

Nova Scotia Public Education System

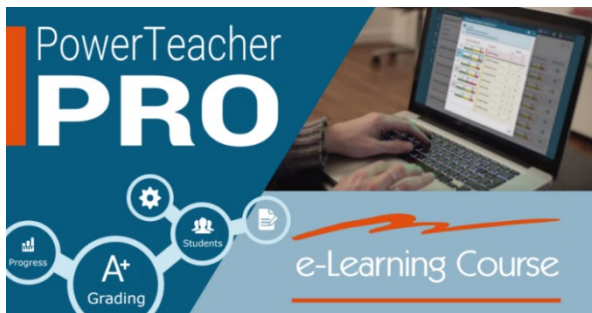
PT Pro Report Cards for 2025-2026: Grades 7-12

<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:

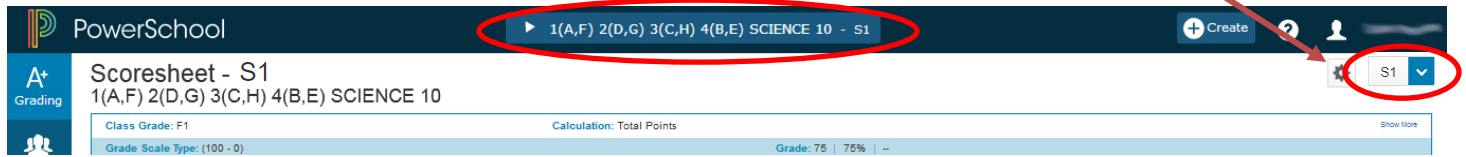
<p>If your school is reporting grades three times a year, then:</p> <p>Choose T1 for November/December report cards Choose T2 for March/April report cards Choose T3 for June report cards</p>	<p>If your school is reporting grades four times a year, then:</p> <p>Choose Q1 for November report cards Choose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

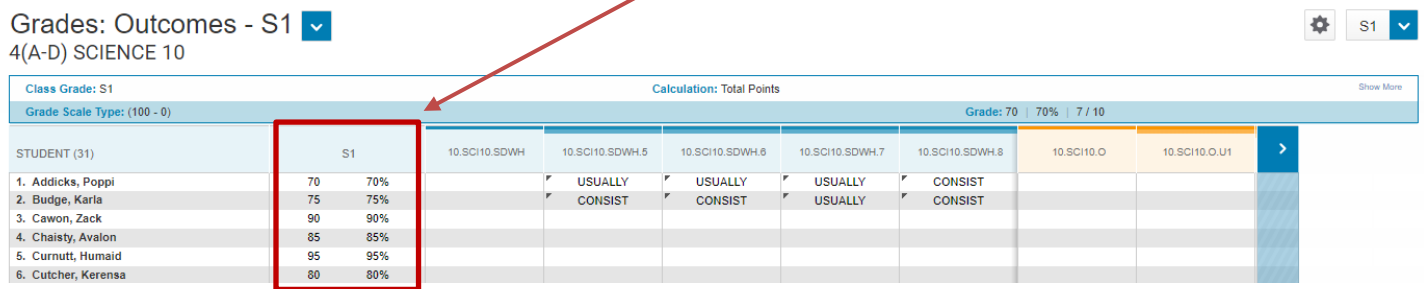
2. ASSIGNING A GRADE

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



2.1 HOW TO ENTER YOUR GRADES

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



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.

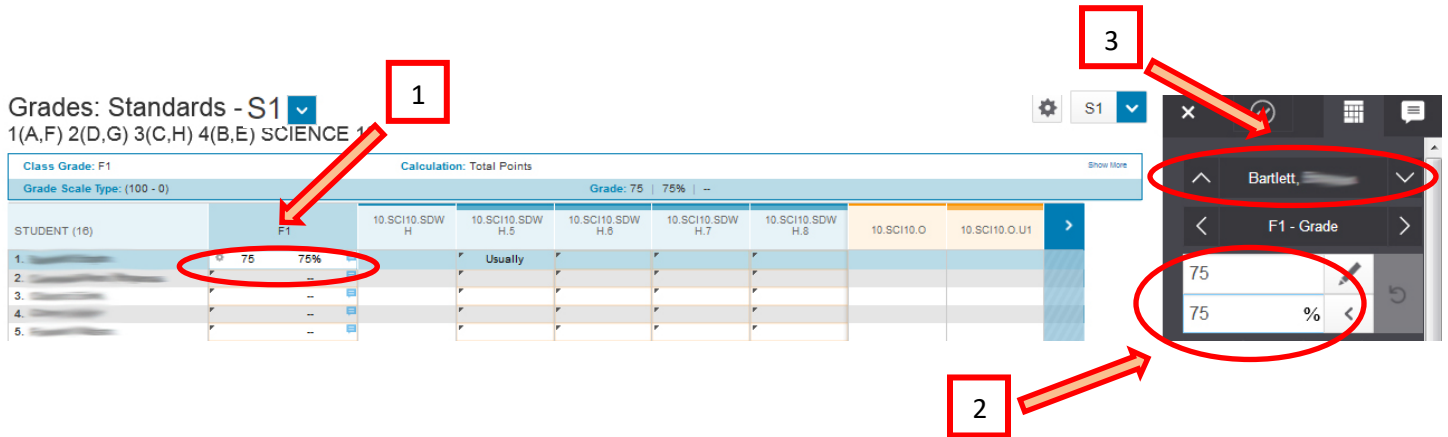
The **All Reporting Terms** page may be the preferred page to use when completing report card grades and comments since you have the benefit of quickly seeing what had been entered for the previous reporting terms. It also helps to ensure that the data you enter into PT Pro is being entered into the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



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.

1. 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**.

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.

STUDENT (23)	S1	8.MT8	8.MT8.NUM Number and Operations	8.MT8.PAT	8.MT8.MS	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. Gutjahr, 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%						

2. 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.
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 strand. Alternatively, you can also use your mouse to click in a new cell to work with a new student or strand.

1

2

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STUDENT (24)	T2	7.MT7	7.MT7.NUM Number and Operations	7.MT7.PAT	7.MT7.MS	7.MT7.OM	7.MT7.DT	7.MT7.SDWH
1. [Redacted]	--	--	80					
2. [Redacted]	--	--						
3. [Redacted]	--	--						

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 for '4(A-D) SCIENCE 10 - S1'. A red circle highlights the reporting term 'S1' in the top navigation bar. Another red circle highlights the 'S1' dropdown menu in the top right corner, with a red arrow pointing from the first circle to it.

The Learner Profile categories are:

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

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.

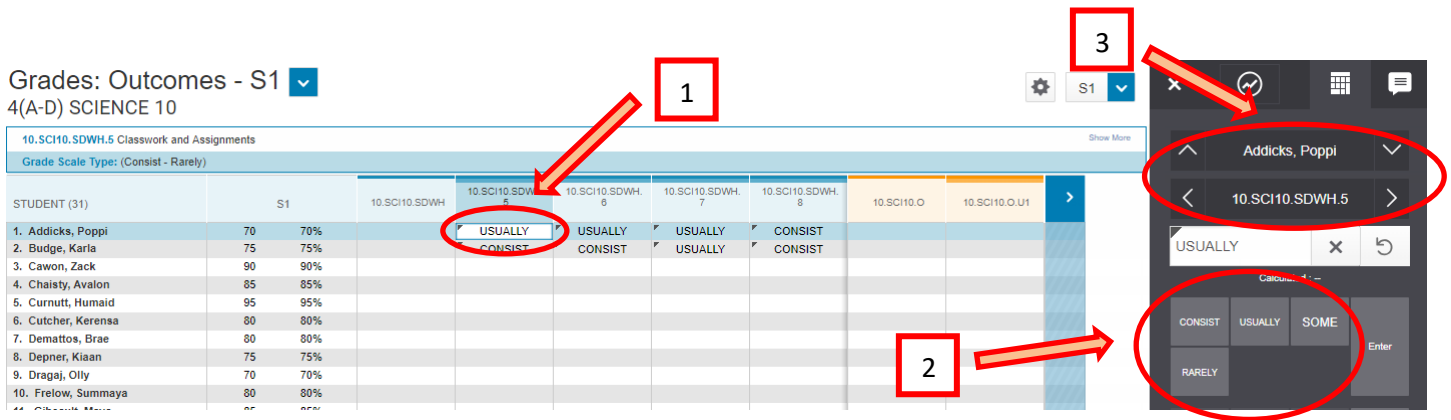
The screenshot shows a student report card for '1(A,C) 2(D) 4(B) MATHEMATICS 9 - 18-19'. A red circle highlights the column header '9.MT9.SDWH.15 Classwork and Assignments'. A red arrow points from this header to a text box that says 'Hover mouse over the column header to view a more detailed description.' Another red arrow points from a cell in the 'Classwork and Assignments' column to a text box that says '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**.

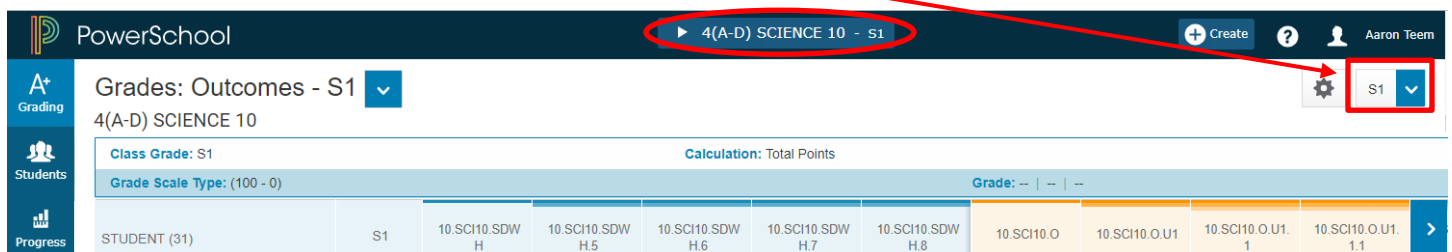
1. On the Outcomes page, next to the student you are starting with, click in a cell under the desired Learner Profile Column. The **Score Inspector** will open to the right.
2. Enter the Learner Profile grade.
3. Use the up/down arrows in the Score Inspector (or using the arrow keys on your keyboard) 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.



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).



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.



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

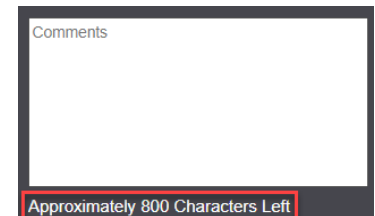
CHARACTER COUNTS

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 that indicates how many characters have been entered.

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 be cut off at the point where the character limit is reached.



4.3 ADD BULK COMMENTS TO REPORT CARDS

PowerTeacher Pro now provides a great time-saving feature for creating comments for multiple students all at once. This new Bulk comment feature is not to be confused with the Fill Comment feature, and it offers significant advantages over the Fill Comments feature.

The **Bulk Comment** feature allows comments to be applied to any selected students in the class roster, regardless of existing comments. In contrast, the **Fill Comment** feature only fills comments to any students into cells that do not already have content. Due to the versatility that Bulk Comments provide, moving forward, teachers may prefer using this new feature instead of Fill Comments.

To learn more about these features, click [here](#).

4.4 PREVIEWING COMMENTS IN PT PRO

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**.

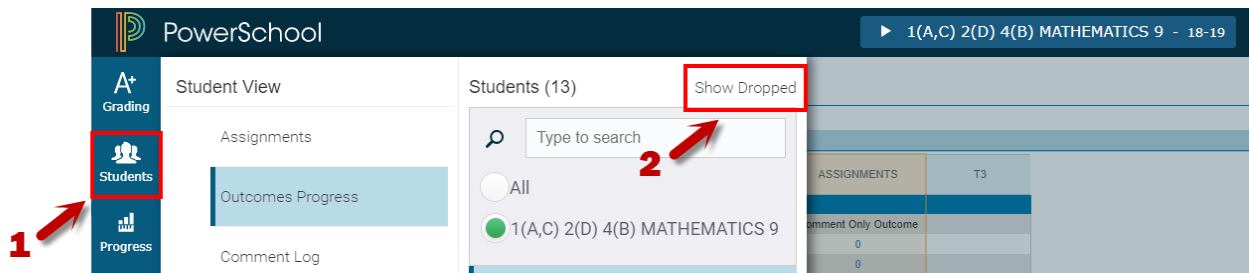


5. COMPLETING REPORT CARDS FOR DROPPED STUDENTS

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.

For detailed instructions on entering report card grades, learner profiles, and comments for dropped students, visit the PowerTeacher Pro e-Learning course lesson [here](#).