an accurate average at the end of the semester.

Stored Grades- Search

- Use this report to find students with NA or INC. Use the CTRL key to select multiple grades. All INCs must be corrected to a grade for students to receive an accurate average at the end of the semester. If a student has not completed the work and the INC must stay, that INC will be calculated as a 0. Students with NA will have to be manually averaged, as the calculated average provided by PowerSchool will be incorrect.

Multiple Grades

- This report has been sent to you by SIS. Use it to clean up listed students with multiple stored grades via historical page. Students cannot have multiple grades for a single course to receive an accurate average at the end of the semester. Multiple grades are deleted via the Students' Historical Grades page.

Step 3: Final Average calculations (by SIS staff)

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Once your campus has completed the Permanently Store Grades process and reviewed all grading reports designated school staff will email YOUR SIS contact person (Jonel Lockler) to run the calculating for S1 averages.

Please note grades are averaging from **historical/stored** and specifically the Percent (%) field.

Step 4: Denial of credit process

This process runs nightly, and awards/denies credit based upon unexcused excessive absences (i.e., AT or A attendance code), and a passing average.

*You must wait overnight after Final Average calculations have run **BEFORE** you can print your report cards.*

Registrars/grading persons removes the NGs and add credit earns value back if attendance appeals have been addressed.

Step 5: Address manual averaging due to schedule changes, etc.

Step 6: Generate Report Cards/Report Cards.

View Only Access to Teacher Gradebook

The Gradebook View role is now available for employees that currently do not have access and need to monitor teacher's gradebooks. Employees with the Principal, Office Attendance and Office Grade Reporting roles automatically have access.

You can request the "Gradebook View" role on the **SIS security form** for view access to the teachers' gradebooks. The role is not listed on the form; however, you can select box A (add) next to Other under Campus-Level and write "Gradebook View".

Campus Level – [A]dd/[R]emove		
Location #: (campus #)	Name: (campus name goes here)	
A/R (check approp. box)	A/R (check approp. box)	A/R (check approp. box)
<input type="checkbox"/> Principal	<input type="checkbox"/> Attendance	<input type="checkbox"/> PRS / PEP
<input type="checkbox"/> Discipline Edit	<input type="checkbox"/> Grade Reporting	<input type="checkbox"/> Health
<input type="checkbox"/> Register / Enroll / Withdraw	<input type="checkbox"/> Magnet	<input type="checkbox"/> View Only
<input type="checkbox"/> R/E/W w/ Attendance	<input type="checkbox"/> Student Sched.	<input type="checkbox"/> View Only
<input type="checkbox"/> R/E/W w/ Grade	<input type="checkbox"/> Master Sched.	<input type="checkbox"/> w/ Discipline
<input type="checkbox"/> Reporting	<input type="checkbox"/> Special Pops	<input type="checkbox"/> Teacher
<input checked="" type="checkbox"/> Other: Gradebook View	<input type="checkbox"/> Special Ed.	
<input type="checkbox"/> REMOVE ALL ROLES		

If you do not have access to a printer, you may email the following information to your campus Principal for approval:

Employee Name:

Employee ID number:

***Houston Independent School District Grading Process
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Employee Username:

Employee's current campus or department name:

Campus where access is needed:

Which system is needed: HISD Connect

Role(s) being requested: Gradebook View

Specify if the roles are to be Added or Removed: Add

To clarify, the Gradebook View role by itself does not have any access in HISD Connect. The role was created as an "add-on" for administrators that already have access to HISD Connect. The role does not require any additional training. However, if the employee that needs access to the gradebooks does not have access to HISD Connect, they must complete the HISD Connect Overview course (1441044) to request the View Only role along with the Gradebook View role.

The campus Principal must forward your request with his/her approval to sissecurity@houstonisd.org. **Please do not fax any forms.**

Out of Sync Grades

**Houston Independent School District Grading Process
2020-2021**

Out of Sync Reports

The purpose of the report is to ensure both the teachers gradebook and historical grades are synced.

Grades will need to be adjusted to reflect that of the Historical Grades (Stored Grades) if a approved grade change form is on file for the following cycles.

Cycle 1: Grade Change Form Approval Date on or before 12/4/2020

Cycle 2: Grade Change Form Approval Date on or before 1/28/2021

Cycle 3: Grade Change Form Approval Date on or before 3/12/2021

Pathway: Reports>PSCB Custom Reports>Grading>Gradebook-Put of Sync Grades

PSCB Custom Reports - Grading

Grading - PT Pro Gradebook	Description
Class - Grades and Assignment Scores	View student grades and assignment scores for a selected section and term.
Class - Grades and Comments	View Teacher Grades and Comments for a selected grade bin.
Class - Grades Search	View all Gradebook Letter Grades for selected low grades(s) and term.
Class - Grades Verification	View all Stored/Gradebook Grades for a selected teacher.
Class - Percent Grades Range	View all Teacher Percent Grades for a selected percent range and term.
Class - Student Assignments Status	View a list of assignments and details for a selected student.
Gradebook - Categories	View a list of teacher gradebook categories.
Gradebook - Class Descriptions	View a list of teacher class descriptions and custom names.
Gradebook - Manual Override Grades	Search for manual override grades in a teacher's gradebook.
Gradebook - Missing Grades	Search for missing grades in a selected teacher's gradebook.
Gradebook - Out of Sync Grades	Shows all out of sync gradebook grades / stored grades.



Select your Term C1 (Terms C1 -C3 must be reconciled)

Report Filters

Grade Reporting Term

C1

▼

Select parameters and click submit

Submit

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The report will display a listing by course and student with the teacher gradebook vs the store grades, you will see either a green or red highlighted field (Change Since Stored), those are the student's grades that must be reconciled...

Report Sample below

ECO-FES	ECO3477F 3	1517963	C1	76	76	337	436	78*	76	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	1504451	C1	71	71	303	436	71*	71	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	1508137	C1	90	90	36	43	NA	0	11/11/2020	6/27/2021	0
ECO-FES	ECO3477F 3	1508346	C1	60	60	363	436	60*	60	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	2307627	C1	95	95	128	135	95*	95	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 3	2105559	C1	93	93	422	436	93*	93	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1506796	C1	84	84	327	366	84*	84	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1508330	C1	INC	0	180	180	58	50	10/22/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1516155	C1	100	100	180	180	100*	100	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1516241	C1	62	62	321	366	62*	62	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1512586	C1	76	76	302	390	78*	76	11/11/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1526191	C1	INC	0	180	180	58	50	10/22/2020	10/22/2020	0
ECO-FES	ECO3477F 4	1517999	C1	80	80	366	390	80*	80	11/11/2020	10/22/2020	0

The report can be exported to CSV, which will allow you to filter out data that reflect "0" of the Change Since Stored Column

Copy Data
Export CSV File
Make Current Student Selection

Apply filters to the next line of data and filter the last column to NOT Include 0

3	Ajiodo	ECO-FE	ECO347	Middle	15172	C1				3	4	73*			11/11/20	10/22/20	Y
---	--------	--------	--------	--------	-------	----	--	--	--	---	---	-----	--	--	----------	----------	---

Once filtered, the report should display only courses that need to be adjusted. You can also sort by teacher, and provide the teachers with a copy of their grades to reconcile.

ECO-FE	ECO347	15172	C1					3	4	73*				11/11/20	10/22/20	Y
ECO-FES	ECO3477F	1686127	C1		90	90		36	40	NA		0		11/11/2020	1/27/2021	90
ECO-FES	ECO3477F	1506830	C1	INC		0		180	180	50		50		10/22/2020	10/22/2020	-50
ECO-FES	ECO3477F	1526191	C1	INC		0		180	180	50		50		10/22/2020	10/22/2020	-50
W GEO	STISST3153A	1692651	C1		50	50		70	140	NA		0		11/11/2020	12/9/2020	50
COLLEGE	TELC9801B	1972728	C1		100	100		1200	1200	NA		0		10/21/2020	1/27/2021	100
COL READ	ELC9821F	1692651	C1		70	70		168	240	NA		0		11/12/2020	12/9/2020	70
COL READ	ELC9821F	1926189	C1		90	90		192	240	NA		0		9/27/2020	12/7/2020	90
ALGEBRA	MTH2157	1603894	C1		70	70		290	415	NA		0		10/14/2020	1/6/2021	70
ALGEBRA	MTH2157	1571683	C1		100	100		40	40	NA		0		11/15/2020	12/9/2020	100
ALGEBRA	MTH2157	1723633	C1		100	100		40	40	NA		0		11/15/2020	12/9/2020	100
ALGEBRA	MTH2157	1657392	C1		75	75		176	235	NA		0		11/15/2020	12/9/2020	75

6 Week Report Card and Progress Report Calendar

**Houston Independent School District Grading Process
2020-2021**

2020-2021 HISD Connect Dates for 6-WEEK Report Card and Progress Report						
Progress Report (PR)/ Cycle (CY)	HISD Connect	Progress Report (PR) and Report Card Cycle (CY) End Date	HISD Connect Teacher Timeframe	Teacher Verification Due (CY) @ 5p	HISD Connect Lock Date @ 12:01a	Progress Reports/Report Cards Go Out to Parents
PR1	PR Run 1	9/25/2020(Friday)	9/28/2020 - 10/01/2020		10/2/2020	10/2/2020
CY1	CY1	10/16/2020 (Friday)	10/19/2020 - 10/21/2020	10/21/2020	10/22/2020 (Thursday)*	10/23/2020 (Friday)
PR2	PR Run 2	11/06/2020 (Friday)	11/09/2020-11/11/2020		11/12/2020	11/13/2020 (Friday)
CY2	CY2	12/04/2020 (Friday)	12/07/2020 - 12/09/2020	12/9/2020	12/10/2020 (Thursday)*	12/11/2020 (Friday)
PR3	PR Run 3	01/08/2021 (Friday)	01/11/2021 - 01/13/2021		1/14/2021	1/15/2021 (Friday)
CY3	CY3	01/28/2021 (Thursday)**	02/01/2021 - 02/03/2021	2/3/2021	02/04/2021 (Thursday)*	02/05/2021 (Friday)
PR4	PR Run 4	02/19/2021 (Friday)	02/22/2021 - 02/24/2021		2/25/2021	2/26/2021 (Friday)
CY4	CY4	03/12/2021 (Friday)	03/22/2021 - 03/24/2021	3/24/2021	3/25/2021 (Thursday)*	3/26/2021 (Friday)
PR5	PR Run 5	04/09/2021 (Friday)	04/12/2021 - 04/14/2021		4/15/2021	4/16/2021 (Friday)
CY5	CY5	4/30/2021 (Friday)	05/03/2021 - 05/05/2021	5/5/2021	05/06/2021 (Thursday)*	05/07/2021 (Friday)
PR6	PR Run 6	05/21/2021 (Friday)	05/24/2021 - 05/26/2021		5/27/2021	5/28/2021 (Friday)
CY6	CY6	06/11/2021 (Friday)		06/09/2021 (ES/MS)	06/10/2021 (ES/MS)	06/11/2021 (ES/MS)
				06/16/2021 (HS)	06/17/2021 (HS)	06/18/2021 (HS)
**End of 1st semester						