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).


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.
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
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
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: 09/25/2020
- 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

<table>
<thead>
<tr>
<th>Classes by term length</th>
<th>Store</th>
<th>% of course credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 (09/08/2020 - 06/11/2021)</td>
<td>Do not store</td>
<td>%</td>
</tr>
<tr>
<td>Semester 1 (09/08/2020 - 01/31/2021)</td>
<td>Store with no credit</td>
<td>0</td>
</tr>
<tr>
<td>Cycle 1 (06/02/2020 - 10/19/2020)</td>
<td>Do not store</td>
<td>%</td>
</tr>
</tbody>
</table>

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**

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

Progress Report Message

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

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

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**.”

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

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

Select Engine, then UIL Eligibility.
Under the reports tab, select Grade and Gradebook. Then Honor Roll.
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 be 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.
## Teacher Gradebook Report

Select 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

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

For classes during this term

20-21 Cycle 1

Teacher Name Selection

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

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

Student Last Name First Name HISD ID#

Course 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 _______
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.
<table>
<thead>
<tr>
<th>Progress Report (PR)/Cycle (CY)</th>
<th>HISD Connect</th>
<th>Progress Report (PR) and Report Card Cycle (CY) End Date</th>
<th>HISD Connect Teacher Timeframe</th>
<th>Teacher Verification Due (CY) @ 5p</th>
<th>HISD Connect Lock Date @ 12:01a</th>
<th>Progress Reports/Report Cards Go Out to Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR1</td>
<td>PR Run 1</td>
<td>9/25/2020 (Friday)</td>
<td>9/28/2020 - 10/1/2020</td>
<td>10/2/2020</td>
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<tr>
<td>CY1</td>
<td>CY1</td>
<td>10/16/2020 (Friday)</td>
<td>10/19/2020 - 10/21/2020</td>
<td>10/21/2020</td>
<td>10/22/2020 (Thursday)*</td>
<td>10/23/2020 (Friday)</td>
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<tr>
<td>PR2</td>
<td>PR Run 2</td>
<td>11/06/2020 (Friday)</td>
<td>11/09/2020 - 11/11/2020</td>
<td>11/12/2020</td>
<td>11/13/2020 (Friday)</td>
<td></td>
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<tr>
<td>CY2</td>
<td>CY2</td>
<td>12/04/2020 (Friday)</td>
<td>12/07/2020 - 12/09/2020</td>
<td>12/9/2020</td>
<td>12/10/2020 (Thursday)*</td>
<td>12/11/2020 (Friday)</td>
</tr>
<tr>
<td>PR3</td>
<td>PR Run 3</td>
<td>01/08/2021 (Friday)</td>
<td>01/11/2021 - 01/13/2021</td>
<td></td>
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<td>1/15/2021 (Friday)</td>
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<tr>
<td>CY3</td>
<td>CY3</td>
<td>01/28/2021 (Thursday)**</td>
<td>02/01/2021 - 02/03/2021</td>
<td>2/3/2021</td>
<td>02/04/2021 (Thursday)*</td>
<td>02/05/2021 (Friday)</td>
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<td>PR Run 4</td>
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<td>02/22/2021 - 02/24/2021</td>
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<td>03/12/2021 (Friday)</td>
<td>03/22/2021 - 03/24/2021</td>
<td>3/24/2021</td>
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<tr>
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<td>04/09/2021 (Friday)</td>
<td>04/12/2021 - 04/14/2021</td>
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<td>4/16/2021 (Friday)</td>
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<td>PR Run 6</td>
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<td>06/09/2021 (ES/MS)</td>
<td>06/10/2021 (ES/MS)</td>
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</tr>
</tbody>
</table>

**End of 1st semester**

|                |              | 06/15/2021 (HS)                                      | 06/17/2021 (HS)              | 06/18/2021 (HS)                |