



Progress Reports for Stored Grades

PowerSchool – FUSD

Contextual Help

- There is a help link in the top right of most screens next to the Logout button.

Support Site (www.fresno.k12.ca.us/sis)

- Offers Online training, Site Status, Downloads, and Contact Information

Email Support

Email questions to.

Jim Healy - Technology TSA – james.healy@fresnounified.org

Kirk Whitney – Master Schedule Coordinator – kirk.whitney@fresnounified.org

Kevin Bradley - Technology Specialist – kevin.bradl@fresnounified.org

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Storing Progress Grades

The following describes the critical steps of storing grades in PowerSchool. Please pay close attention to areas for inputting information. Make sure teachers' grades in their gradebooks are up to date. **Progress grades MUST be stored before progress reports (for a stored grade) can be run.**

Permanently Store Progress Grades

Mass Store grades from PowerGrade (current grades that exist on the server)

Navigate to: Start Page > [System](#) > [Permanently Store Grades](#)

NOTE: If you do not have security rights to this page, contact Jim Healy or Kevin Bradley via email for assistance.

The Stored Grades Setup Screen

Permanently Store Grades

Warning: Use this function only if you know exactly what you are doing.

Enter the store code that will be used to store grades:

Use this final grade: (Usually the same as the 'store code').

Exclude enrollment records for students enrolled in the class after this date:

Exclude enrollment records for students who dropped the class before this date:

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

Request that grades be stored only for specific sections: (course.section)

Available store terms

2005-2006	<input type="text"/>	% of course credit to award now: <input type="text"/>
Semester 2	<input type="text"/>	% of course credit to award now: <input type="text"/>
Q3	<input type="text"/>	% of course credit to award now: <input type="text"/>

Options for classes enrolled at other schools

Store grades for classes enrolled at:

Record the school name of:

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

If more than attendance points have accumulated between the dates of and

then give the student a grade of and store the real grade in the "teacher comment" field with this comment:

Click this button only if you are sure the above information has been entered correctly.

Checking for Missing Progress Grades

Missing Grades Report

Once grades have been stored, it is now possible to run a report that will show all the missing progress grades. The output of the report will indicate which students (sorted by teachers) do not have a grade for a particular class. **This is a critical step in determining if all grades have been captured from teacher gradebooks.**

FUSD Missing Grade Report

Start Page>[Reports](#)>[Reporting Engine](#)>[FUSD Missing Grade](#)

Enter information for the required items:

Progress Term
School Number
School Year

Report Using Engine

Report Name	FUSD Missing Grades		
Version	.5		
Description	Missing Grades Report Missgrade.txt		
Due Date			
For Current School Only	NO	Override:	Not Permitted
Use Current Selection	NO	Override:	Not Permitted
File Name			
Destination	BROWSER	Override:	Not Permitted
International Characters Option		Override:	Not Permitted
Comments	Select the appropriate Store Code. Enter the FUSD School ID (3 digits are okay). Select the school year.		
Processing Options	Execute Now		
Specific Date/Time		@	:
Data to be filled	(Check checkbox on the right to save as default value)		Reset All
Grading Term*	P4		<input type="checkbox"/>
Enter the FUSD School Number*	083		<input type="checkbox"/>
Select the Appropriate School Year*	06-07		<input type="checkbox"/>

Submit

Sample Output of Missing Grade Report:

Teacher	Cnt	Crs ID	Section	Crs Nm	ID	Student Name	Sch	Term	Per	Rm
Abercombie	1	M014	2	ELA INTRVN	52	B	70	P3		59
	1									
Ables, Ret	1	M027	7	ELA / GR 7	47	MON	70	P3	3	31
Ables, Ret	1	M027	8	ELA / GR 7	47	CAR	70	P3	5	31
	2									
Acosta, La	1	M308	4	PHYS ED /	52	BY	70	P3	4	gym
Acosta, La	1	M308	2	PHYS ED /	48	AM	70	P3	2	gym
	2									
Adanalian,	1	M263	62	US HISTORY	4	XI	70	P3	6	E-08
Adanalian,	1	M263	62	US HISTORY	4	VE	70	P3	6	E-08
Adanalian,	1	M263	62	US HISTORY	4	U	70	P3	6	E-08

To Print, choose **Print** from the **File** menu

Change in Quick Lookup

You may have noticed the change in the Quick Lookup screen for your school. It now includes an extra column after the current term. This is where the stored progress grade will appear. If you do not wish for the "P" column to appear in Quick Lookup, contact Jim Healy (james.healy@fresnounified.org).

Attendance By Class																				
Exp	Last Week					This Week					Course	Q1	P1	Q2	Q3	Q4	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F							06-07	06-07	06-07	06-07
1(A)											MATH Murrill, Lorelei L Rm: 6	B+ 88 S		0 S	0 S	0 S	0	0	0	0


During each successive term, the progress grade column will be setup to the right of its term grade column. Keep in mind that it is for a "stored grade" and the grade in that column will not change dynamically as the term grades do.

Once grades have been stored, progress reports can be run. Please pay careful attention to directions below.

Selecting Students

Select the group of students to run the reports for. Usually it is all students or a specific grade level. For all students, you can click on the magnifying glass or click the [All](#) link under Browse Students. For grade level, simply click the appropriate number for the grade.

Search Students

[View Field List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
 N O P R S T U V W X Y Z
 7 8 M [All](#) Current Selection (980)

After the list of students appears, click on the Functions menu at the bottom of the screen. Select "Print Report" from the pop-up list.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- List Students
- Mass Enroll
- Mass Print A Student Screen
- Next School Indicator
- Print Report**
- Print Mailing Labels
- Quick Export
- Reports Menu
- Save Stored Selection
- Search By GPA
- Search By Grades/Attendance
- Search For Perfect Attendance
- Select Students By Hand
- Student Field Value
- Transfer Out Of School

Running the Progress Reports

Select the name of the progress report from the pop-down menu. The name will end with P1, P2, P3, or P4, not Q1, Q2...

NOTE: The progress reports that end with Q1, Q2, etc. can be run without storing grades as they capture the current grade in teachers' gradebooks. These can be run anytime during the current term.

If you need the reports printed by teacher, then select the button for "By period" and choose the desired period.

Make sure to choose "enrollment as of (date)". This will ensure dropped classes with not appear in the report.

Print Reports

Option	Value
Which report would you like to print?	Tenaya Progress Report - P1
For which students?	The selected 987 students
	<input type="checkbox"/> Print only the first 2 pages.
In what order?	<input type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input checked="" type="radio"/> By period 1 class, as of this date: 9/5/2006 (takes extra time)
If printing student schedules, use...	<input type="radio"/> courses enrolled during current term <input checked="" type="radio"/> enrollment as of 9/5/2006
If printing fee list, only include transactions conducted during...	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP
	<input type="button" value="Submit"/>

Select the appropriate report title for the stored grades. Ending with P1, P2, P3, or P4
 Verify you are printing for the correct number of students.
 Select how you would like the reports sorted as they print.
 Select "enrollment as" and enter today's date.
 Click Submit only if you are sure the above information is correct.


Clicking Submit opens the "Report Queue – My Jobs" page.

Printing the Progress Reports

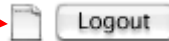
The My Jobs page will show that the report is running (under Status), however it will not update itself. It will be necessary to click the blue **Refresh** in order to see the updated status of the report.

Click Refresh periodically to see if the report is finished.


Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
09/06/2006	Tenaya Progress Report - P1	09/06/2006 10:08 AM		Running 

If the report is for the entire school, it may take up to 15 minutes to create. You can navigate to different pages of PowerSchool and work without affecting the report. In fact, you can even log out and back in. To return to the report queue, simply click on the paper icon next to the logout button.



Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
09/06/2006	Tenaya Progress Report - P1	09/06/2006 10:08 AM	09/06/2006 10:08 AM	Completed 

Once the report is finished, the word "Completed" will appear under the **Status**. Click on [Completed](#). Adobe Acrobat will launch and show the first page of the report (it may give the option of saving or opening the report – choose Open to view the report or Save to save it to your computer). Scroll through the pages to verify that it looks correct.

Print the report.