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
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

![PowerSchool SIS]

Students - Non Scheduled Periods

Report Filters

<table>
<thead>
<tr>
<th>Date</th>
<th>Student</th>
<th>Grade</th>
<th>Team</th>
<th>House</th>
<th>Period</th>
<th>Day in Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2021</td>
<td>Any Student</td>
<td>6</td>
<td>Any Team</td>
<td>Any House</td>
<td>Period B1</td>
<td>B</td>
</tr>
</tbody>
</table>

Select parameters and click submit Submit

Example: Traditional Schedule

Students - Non Scheduled Periods

Report Filters

<table>
<thead>
<tr>
<th>Date</th>
<th>Student</th>
<th>Grade</th>
<th>Team</th>
<th>House</th>
<th>Period</th>
<th>Day in Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2020</td>
<td>Any Student</td>
<td>Any Grade</td>
<td>Any Team</td>
<td>Any House</td>
<td>Period 1</td>
<td>Any Day</td>
</tr>
</tbody>
</table>

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.
Select Scheduling: Students not enrolled in a course.

- **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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Level</th>
<th>Enrolled Between Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART PK (0P610GEN)</td>
<td>All Grades</td>
<td>09/08/2020 - 06/11/2021</td>
</tr>
</tbody>
</table>

Generated report.

**Students Not Enrolled in 0P610GEN**

<table>
<thead>
<tr>
<th>Student #</th>
<th>Student</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

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.

**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).**
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.
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.

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.
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, 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.

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.
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 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.
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: 09/25/2020
☐ Exclude enrollment records where the student dropped the class before 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

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 even

2020-21 Grading Term/Store Codes

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

**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)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Progress Report 4</th>
<th>Cycle 4</th>
<th>Progress Report 5</th>
<th>Cycle 5</th>
<th>Progress Report 3</th>
<th>Cycle 6 and Final Exam***</th>
<th>Semester 2</th>
<th>Cycle 6 and Y1***</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>P4</td>
<td>C4</td>
<td>P5</td>
<td>C5</td>
<td>P6</td>
<td>C6 and E2</td>
<td>S2</td>
<td>C6 and Y1</td>
</tr>
<tr>
<td>Store with Credit</td>
<td>100</td>
<td>Store with No Credit</td>
<td>0</td>
<td>Store with No Credit</td>
<td>0</td>
<td>Store with No Credit</td>
<td>0</td>
<td>Store with Credit</td>
</tr>
</tbody>
</table>

**NOTE:** 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?

**NOTE:** 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?

**NOTE:** Elementary schools will store grades two (2) times for C6 for Cycle 6 and Y1 for Year Long course averages.
Houston Independent School District Grading Process
2020-2021

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.
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”
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
**Progress Report Message**

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

![Progress Report Settings](image)

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**

---

- 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
Select **Print Reports**

**Print Reports** menu
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)
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

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

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

Open the pdf to save report.
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.

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.
Houston Independent School District Grading Process  
2020-2021

<table>
<thead>
<tr>
<th>Expression</th>
<th>Term</th>
<th>Course #</th>
<th>Course</th>
<th>Sec #</th>
<th>Room</th>
<th>Enrollment</th>
<th>Attendance</th>
<th>Lock</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR(A)</td>
<td>19-20</td>
<td>ADM0100</td>
<td>HOME ROOM</td>
<td>314</td>
<td>14</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH(A)</td>
<td>19-20</td>
<td>03301GEN</td>
<td>Mathematics GR3</td>
<td>313</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH(A)</td>
<td>19-20</td>
<td>03301GEN</td>
<td>Mathematics GR3</td>
<td>314</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI(A)</td>
<td>19-20</td>
<td>03401GEN</td>
<td>Science GR3</td>
<td>1</td>
<td>13</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI(A)</td>
<td>19-20</td>
<td>03401GEN</td>
<td>Science GR3</td>
<td>2</td>
<td>14</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS(A)</td>
<td>19-20</td>
<td>03501GEN</td>
<td>Social Studies GR3</td>
<td>2</td>
<td>14</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS(A)</td>
<td>19-20</td>
<td>03501GEN</td>
<td>Social Studies GR3</td>
<td>1</td>
<td>13</td>
<td>34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RT(A)</td>
<td>19-20</td>
<td>03999ENG</td>
<td>Read Test ENG GR3</td>
<td>314</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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).
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."

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

Power Teacher Pro view when terms are (un)locked
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.

**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. Teachers 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 Teks) or ESL courses, which is still English Teks, the student’s Language Arts section on both the PK and Kinder reports cards will be blank.

**Student Demographic Page**
The teacher will see these TEKS.

These are the appropriate SLA Teks for a student with Spanish as Home Language Code.
Entering Grades (Standards, Identifiers, TEKS, PreK Guidelines) in PowerTeacher Pro

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
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).
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.
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 Pre-K 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 Info > Elementary Program Type

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
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.

   ![Grade Change Form]

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

   **Student Last Name**  **First Name**  **HISD ID#**

   **Teacher Name:**

   **Enter only the information to be changed:**

   - 4th Six weeks:
   - 5th Six weeks:
   - 6th Six weeks:
   - Final Exam (Sem. 2):

   **From** to

   **Reason for correction (check one):**

   - An incomplete grade was posted.
   - 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**

   **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

<table>
<thead>
<tr>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Reports</td>
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<tr>
<td>System Reports</td>
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<tr>
<td>ReportWorks</td>
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<td>sqlReports</td>
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<td>District Reports</td>
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<td>State Reports</td>
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<tr>
<td>HISD Reports</td>
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</tbody>
</table>

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

UIL Report

Select Reports

Select Engine, then UIL Eligibility.
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
Class Percent Grade Range (Failing Grades)

Under reports, select PSCB Custom Reports: Grade.

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

This report can be used to find failing grades.
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.
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.
Select System Reports.

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

HISD Reports > HISD Denial of Credit Report List of students with grades that have been flagged as denied credit (NG).
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.
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-6, 5-12, & 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
  - Store with no Credit for Semester 1 (leave Cycle 3 at Do not store)
- Store grades for classes enrolled at This School Only
- Submit
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)
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 box to 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
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, then 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)**
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”.

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.

Out of Sync Grades
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 an 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>PS CB Custom Reports>Grading>Gradebook-Out of Sync Grades

PS CB Custom Reports - Grading

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

Select your Term C1 (Terms C1-C3 must be reconciled)
The report will display a listing by course and student with the teacher gradebook vs the stored grades, you will see either a green or red highlighted field (Change Since Stored), those are the student grades that must be reconciled...

**Report Sample below**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Date</th>
<th>Score</th>
<th>Notes</th>
<th>Change Since Stored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>A</td>
<td>10/01/20</td>
<td>100</td>
<td>NA</td>
<td>Change</td>
</tr>
<tr>
<td>Science</td>
<td>B</td>
<td>10/02/20</td>
<td>95</td>
<td>NA</td>
<td>No Change</td>
</tr>
<tr>
<td>History</td>
<td>C</td>
<td>10/03/20</td>
<td>80</td>
<td>NA</td>
<td>Change</td>
</tr>
</tbody>
</table>

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

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

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.

6 Week Report Card and Progress Report Calendar
<table>
<thead>
<tr>
<th>Progress Report (PR)/Cycle (CT)</th>
<th>HISD Connect</th>
<th>Progress Report (PR) and Report Card Cycle (CY)</th>
<th>HISD Connect</th>
<th>Teacher Verification Due (CY) @ 5p</th>
<th>HISD Connect</th>
<th>Progress Reports/Report Cards Go Out to Parents Lock Date @ 12:01a</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR1</td>
<td>PR Run 1</td>
<td>9/29/2020 (Friday)</td>
<td>9/30/2020</td>
<td>10/1/2020</td>
<td>10/2/2020</td>
<td>10/3/2020</td>
</tr>
<tr>
<td>CY1</td>
<td>CY1</td>
<td>10/16/2020 (Friday)</td>
<td>10/19/2020</td>
<td>10/21/2020</td>
<td>10/22/2020</td>
<td>10/23/2020</td>
</tr>
<tr>
<td>PR3</td>
<td>PR Run 3</td>
<td>01/08/2021 (Friday)</td>
<td>01/11/2021</td>
<td>01/13/2021</td>
<td>01/14/2021</td>
<td>01/15/2021</td>
</tr>
<tr>
<td>CY3</td>
<td>CY3</td>
<td>01/28/2021 (Thursday)**</td>
<td>02/01/2021</td>
<td>02/03/2021</td>
<td>02/04/2021</td>
<td>02/05/2021</td>
</tr>
<tr>
<td>PR4</td>
<td>PR Run 4</td>
<td>02/19/2021 (Friday)</td>
<td>02/22/2021</td>
<td>02/24/2021</td>
<td>02/25/2021</td>
<td>02/26/2021</td>
</tr>
<tr>
<td>CY4</td>
<td>CY4</td>
<td>03/12/2021 (Friday)</td>
<td>03/22/2021</td>
<td>03/24/2021</td>
<td>03/25/2021</td>
<td>03/26/2021</td>
</tr>
<tr>
<td>PR5</td>
<td>PR Run 5</td>
<td>04/09/2021 (Friday)</td>
<td>04/12/2021</td>
<td>04/14/2021</td>
<td>04/15/2021</td>
<td>04/16/2021</td>
</tr>
<tr>
<td>CY5</td>
<td>CY5</td>
<td>05/30/2021 (Friday)</td>
<td>05/03/2021</td>
<td>05/05/2021</td>
<td>05/06/2021</td>
<td>05/07/2021</td>
</tr>
<tr>
<td>PR6</td>
<td>PR Run 6</td>
<td>05/21/2021 (Friday)</td>
<td>05/24/2021</td>
<td>05/26/2021</td>
<td>05/27/2021</td>
<td>05/28/2021</td>
</tr>
<tr>
<td>CY6</td>
<td>CY6</td>
<td>06/11/2021 (Friday)</td>
<td>06/09/2021 (ES/WS)</td>
<td>06/10/2021 (ES/WS)</td>
<td>06/11/2021 (ES/WS)</td>
<td></td>
</tr>
<tr>
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<tr>
<td></td>
<td><strong>End of 1st semester</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>