



Nova Scotia Public Education System

# PT Pro Report Cards for 2023-2024: Grades 7-12

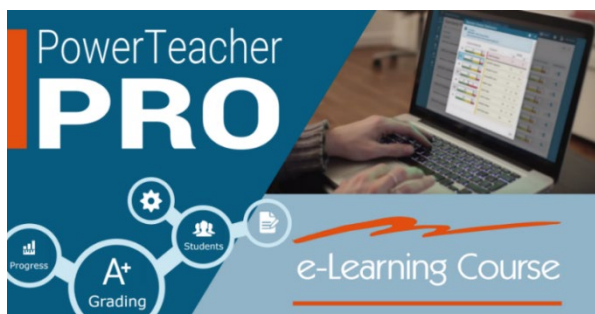
<http://inschool.ednet.ns.ca>

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*(Note: Student names appearing in this document are fictitious names)*



Teachers can also visit the iNSchool website at <https://www.ednet.ns.ca/inschool/e-learning> to access the PowerTeacher Pro e-Learning site.

Refer to Section 9 on completing the secondary report card.

## 1. WHAT MUST BE ENTERED?

### 1.1 TEACHERS – GRADE 7-12

Teachers must enter the following for each subject:

- **Percentage Grade:**
  - Enter a progress and/or final grade for each subject in the **Course Grade** column in PT Pro.
    - **Exception:** Grades 7/8 Mathematics:
      - Enter a percentage grade for each strand, under the appropriate column on the **Outcomes Progress** page.
- **Learner Profile:**
  - For each of the four Development/Work Habits, enter a description of **Consist, Usually, Sometime, Rarely**, or **N/A** (N/A is only available for Grades 7-9).
- **Comments:**
  - Enter a comment related to **Strengths/Needs/Suggestions** for the student. Comments are added in the **Course Grade** column for all subjects.  
Note: Teachers can comment on behaviors from the Learning Profile in the Subject-Area comment block if the behaviour is affecting the student's achievement in that subject.



**Before proceeding with any of the above tasks, be sure that your class is set to the proper reporting term:**

<p>If your school is reporting grades <b>three</b> times a year, then:</p> <p>Choose <b>T1</b> for November/December report cards            Choose <b>T2</b> for March/April report cards            Choose <b>T3</b> for June report cards</p>	<p>If your school is reporting grades <b>four</b> times a year, then:</p> <p>Choose <b>Q1</b> for November report cards            Choose <b>S1</b> for February report cards            Choose <b>Q3</b> for April report cards            Choose <b>Y1</b> for June report cards            (exception: AVRCE uses <b>F1</b> for all four reporting terms)</p>
<p><b>Note:</b> For <b>grade 9-12 courses</b>, a final grade will need to be submitted – in the <b>F1</b> reporting term - once the course is finished (ex. at the end of quarter/semester, or school year).</p>	

#### NOTE:

For students enrolled in IPP courses in grades 9 – 12, a progress and/or final grade must be entered in PT Pro at the end of each reporting term.

## 2. ASSIGNING A GRADE

Before you begin, be sure you are scoring the correct subject and you are in the correct reporting term (ex. S1).

The screenshot shows the PowerSchool interface. At the top, a dropdown menu is open, showing the selected course: "1(A,F) 2(D,G) 3(C,H) 4(B,E) SCIENCE 10 - S1". Below this, the "Scoresheet - S1" page is displayed for "1(A,F) 2(D,G) 3(C,H) 4(B,E) SCIENCE 10". On the right side, there is a dropdown menu for the reporting term, which is currently set to "S1". Red circles and arrows highlight these two elements to indicate they must be correctly configured before entering grades.

### 2.1 HOW TO ENTER YOUR GRADES

The report card will display the grade that appears in the **Course Grade** column of PT Pro.

The screenshot shows the "Grades: Outcomes - S1" page for "4(A-D) SCIENCE 10". The "Course Grade" column is highlighted with a red box and an arrow pointing to it from the text above. The table shows student names and their corresponding grades and percentages for various outcomes. The "Course Grade" column is the second column from the left, showing a grade of "S1" for all students.

STUDENT (31)	S1	10.SCI10.SDWH	10.SCI10.SDWH.5	10.SCI10.SDWH.6	10.SCI10.SDWH.7	10.SCI10.SDWH.8	10.SCI10.O	10.SCI10.O.U1
1. Addicks, Poppi	70 70%		USUALLY	USUALLY	USUALLY	CONSIST		
2. Budge, Karla	75 75%		CONSIST	CONSIST	USUALLY	CONSIST		
3. Cawon, Zack	90 90%							
4. Chaisty, Avalon	85 85%							
5. Curnutt, Humaid	95 95%							
6. Cutcher, Kerensa	80 80%							

**Exception:** Since grade 7-8 Mathematics will report on the individual strands, the grades for this course is entered by navigating to the **Outcomes Grades** page. **More detailed instructions provided in section 2.2.**

The Course Grade column can be accessed by navigating to any one of the below pages:

1. Scoresheet page,
2. Traditional Grades page,
3. Outcomes Grades page,
4. Comment Verification page,
5. or All Reporting Terms Page.

The **All Reporting Terms** page may be the preferred page to use when completing report card grades and comments since you have the benefit of quickly seeing what had been entered for the previous reporting terms. It also helps to ensure that the data you enter into PT Pro is being entered into the correct reporting term.

For grade 9-12 courses, a final grade will need to be entered – in the **F1** reporting term - once the course is finished (ex. at the end of semester, or school year).

Be sure to verify the grades for accuracy, and do not assume that the grades are correct. PT Pro will calculate the grades based on how you have configured your Traditional Grades Calculations and on how you entered your assessments and your assessment scores in PT Pro.

To apply professional judgement and change a student's progress and/or final grade, follow the below steps:

1. Next to the student you are starting with, click on the grade in **Course Grade** column (depending on the page you're viewing, the column may be labelled with the reporting term). If there is no grade in the column, then you will see dash marks ( -- ) next to the student's name. The **Score Inspector** will open to the right of the screen.
2. Enter the percentage grade in **both** the Grade and Percentage fields.
3. You can, either use the arrows to move down to the next student, or, click in Final Grades Column when you want to work with a new student.

The screenshot shows the PT Pro interface for a student's report card. The interface includes a header with 'Grades: Standards - S1' and a dropdown menu. Below this is a table with columns for 'STUDENT (10)', 'F1', and several course codes. The 'F1' column shows a grade of '75' and a percentage of '75%'. A red box labeled '1' points to the 'F1' column header. A red box labeled '2' points to the '75' and '75%' values. A red box labeled '3' points to the 'F1 - Grade' dropdown menu on the right side of the screen.

When a progress or final grade has been modified in PT Pro you will see a small grey colored triangle in the upper-left hand corner of the cell (as depicted in the below image). This flag can only be seen by the teacher in PT Pro, and the flag will NOT appear in any manner in the Student-Parent Portal.

Class Grade: Y1		Calculation: Category Weighting				
Grade Scale Type: (100 - 0)		Grade: 86   86%   427.5 / 495				
STUDENT (16)	Q1	S1	Q3	Y1	E1	F1
1. Bilson, Carter	77 77%	84 84%	83 83%	75 75%	-- --	95 95%
2. Drolet, Luke	87 87%	88 88%	88 88%	88 88%	-- --	92 92%
3. Eigner, Hunter	56 56%	43 43%	43 43%	60 60%	-- --	12 12%
4. Febre, Miley	69 69%	66 66%	63 63%	63 63%	-- --	79 79%

## 2.2 GRADE 7 AND 8 STRANDS FOR MATHEMATICS

Teachers of students in grades 7-8 are required to add a percentage grade for each of the assessed strands in Mathematics.

- On the **Outcomes Grade** page, next to the student you are starting with, click under one of the strand columns. The **Score Inspector** will open to the right of the screen.

**Note:** To see the full description of the Strand either hover over the column label or click in one of the cells to see the full description in the summary area. If you cannot see the summary area on your page, click on the gear icon towards the upper-right of the page, and then select **Show Summary**.

PowerSchool

▶ 1(C) 2(B) 5(A,D) MATHEMATICS 8 - 18-19

Grades: Outcomes - S1

1(C) 2(B) 5(A,D) MATHEMATICS 8

Grade Scale type: (100 - 0)

8.MT8.NUM Number and Operations

STUDENT (23)

	S1	8.MT8	8.MT8.NUM	8.MT8.PAT	8.MT8.MS	8.MT8.QM	8.MT8.DT	8.MT8.SDWH	8.MT8.SDWH.15
1. Arnoldi, Mireya	92	92%							
2. Biser, Enea	100	100%							
3. Dunmead, Aviana	61	61%							
4. Estridge, Hajirah	100	100%							
5. Outjahr, Neva	99	99%							
6. Haroun, Arfa	93	93%							
7. Hinnen, Attila	67	67%							
8. Larason, Pavan	58	58%							
9. Melroy, Tamara	58	58%							
10. Miraglia, Blanka	96	96%							
11. Modugno, Roxie	97	97%							
12. Nuckles, Cedric	50	50%							
13. Parrin, Jessica	78	78%							

Hover mouse over the column header to view a more detailed description.

Or click in a cell under desired column to view a more detailed description in the summary area.

- Enter the Strand grade.

**Note:** 'N/A' is also an option to use for grade 7/8 Math courses. If one or more Math strands were not covered during the reporting term, assign a 'N/A' grade instead of leaving the strand grades blank.

- Use the up/down arrows in the Score Inspector (or using the arrow keys on your keyboard) to move to another student, or use the left/right arrows to move to the next strand. Alternatively, you can also use your mouse to click in a new cell to work with a new student or strand.

Grades: Standards - T2

5-6(A,C,D,G,H) 8(B,E,H) 9(B,E) 10-11(F) 12(B) 13(A) MATHEMATICS 7

Grade Scale type: (100 - 0)

7.MT7.NUM Number and Operations

STUDENT (24)

	T2	7.MT7	7.MT7.NUM	7.MT7.PAT	7.MT7.MS	7.MT7.QM	7.MT7.DT	7.MT7.SDWH
1.			80					
2.								
3.								

1

2

3

Score Inspector

7.MT7.NUM

## 3. COMPLETING THE LEARNER PROFILE

### 3.1 OVERVIEW

For all secondary courses, the learner profile is completed using the **Outcomes** page (Grading > Outcomes). The Learner Profile consists of four **Social Development/Work Habits** and each of these Social Development/Work Habits need to be given a score. Enter one of the available values: **Consist**, **Usually**, **Sometime**, **Rarely**, or **N/A** (**NOTE: N/A only applies to grade 7-9 courses**).

Before entering learner profile grades, ensure you are in the correct reporting term (ex. S1) and in the correct subject.

The screenshot shows the PowerSchool interface. At the top, a red circle highlights the reporting term '4(A-D) SCIENCE 10 - S1'. A red arrow points from this circle to a dropdown menu on the right side of the interface, which is also highlighted with a red box and contains the option 'S1'.

The Learner Profile categories are:

<b>Classwork and Assignments</b> <ul style="list-style-type: none"> <li>• Completes classwork</li> <li>• Completes homework</li> <li>• Strives to produce quality work</li> </ul>	<b>Organizational Skills</b> <ul style="list-style-type: none"> <li>• Comes prepared for class</li> <li>• Manages own materials and belongings</li> <li>• Uses time efficiently</li> </ul>
<b>Interactions with Others</b> <ul style="list-style-type: none"> <li>• Interacts positively</li> <li>• Resolves conflicts appropriately</li> <li>• Works collaboratively</li> </ul>	<b>Responsibility and Independence</b> <ul style="list-style-type: none"> <li>• Accepts responsibility for own actions</li> <li>• Arrives on time for class</li> <li>• Follows instructions/directions/rules and routines</li> <li>• Respects school property and the property of others</li> <li>• Works independently</li> </ul>

Teachers of grade 7 and 8 Mathematics will notice that the Learner Profiles will appear in the columns after the strands.

**Note:** To see the full description of the learner profile either hover over the column label or click in one of the cells to see the full description in the summary area.

The screenshot shows a detailed report card in PowerSchool for '1(A,C) 2(D) 4(B) MATHEMATICS 9'. The interface includes a sidebar with navigation options like Grading, Students, Progress, Reports, and Settings. The main area displays a table of student performance. Annotations with red arrows and text boxes provide instructions:

- A red circle highlights the column header '9.MT9.SDWH.15 Classwork and Assignments'.
- A red arrow points to the same column header with the text: "Hover mouse over the column header to view a more detailed description."
- Another red arrow points to a cell in the table (row 10, column 9.MT9.SDWH.15) with the text: "Or click in a cell under desired column to view a more detailed description in the summary area."

STUDENT (19)	S1	9.MT9.SDWH	9.MT9.SDWH.15	9.MT9.SDWH.16	9.MT9.SDWH.17	9.MT9.SDWH.18	9.MT9.SDWH.19	9.MT9.O	9.MT9.O.1	9.MT9.O.1.1
1. Daddona, Camille	92	92%								
2. Furtak, Elowen	80	80%								
3. Garre, Denzel	92	92%								
4. Generous, Edward	73	73%								
5. Hardaman, Eliezer	88	88%								
6. Hoinacki, Aariyan	90	90%								
7. Jaenke, Lea	83	83%								
8. Kirsch, Amaal	77	77%								
9. Kranich, Alexa-Rose	65	65%								
10. Lincoln, Tammy	90	85%								
11. Manton, Rubie	90	90%								
12. Mcgraff, Nimra	92	92%								
13. Meemken, Brandan	85	85%								

### 3.2 ENTERING LEARNER PROFILE GRADES

Teachers must enter one of the available values: **Consist**, **Usually**, **Some**, **Rarely** or **N/A**.

1. On the Outcomes page, next to the student you are starting with, click in a cell under the desired Learner Profile Column. The **Score Inspector** will open to the right.
2. Enter the Learner Profile grade.
3. Use the up/down arrows in the Score Inspector (or using the arrow keys on your keyboard) to move to another student, or use the left/right arrows to move to the next learner profile column. Alternatively, you can also use your mouse to click in a new cell to work with a new student or different learner profile.

Grades: Outcomes - S1  
4(A-D) SCIENCE 10

10.SCI10.SDWH.5 Classwork and Assignments

STUDENT (31)	S1	10.SCI10.SDWH.5	10.SCI10.SDWH.6	10.SCI10.SDWH.7	10.SCI10.SDWH.8	10.SCI10.O	10.SCI10.O.U1
1. Addicks, Poppi	70	70%	USUALLY	USUALLY	USUALLY	CONSIST	
2. Budge, Karla	75	75%	CONSIST	CONSIST	USUALLY	CONSIST	
3. Cawon, Zack	90	90%					
4. Chaisty, Avalon	85	85%					
5. Curnutt, Humaid	95	95%					
6. Cutcher, Kerensa	80	80%					
7. Demattos, Brae	80	80%					
8. Depner, Kiaan	75	75%					
9. Dragaj, Oily	70	70%					
10. Frelow, Summaya	80	80%					

Score Inspector: Addicks, Poppi  
10.SCI10.SDWH.5  
USUALLY  
CONSIST USUALLY SOME  
RARELY Enter

## 4. COMMENTS

### 4.1 ENTERING COMMENTS

At all grade levels, comments are entered in the **Course Grade** column on either the Scoresheet, Traditional, Outcomes, Comment Verification, or All Reporting Terms pages. Before entering comments, ensure you are in the correct subject and in the correct reporting term (ex. S1).

PowerSchool

4(A-D) SCIENCE 10 - S1

Grades: Outcomes - S1  
4(A-D) SCIENCE 10

Class Grade: S1  
Grade Scale Type: (100 - 0)

Calculation: Total Points

Grade: -- | -- | --

STUDENT (31)	S1	10.SCI10.SDWH	10.SCI10.SDWH.5	10.SCI10.SDWH.6	10.SCI10.SDWH.7	10.SCI10.SDWH.8	10.SCI10.O	10.SCI10.O.U1	10.SCI10.O.U1.1	10.SCI10.O.U1.1.1
1. Addicks, Poppi	70	70%	USUALLY	USUALLY	USUALLY	CONSIST				

Score Inspector: Addicks, Poppi  
10.SCI10.SDWH.5  
USUALLY  
CONSIST USUALLY SOME  
RARELY Enter

1. Next to the student you are starting with (as shown in below image), click in the Course Grades column (labelled with the Reporting Term).
2. Once the **Score Inspector** opens to the right of the screen, enter the comment. **Note: DO NOT add any HTML code in the comment box.**
3. The comment can also be entered by clicking on the **Comment Inspector** tab.



Grades: Standards - S1  
1(A,F) 2(D,G) 3(C,H) 4(B,E) SCIENCE 10

Class Grade: F1  
Grade Scale Type: (100 - 0)

STUDENT (16)

1. 75 75%  
2. --  
3. --  
4. --

10.SCI.10.SDW H  
10.SCI.10.SDW H.5  
10.SCI.10.SDW H.6  
10.SCI.10.SDW H.7  
10.SCI.10.SDW H.8

Usually

Comments

has shown an understanding of Science Ten and the various outcomes covered this term. With support, has been successful completing a variety of assessments in our



For report card comment writing tips, please visit: <https://inschoolresources.ednet.ns.ca> (secured site that requires GNSPES access authorization).

### CHARACTER COUNTS

Grade Level	ELA/FLA	Math	Other Subjects
Grades 7-9	800	800	400
Grades 10-12	400	400	400

## 4.2 USING THE CHARACTER COUNTER FEATURE

There is a character counter (below the comment box) that indicates how many characters have been entered for your comments. You may encounter an issue where the counter may only appear on the **Score Inspector** tab, and not the **Comment Inspector** tab – so if using the Comment tab to enter comments, you may need to switch to the Score tab to view the counter. (A case has been submitted to PowerSchool to resolve this issue).

If a character limit has been set in PowerSchool, PT Pro will prevent you from entering more than the specified number of characters. If you try to paste a comment into the comment box that exceeds the number of allowable characters, the comment will cut off at the point where the character limit is reached.

## 4.3 USING SMART TEXT WHEN WRITING COMMENTS

PT Pro **offers a new way** to fill student names and pronouns when entering report card comments. Rather than using smart text in your comments – which is a practice you may have been accustomed to using in Gradebook – simply use the student's name in your comment. In other words, instead of writing the student's comment in PT Pro as shown in example 1, enter the comment as shown in example 2.

Example 1

2.ENG152

Comments

<first name> listens attentively during class and is very confident in expressing <his/her> opinions. <He/She> also enjoys writing stories. When <first name> is reading <he/she> checks to make sure that words make sense and look right. <He/She> is able to use meaning and the beginning and ending letters of words to check that <he/she> is right. <first name> is aware that <his/her> reading should sound like talking but <his/her> reading sounds slow and word by word.

Comment Bank

Example 2

2.ENG152

Comments

Zahira listens attentively during class and is very confident in expressing her opinions. She also enjoys writing stories. When Zahira is reading she checks to make sure that words make sense and look right. She is able to use meaning and the beginning and ending letters of words to check that she is right. Zahira is aware that her reading should sound like talking but her reading sounds slow and word by word.

Comment Bank

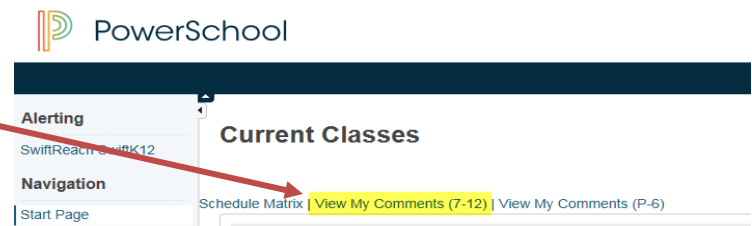
If you do enter smart text tags into the comment box in PT Pro (as shown in example 1), the smart text will remain as smart text tags in the comment. This is different from Gradebook, since Gradebook automatically decodes the smart text and replaces it immediately with the student's name and pronouns. Even though the comment in PT Pro displays the smart text tags, and not the actual student name/pronoun, when the report card is generated the student information will display normally.

Even though the report card will still generate without issues, there are a few reasons to avoid writing comments with smart text tags in PT Pro.

1. It is preferable to enter the comment in PT Pro in the exact same way as it will appear on the report card.
2. You will have less characters for comments since smart text uses more characters than names/pronouns.

If you need to proof your comments in an easy to edit way, use the **Comment Verification** page (**Grading > Comment Verification**) in PT Pro. If you wish to preview your comments in the manner that they will appear on the report card, you can run the **View My Comments** report in PowerTeacher by following the below steps:

- From the Start Page of PowerTeacher, click **View My Comments (7-12)**.
- Select a **Year** and **Term**, then click **Submit**.



### 4.4 FILLING COMMENTS IN PT PRO

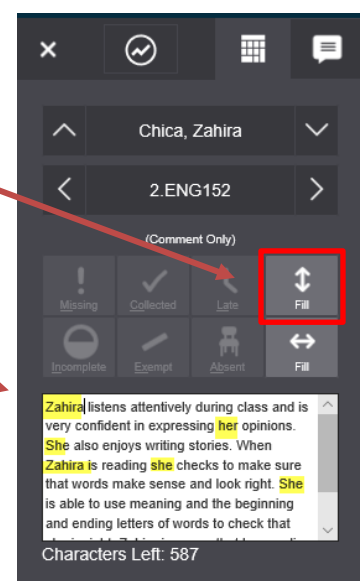
As shown in the example 2 comment, I just entered Zahira's comment in PT Pro (without using any smart text tags):

Zahira listens attentively during class and is very confident in expressing her opinions. She also enjoys writing stories. When Zahira is reading she checks to make sure that words make sense and look right. She is able to use meaning and the beginning and ending letters of words to check that she is right. Zahira is aware that her reading should sound like talking but her reading sounds slow and word by word.

**How can I copy this comment to other students, and not have Zahira's name and pronouns appear in their comments?**

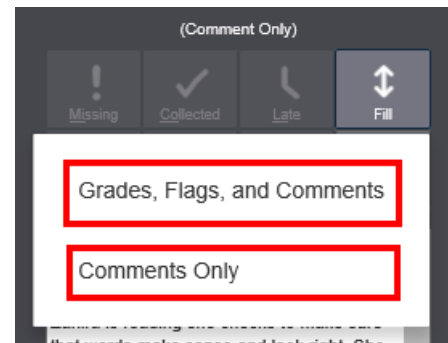
PT Pro offers a quick fill routine on the **Score Inspector** tab that will allow teachers to select a student comment and then fill the selected comment for all other students without any comment. (If the student already has a comment, the fill command will skip that student and continue down the student roster).

Notice that the comment in PT Pro is **not** using smart text.

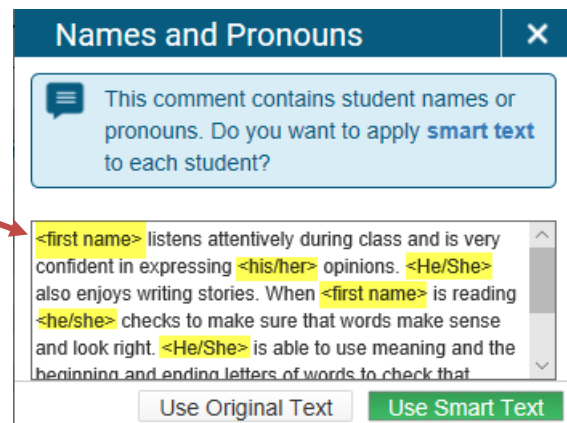


When you click the fill down button, you will be prompted to choose one of two options:

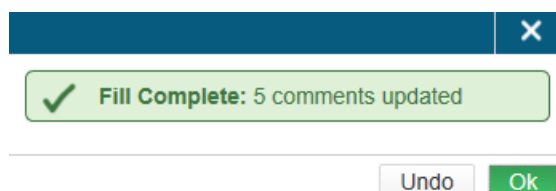
1. Grades, Flags, and Comments
2. Comments Only



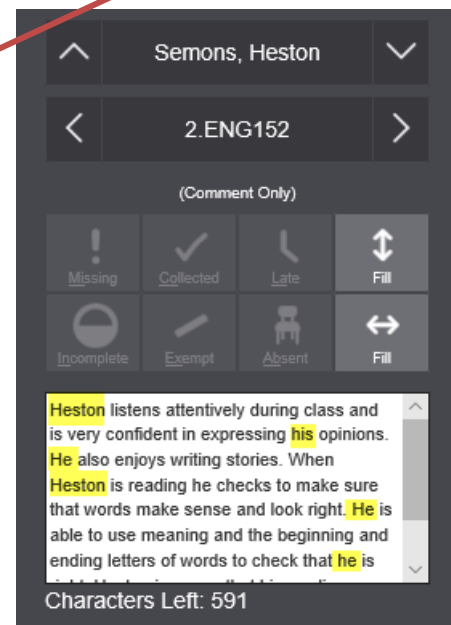
After choosing one of the two above options, a pop-up window appears, and PT Pro will automatically search for Zahira's name and pronouns in the comment, and it is at this point when Zahira's name and pronouns are converted into Smart Text.



You can choose to use the Original Text (i.e. the filled comments will be identical to the comment entered for Zahira), or you can choose to use the version with Smart Text. If you select **Use Smart Text**, this will add a comment to all students (only those with no comment) and insert the correct student name and pronouns into all the filled comments.



As shown to the right, you can see that even though the original comment had the name 'Zahira' and the pronouns 'she' and 'her', when Heston's comment was filled, it shows his correct name and pronouns.

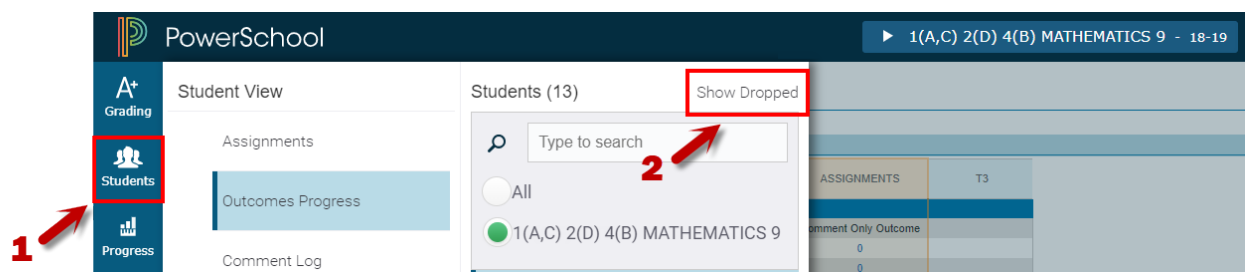


## 5. COMPLETING REPORT CARDS FOR DROPPED STUDENTS

Even though students may at times be dropped from your active class roster due to transfers and/or withdrawals, there may still be occasions when you will need to access these students in your gradebook. For example, you may need to view their marks and grades, there may be final assessment data to enter, or you may have to complete the students' report card.

To access dropped students in any one of your classes:

1. On the PowerTeacher **Start Page**, open PT Pro.
2. If necessary, use the **Class Selector** to navigate to the correct class.
3. On the menu bar, select **Students** and then select **Show Dropped** (as depicted in below image).



If you need to complete a report card for a secondary student who is no longer enrolled in your class, you will need to navigate to two pages in PT Pro to complete the report card:

1. Click on **Students** and then **Assignments** to enter the (1) grade and (2) comment,
2. Click on **Students** and then **Outcomes Progress** to complete the learner profile.

Exception: For grades 7/8 Mathematics, the strand grades are entered on the same page as where the learner profile is completed.

Ensure you have selected the correct reporting term and you can use the **Class Selector** to switch from class to class.

For detailed instructions on entering report card grades, learner profiles, and comments for dropped students, visit the iNSchool website at <https://www.ednet.ns.ca/inschool/e-learning> to access the PowerTeacher Pro e-Learning course.

Go to Section 9 on completing secondary report cards and view the lesson entitled **Completing Secondary Report Cards for Dropped Students**.

Click on one of the below tabs to view where report card information is entered for dropped students.

ENTERING GRADES	GRADES FOR 7/8 MATH	LEARNER PROFILE	COMMENTS
For all secondary subjects, click on <b>Students</b> and then <b>Assignments</b> to enter the comment.			