District Grading Process
20-21

1. The Grade Coordinator / SIR / HS Registrar / Dean will work with Counselors and run the Student Non-Schedule Period report (2 weeks prior to end of grading cycle).

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

Begin from the PowerSchool home page.

Select District Reports.

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

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

Example: Block Schedule

Example: Traditional Schedule

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 Report

From the start page select District Reports.

Select Scheduling: Students not enrolled in a course.

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

Student # ⇕	Student ⇕	Grade Level ⇕

2. 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).

3. 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.

4. **Short Term Sub** the Grading Coordinator will need to collaborate with their Campus Master Scheduler for courses that have a "Short Term Sub" as Teacher of Record. The Campus PEIMS Coordinator will need to be added as the Secondary Teacher. This will allow the PEIMS Coordinator the ability to enter grades for those students as oppose to utilizing the Historical Grades. Grades must be entered student by student.

5. **Long Term Subs** should have a listing of grades that must be submitted to the PEIMS Coordinator. This will allow the PEIMS Coordinator the ability to enter grades for those students as oppose to utilizing the Historical Grades. Grades must be entered student by student.
(*Dean of Instruction or Dept Chairperson should oversee subs)

6. **New Students Grade Process –** (Out of District / Incoming Transfer students) The Grade Coordinator/SIR/Registrar will input the current grades from the previous school. This will be done in the stored grade section in PowerSchool. 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.

7. **Pre-K / Kinder Grade 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. (* Pre-K / Kinder will not receive progress reports)
   - **1** for **Discovery** – First steps
   - **2** for **Exploring** – Showing progress
   - **3** for **Connecting** – Ready to apply

8. The Grade Coordinator will run the **Teacher Gradebook Report** the morning of the 4th day after the gradebook has been locked. This report provides an update of the teacher status (3rd day of teacher entry day). The campus administrator will be notified of teachers with incomplete grades. (*Campus Admin should handle grades. Reference to School Guidelines).

9. **Storing Grades**: Grades will be stored at the close of Progress Report and Report Card grading cycles. Only store grades one time. If re-stored, grades will be duplicated.

10. **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.

   Elementary Permanently Stored Grades

   Start from the Home Page

   Click System

   Click Permanently Store Grades

   Reporting Term and Store Code will both be P1

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

   9/25/2020

   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: **P1** ▼ *		
Save with this Historical Store Code: **P1** *		

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: 09/25/2020 📅		

▸ Additional Filter Options

Classes by term length		Store	% of course credit
2020-2021	(09/08/2020 - 06/11/2021)	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 overwri
affect graduation credit, GPAs, and transcripts.

Middle School Permanently Stored Grades (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 P1

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

Permanently Store Grades

Which Grades		
Use this Final Grade/Reporting Term: P1 ▼ *		
Save with this Historical Store Code: P1 *		

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: 09/25/2020 🗓		

▾ Additional Filter Options

☐ Store grades for currently selected (0) students only		
Request that grades be stored only for a specific section	[ ] (course.section)	
Student Grade Level	☐ 6 ☐ 7 ☐ 8	
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)	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 t...

High School Permanently Stored Grades

Start from the Home Page

Click System

Click Permanently Store Grades

Reporting Term and Store Code will both be P1

Check the Include only enrollment records that are currently active and that were active on this date 9/25/2020

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

Permanently Store Grades

Which Grades	
Use this Final Grade/Reporting Term: **P1** ▼ *	
Save with this Historical Store Code: **P1** *	

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: 09/25/2020 📅

▼ Additional Filter Options

☐ Store grades for currently selected (0) students only	
Request that grades be stored only for a specific section	[ ] (course.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 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 overw

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

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.				

Start Page>>Setup>> System >>Grades>>Permanently Stored Grades

Screen Fields

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 by stored only for a specific section (ignore)
- 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
(No option required/ignore)
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.

11. **Progress Report Process:** 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.

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.

Special Functions >>Group Function >>Printing>> Print Reports

Generate Progress Report by Grade Level or Multiple Students.

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.
- 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… field choose

- 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"

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 Parent's 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
  - 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 line

Progress Report Message

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

Cohort Information   Set up state specific information for cohorts.

Progress Report Settings

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

Activ

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

12. Print **Progress Reports** / **Report Cards** and send to copy center (Copycenter@houstonisd.org) for mailout.

13. **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.

14.   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.

15. 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**.

1. Start page, go to **Teacher Schedules** under **Functions** in the main menu.
2. Click the name of the staff member.
3. Select the **Checkbox** next to the section you want to manually lock or unlock.

	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
☐	HR(A)	19-20	ADM0100	HOME ROOM	314	14	26		🔒
☐	MTH(A)	19-20	03301GEN	Mathematics GR3	313		25		🔒
☑	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		🔒
☐	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		🔒
☐	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		🔒
☐	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		🔒
☐	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		🔒
☐	RT(A)	19-20	03999ENG	Read Test ENG GR3	314		26		🔒

Make all students listed above the current selection

Unlock Selected Sections ▾

4. Click **Unlock Selected Sections** (at the bottom of the page)
5. Select from the menu (the button changes to reflect your selection):
   - Unlock Selected Sections,
   - Lock Selected Section, or
   - Clear Manual Lock/Unlock

	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
☑	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		🔒
☐	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		🔒
☐	SCI(A)	19-20	03401GEN	Science GR3	2	14	32		🔒
☐	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34		🔒
☐	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
☐	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

Unlock Selected Sections ▾

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

Unlock Until ✖

Unlock Until: MM/DD/YYYY 📅

Submit

14

7. 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).

☐	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		🪑 ⊞	🔓
☐	SCI(A)	19-20	03401GEN	Science GR3	1	13	25		🪑 ⊞	🔒

8. 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**.

☑	MTH(A)	19-20	03301GEN	Mathematics GR3	314		26		🪑 ⊞	🔒
☐	SCI(A)	19-20	03401GEN	Science GR3	1	13	25	🪑 ⊞	🔒
☐	SCI(A)	19-20	03401GEN	Science GR3	2	14	32	🪑 ⊞	🔒
☐	SS(A)	19-20	03501GEN	Social Studies GR3	1	13	34	🪑 ⊞	🔒
☐	SS(A)	19-20	03501GEN	Social Studies GR3	2	14	32		
☐	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 ▾

9. 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)   🔍 Type to search

[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 🔒

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. Teacher start and end dates must be consecutive, do not leave any days between old teacher end date and new teacher start date. Submit.

16. **Example Reports**: Generate UIL, honor roll, perfect attendance, and Class Percent Grade Range report (i.e..... Must select criteria of a grade below 70).

Select Reports

Reports

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

Select Engine, then UIL Eligibility.

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	○ The selected 0 students only ● All students
Grades (leave blank for all)	☐ 9 ☐ 10 ☐ 11 ☐ 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) Reset All ⌄

Gender	All ⌄	☐
Sort By	Activity ⌄	☐

Submit

Under the reports tab, select Grade and Gradebook. Then Honor Roll.

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	● 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)

Under reports, select PSCB Custom Reports.
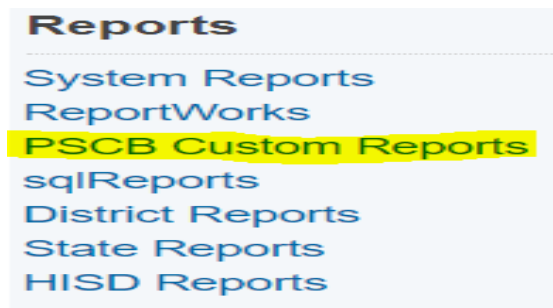
Select Grading and Gradebook, the Class-Percent Grade Range.

Teachers can run the **Scoresheet Report.** This report is equivalent to the **Teacher Gradebook Report**. Teachers must sign and submit to Principal/Campus PEIMS Coordinator.

Under Power Teacher Pro select teacher. Select Reports, then Scoresheet report. This must b generated for every course you teach.
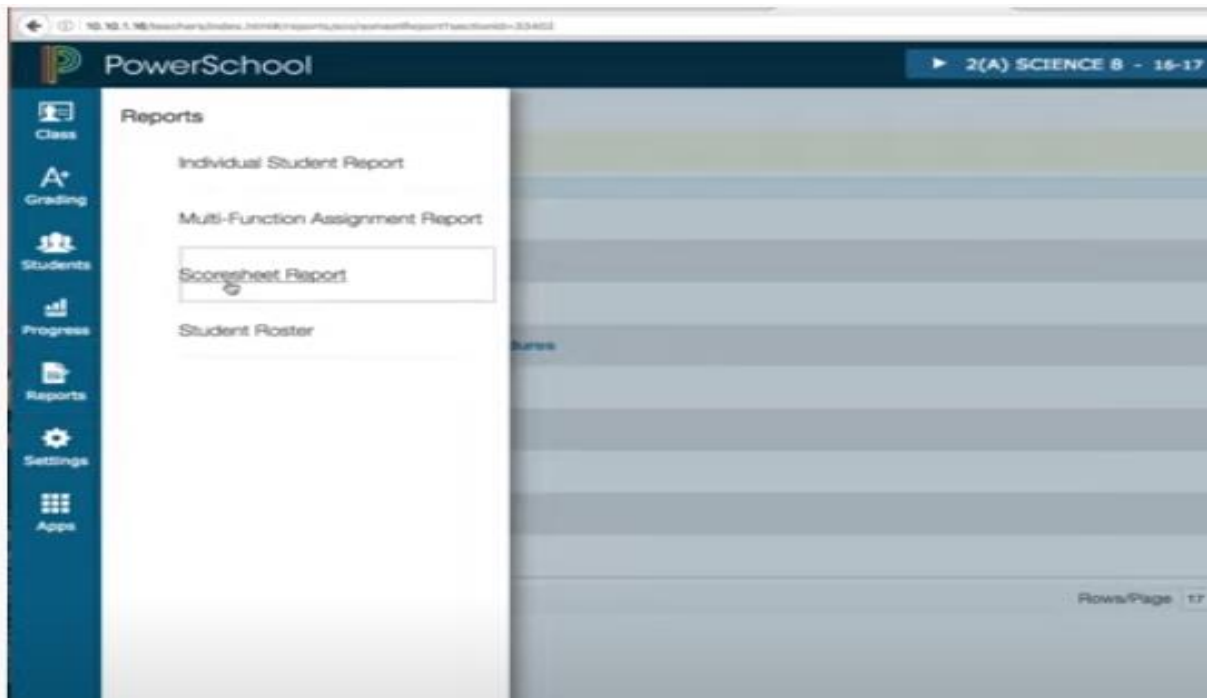
Description of Score Sheet - Naming Convention is PR_1 Teacher Name/ Naming Convention is RC_1_Teacher Name

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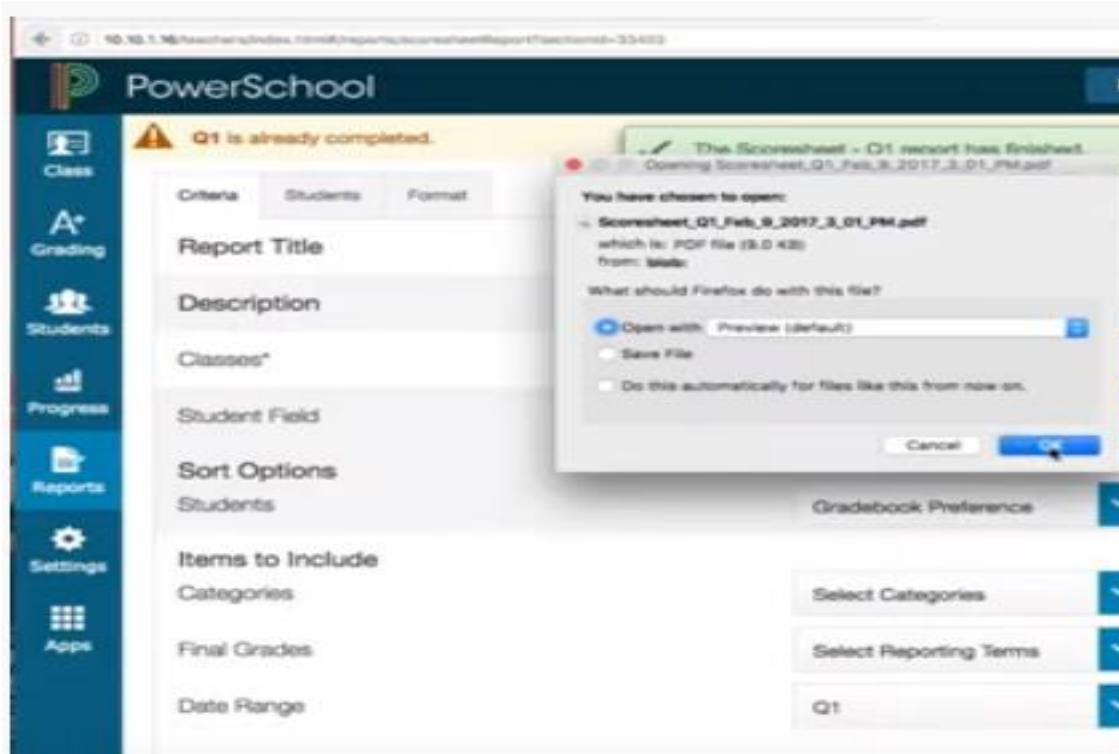
Select OK

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 8

	Q1	Composition Notebook Sep 7, 2016 PTS 10 x1.0	Marshmallow Reflection Oct 4, 2016 PTS 10 x1.0	Test Part B ch 26 Oct 4, 2016 PTS 20 x1.0	Worksheet week 1 Oct 4, 2016 PTS 10 x1.0	Laboratory Safety Procedures Oct 13, 2016 PTS 10 x1.0	Test Part A ch 26 Oct 13, 2016 PTS 30 x1.0	Study Guide HomeWork Oct 14, 2016 PTS 10 x1.0	Vocab Test Oct 18, 2016 PTS 15 x1.0	Q2 workbook lesson Jan 17, 2017 PTS 100 x1.0
BISHOP, Ryan	B+ 89%	0	10	18	4	2			8	89
DANIELS, Halle	A 100%	9	10	2	10	10	30	10	15	100
GIBSON, Caleb	B+ 87%		10		10		29	10	15	87
GILBERT, Taylor	A 100%	9	10	18	10	10	30	10	15	100
GORDON, Karisa	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, Chloe	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, Bailey	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, Kyley	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, Isabella	A 100%	9	10	18	10	10	30	10	15	100
MEDINA, Emma	A 100%	9	10	18	10	10	30	10	15	100
MORENO, 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
WILLIS, Mya	B- 82%	9	10	18	10	10	30	10	15	82

Teacher Gradebook Report

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	☐
	MTH	☐
	SCI	☐
	SS	☐
	RD	☐
	ANC	☐
	RT	☐

Don't print classes that	☑ have no students
	☐ have no assignments
☑ **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)	

17. Grade Change Form will be requested if changes are needed from previous cycles.

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

tudent Last Name   First Name   HISD ID#

:ourse Name: _____   Teacher Name: _____
                                                     (print)

ENTER ONLY THE INFORMATION TO BE CHANGED:

4th Six weeks: from _____ to _____
5th six weeks: from _____ to _____
6th 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: _____

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| Office use only |

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)
☐☐ Principal	☐☐ Attendance	☐☐ PRS / PEP
☐☐ Discipline Edit	☐☐ Grade Reporting	☐☐ Health
☐☐ Register / Enroll / Withdraw	☐☐ Magnet	☐☐ View Only
☐☐ R/E/W w/ Attendance	☐☐ Student Sched.	☐☐ View Only w/ Discipline
☐☐ R/E/W w/ Grade Reporting	☐☐ Master Sched.	☐☐ Teacher
	☐☐ Special Pops	
☑☐ Other: Gradebook View	☐☐ Special Ed.	
☐ 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:

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.**

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 Verfication 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