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Nova Scotia Student Information System

Nova Scotia Public Education System

Class Individual Assessment Results - Teachers

User Guide

Teachers have the ability to run an Individual results report for Provincial Students Assessments for students they currently teach.

- From the start page of PowerTeacher, click on the icon for Provincial Assessments results, next to the class you wish to review.

On the Student Provincial Assessments Results page there are some report parameters to choose from.


A. **Select Report to Run**

- From the drop down list select the report you wish to run, all the current NS Provincial Assessments are listed in the drop down list.

B. **Select Assessment Year**
- From the drop down list, select the year in which the assessment you picked in option A, was written. You can run only one year at a time.

C. **Select Sex**
- By default the filter for Sex is set to **All**, if you wish you may choose to filter the results by sex.

> NOTE If you select an assessment from the drop down list, but select a combination of parameters that have no data, you will get a blank report. E.g. you could not select to view results for a grade 11 class because grade 8 students that took assessments in in 12/13 could not be enrolled in grade 11 classes for 14-15.

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Once the report parameters have been selected, click **Submit** to run the report.

The results can be viewed on the screen and may be sorted by clicking on the double headed arrows over any of the headers. Note: **Enrolled at** will show the student's current school and **Taken at** is the school in which the assessment was taken.

Increase viewing space by using the small arrows on the menu windows.
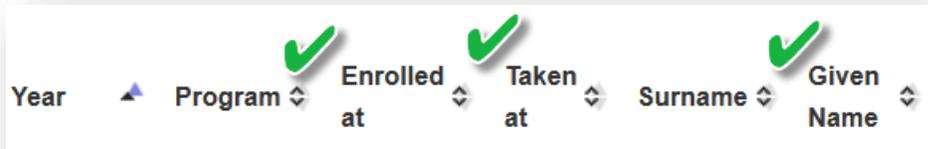
The report can be exported to Excel, select the **Excel** button from the right hand side of the screen. When exporting to excel, note that the file produced is a comma separated value (.csv) file with the name and year of the assessment

- Click the Start Page or the word PowerTeacher to return to start page of PowerTeacher.

Increase viewing space by using the small arrows on the menu windows.

The Excel spreadsheet, as exported from PowerSchool, is too wide to print all the columns across one page. If you need to have a paper copy you will need to manipulate the spreadsheet by hiding columns or filtering out certain sections until it fits on the page, and then use the print setup page and your printer menu to manage display of the data.

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