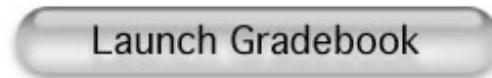
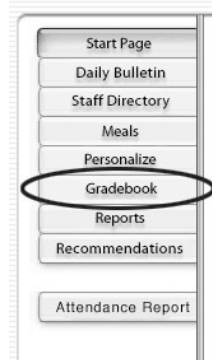


Standards-Based Report Cards



1. Log into PowerTeacher powerschool.rutherfordschools.org/teachers
2. Launch the Gradebook (click Gradebook...then Launch Gradebook)



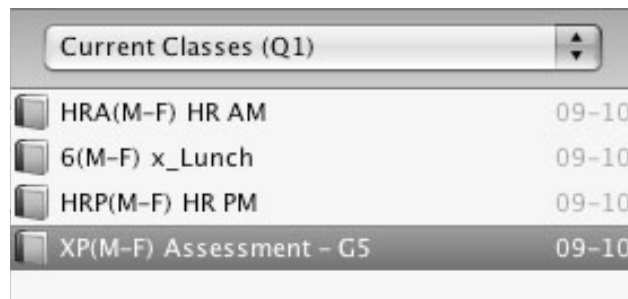
NOTE: You may have to click OK and then Trust or Allow

3. Highlight the appropriate class

For example:

Assessment – GK
 Assessment – G1
 Assessment – G2

Assessment – G3
 Assessment – G4
 Assessment – G5

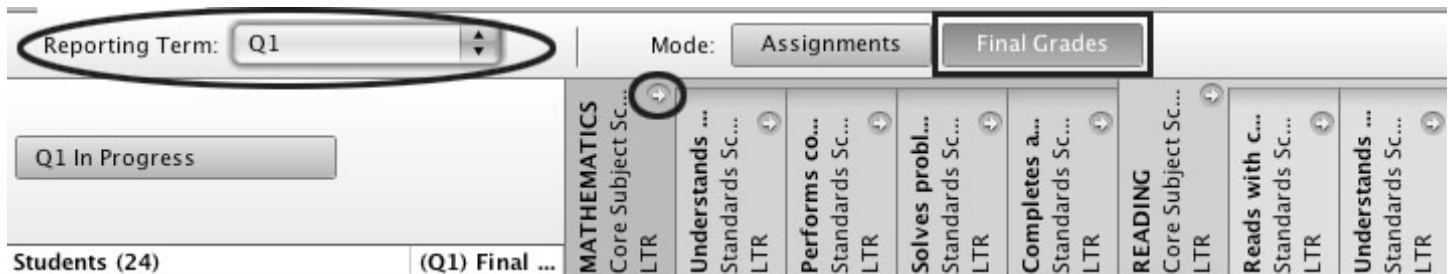


4. Select:

The correct Reporting Term

Final Grades

Click the arrow next to one of the standards to open the bottom frame



5. Enter grades for each student

You can use a **“right click”** go over to **Grades** and select the grade

OR

You can select **Show Score Inspector** and use the left and right arrows to move through each final grade item or use the up and down arrows to move through each student. Don't forget to use the lower right hand corner to make the window larger.

*****Don't forget to experiment with using the Fill Scores feature*****

**CLICK SAVE PERIODICALLY!!!!
DON'T WORK ON GRADES FOR A LONG TIME WITHOUT SAVING!!!!**

6. When you are done, **save** and then close the gradebook by clicking the red button.

To print report cards:

1. In PowerTeacher (not the gradebook), click the printer next to your class name (i.e. Assessment – G5).
2. Select the correct Progress Report:

Rutherford Progress Report – Grade 1
Rutherford Progress Report – Grade 2
Rutherford Progress Report – Grade 3
Rutherford Progress Report – Grade 4
Rutherford Progress Report – Grade 5
Rutherford Progress Report – Grade K

3. Hit Submit.
4. When the reports are complete, click View (under Status)

