

Nova Scotia Public Education System

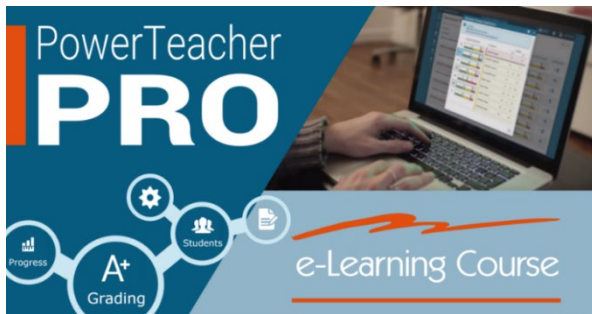
PT Pro Report Cards for 2025-2026: Grades P-6

<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 course.

Refer to Section 8 on completing the elementary report card.

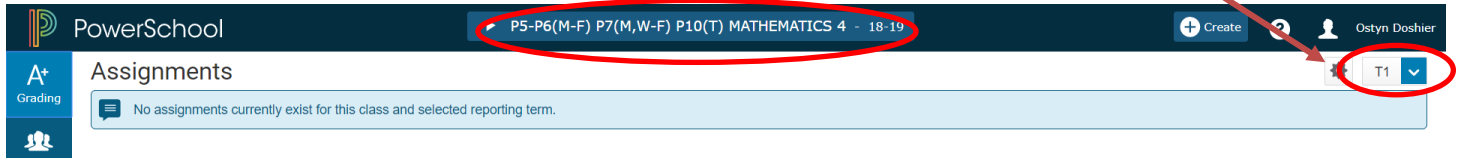
1. SUMMARY OF REPORT CARD TASKS

Report Term	Grade Level	Learner Profile	Integrated English (P - 3) / English (4 - 6) and French Language Arts and Integrated Mathematics (P - 3) / Mathematics (4 - 6)	Music and Physical Education	Core French
Term 1	Primary	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>		
	1 - 3	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with the developmental scale and with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>		
	4 - 6	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with the developmental scale and with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>		
Term 2	Primary	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>	report using a comment. <i>(max 600 characters)</i>	
	1 - 3	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with the developmental scale and with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>	report using the developmental scale and a comment. <i>(max 600 characters)</i>	
	4 - 6	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with the letter grade scale and with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>	report using the developmental scale and a comment. <i>(max 600 characters)</i>	report using the developmental scale and a comment. <i>(max 600 characters)</i>
Term 3	Primary	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>	report using a comment. <i>(max 600 characters)</i>	
	1 - 3	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with the developmental scale and with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>	report using the developmental scale and a comment. <i>(max 600 characters)</i>	
	4 - 6	report with the developmental scale and comment from the classroom teacher. <i>(max 450 characters)</i>	report with the letter grade scale and with a comment inclusive of integrated subjects, as applicable. <i>(max 1000 characters)</i>	report using the developmental scale and a comment. <i>(max 600 characters)</i>	report using the developmental scale and a comment. <i>(max 600 characters)</i>

2. ASSIGNING GRADES FOR YOUR COURSES

Since grades are not reported for grade primary subjects, grade primary teachers can skip this section and proceed to Section 3.

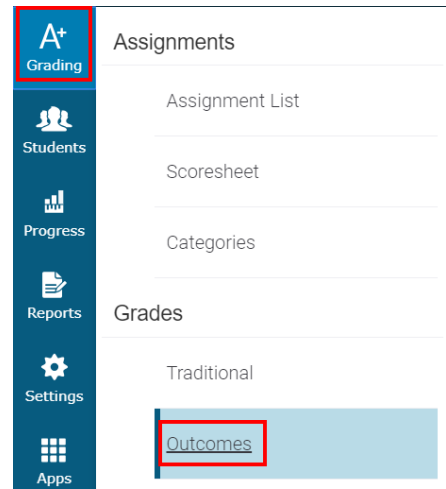
Before you begin, be sure you are scoring the correct subject and you are in the correct reporting term (i.e. T1).



2.1 HOW TO ENTER YOUR GRADES

On the **Outcomes Grades** page (**Grading > Outcomes**), next to the student you are starting with, click in the cell under the left-most column. Grades and comments for most elementary courses are entered in the second column, but for English and French Language Arts, the strand grades are entered in columns 3, 4 and 5.

The **Score Inspector** will open to the right of the screen. Note: To view the full description of the column header 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**.



Use the **Score Inspector** in PT Pro to enter the appropriate **code** in the cell to the right of the student’s name. Below are the possible grades that can be assigned to students and refer to the table on page 3 for more details on the grades that can be used for reporting – as they differ by subject and reporting term.

Note: letters can be entered as lowercase characters for quicker entry.

Developmental Scale

Code	Definition
WD	Well Developed understanding and application of concepts and skills
DE	Developing as Expected with understanding and application of concepts and skills
ND	Needs Development with understanding and application of concepts and skills

Letter Grades

Code Definition

- A** **Thorough** understanding and application of concepts and skills
- B** **Good** understanding and application of concepts and skills
- C** **Basic** understanding and application of concepts and skills
- D** **Limited** understanding and application of concepts and skills. The student has not met expectations.

Other Codes

Code Definition

- N/A** Not Applicable
- INS** **Insufficient Evidence** to report on achievement of the expected learning outcomes

2.2 ENTERING GRADES FOR ENGLISH AND FRENCH LANGUAGE ARTS

1. On the **Outcomes Grades** page, next to the student you are starting with, determine which strand will be the first to grade. As shown in the below image, the second column is for the Comment for the subject (and is indicated by a comment icon in the top corner of the column header). The three columns following the Comment column are for the strands. A grade must be entered for each strand in each reporting term.
2. Click in a cell to the right of the student’s name under the appropriate column and the **Score Inspector** will open to the right of the screen. Note: To see the full description of the Stand 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**.
3. Once the **Score Inspector** opens to the right of the screen, enter or choose the strand grade.
4. You can use the up/down arrows to move down to the next student, or the left/right arrows to move to the next Strand.

Grades: Outcomes - T1

P1-P2(W,F) P3(T,F) P9-P10(M,W-F) P11(M-F) ENGLISH LANGUAGE ARTS 4

4.ENG164.SL Speaking and Listening

STUDENT (7)	T1	4.ENG164	4.ENG164.SL	4.ENG164.RV	4.ENG164.WR	4.ENG164.O	4.ENG164.O.1	4.ENG164.O.3
1. Corsini, Laynie	--	--	WD	WD	WD			
2. Coy, Elan	--	--						
3. Garate, Douglas	--	--						
4. Joachin, Kartar	--	--						
5. Prest, Marcin	--	--						
6. Ruffer, Laycee	--	--						
7. Trenor, Nyra	--	--						

Page 1 of 2 Columns/Page 8

Legend
Icons - Professional Judgment Indicator

The strands that will be reported on vary depending on the type of Language Arts course you teach.

2.2.1 REPORTING ELA FOR ENGLISH PROGRAM STUDENTS

For grade 1-6 English Language Arts, teachers report grades on three strands:

For grade 1-2 English Language Arts	For grade 3-6 English Language Arts
<ol style="list-style-type: none"> 1. Foundations of Language 2. Comprehension 3. Composition 	<ol style="list-style-type: none"> 1. Listening and Speaking 2. Reading and Viewing 3. Writing and Other Ways of Representing

Grade 1-3 teachers will report using the Developmental Scale in Term 1, Term 2, and Term 3.


Grade 4-6 teachers will report using the Developmental Scale in Term 1, and letter grades in Term 2 and Term 3.

2.2.2 REPORTING ELA FOR IMMERSION PROGRAM STUDENTS

For students in the French Immersion program, the ELA strands will vary depending on the grade level of the English course. Since French Immersion students do not take ELA in grades 1-2, Immersion teachers do not report on this course until grade 3. In grade 3, teachers will report on all three strands, **but in grades 4-6 teachers only report on the (1) Writing and (2) Reading strands**. As shown in the below image, the Speaking strand is not reported on in grades 4-6 English (this situation only applies to students enrolled in the Immersion program).

Grade 3 teachers will report using the Developmental Scale in Term 1, Term 2, and Term 3.

Grade 4-6 teachers will report using the Developmental Scale in Term 1, and letter grades in Term 2 and Term 3.

Grades: Outcomes T1 
P2(M-F) ANGLAIS_ENGLISH LANG ARTS 4

Class Grade: T1		Calculation: Total Points				
Grade Scale Type: (IP - D)		Grade: -- -- --				
STUDENT (7)	T1	4.ELAANG164.F	4.ELAANG164.F.RV	4.ELAANG164.F.WR	4.ELAANG164.O	4.ELAANG164.O.3
1. Corsini, Laynie	-- --					
2. Coy, Elan	-- --					
3. Garate, Douglas	-- --					
4. Joachin, Kartar	-- --					
5. Prest, Marcin	-- --					
6. Rufer, Laycee	-- --					
7. Trenor, Nyra	-- --					

2.2.3 REPORTING FLA FOR IMMERSION PROGRAM STUDENTS

For grade 1-6 French Language Arts, teachers report grades on three strands:

For grade 1-2 French Language Arts	For grade 3-6 French Language Arts
<ol style="list-style-type: none"> Foundations of Language Comprehension Composition 	<ol style="list-style-type: none"> Listening and Speaking Reading and Viewing Writing and Other Ways of Representing

Grade 1-3 teachers will report using the Developmental Scale in Term 1, Term 2, and Term 3.

Grade 4-6 teachers will report using the Developmental Scale in Term 1, and letter grades in Term 2 and Term 3.

In addition to reporting on the three strands, there is an additional strand for ***Shows interest and pride in using the French language***. This strand appears in a fourth strand column and is graded using the Developmental Scale.

Grades: Outcomes - T1 ▼

P2(M) FRANCAIS_FRENCH LANG ARTS 4

Class Grade: T1		Calculation: Total Points						
Grade Scale Type: (IP - D)		Grade: -- --						
STUDENT (7)	T1	4.FR164IM.F	4.FR164IM.F.SL	4.FR164IM.F.RV	4.FR164IM.F.WR	4.FR164IM.LP	4.FR164IM.O	4.FR164IM.O.1
1. Corsini, Laynie	--	--						
2. Coy, Elan	--	--						
3. Garate, Douglas	--	--						
4. Joachin, Kartar	--	--						
5. Prest, Marcin	--	--						
6. Rufer, Laycee	--	--						
7. Trenor, Nyra	--	--						

Note: A red arrow points from the text above to the '4.FR164IM.LP' column header. A red box highlights the '4.FR164IM.LP' column header and its corresponding data cells. A tooltip for the '4.FR164IM.LP' header reads: 'Shows interest and pride in using the French Language'.

Even though the French language strand appears along side the other strands in Gradebook, this strand will appear (as shown below) at the end of the Learner Profile section when generating the students' French Immersion report card.

Responsibility and Independence	Term 1	Term 2	Term 3
Accepts responsibility for own actions			
Follows instructions/directions/rules and routines			
Respects school property and the property of others			
Works independently			
Shows interest and pride in using the French Language			

2.3 ENTERING GRADES FOR INTEGRATED MATHEMATICS/ MATHEMATICS

1. On the **Outcomes Grades** page, grades and comments (as shown in the diagram below) are entered under the second column.
2. Click in a cell to the right of the student's name under the second column and the **Score Inspector** will open to the right of the screen.
3. Once the **Score Inspector** opens to the right of the screen, enter or choose the grade.

Grade 1-3 teachers will report using the Developmental Scale in Term 1, Term 2, and Term 3.

Grade 4-6 teachers will report using the Developmental Scale in Term 1, and letter grades in Term 2 and Term 3.

Grades: Outcomes - T1

P5-P6(M-F) P7(M,W-F) P10() MATHEMATICS 5

5.MT165 MATHEMATICS 5

Grade Scale Type: (WD - INS)

STUDENT (5)	T1	5.MT165	5.MT165.O	5.MT165.O.1	5.MT165.O.1	5.MT165.O.1.5
1. Centner, Eiliza-Mae	--					
2. Feucht, Connie-Rae	--					
3. Hoffnagle, Blair	--					
4. Shorey, Ariaah	--					
5. Turkowski, Aria	--					

Page 1 of 5

Legend
Icons - Professional Judgment Indicator

2.4 ENTERING GRADES FOR MUSIC AND PHYSICAL EDUCATION

1. On the **Outcomes Grades** page, grades and comments are entered under the second column.
2. Click in a cell to the right of the student's name under the second column and the **Score Inspector** will open to the right of the screen.
3. Once the **Score Inspector** opens to the right of the screen, enter or choose the grade.

Grade 1-6 teachers do not report on Music and Physical Education in Term 1; and in Term 2 and Term 3, use only the Developmental Scale.

2.5 ENTERING GRADES FOR GRADES 4-6 CORE FRENCH

1. On the **Outcomes Grades** page, grades and comments are entered under the second column.
2. Click in a cell to the right of the student's name under the second column and the **Score Inspector** will open to the right of the screen.
3. Once the **Score Inspector** opens to the right of the screen, enter or choose the grade.

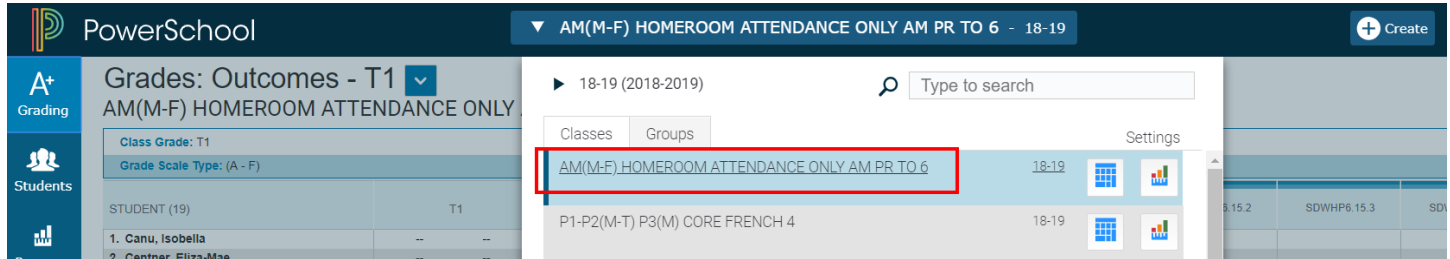
Grade 4-6 teachers do not report on Core French in Term 1; and in Term 2 and Term 3, use only the Developmental Scale.

3. COMPLETING THE LEARNER PROFILE AS THE HOMEROOM TEACHER

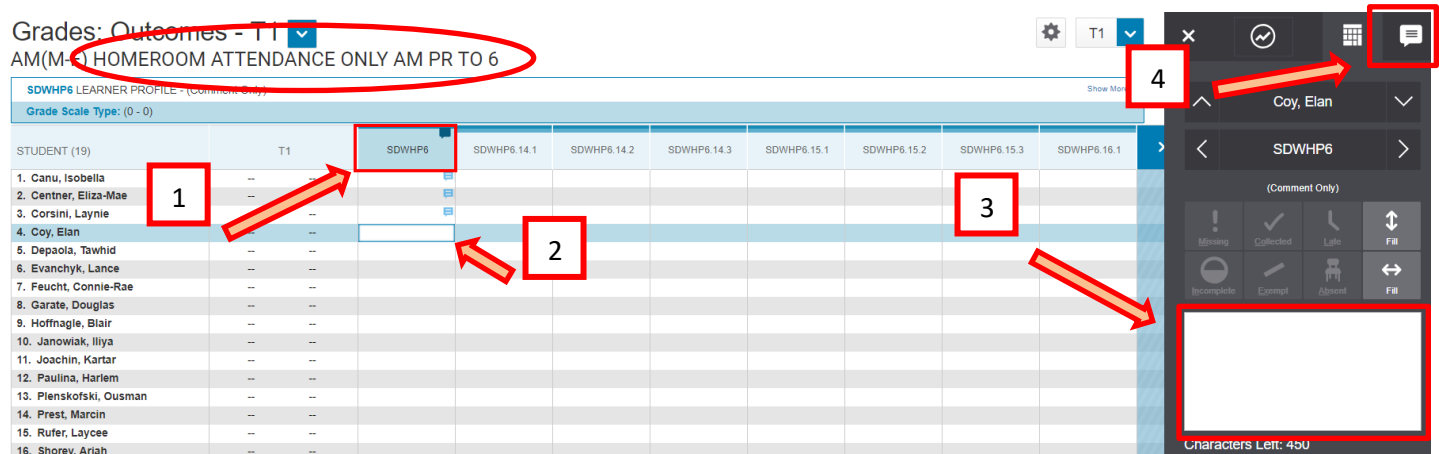
3.1 ENTERING THE LEARNER PROFILE COMMENT


The learner profile reports on the social skills, behaviours, and work habits that are important to be a successful learner.

To enter learner profile comments (up to 450 characters), select the **Homeroom Attendance Only AM PR to 6** class from the Class Selector.



1. On the **Outcomes Grades** page, learner profile comments are entered under the second column.
2. Click in a cell to the right of the student's name under the second column and the **Score Inspector** will open to the right of the screen.
3. Once the **Score Inspector** opens to the right of the screen, enter the comment.
4. The comment can also be entered by clicking on the **Comment Inspector** tab.



After a comment is entered for a student, a blue comment icon () is displayed in the Learner Profile Comment column.

3.2 ENTERING GRADES FOR SOCIAL SKILLS/WORK HABITS

After a comment has been made for the Learner Profile, the next series of columns contain the Social Skills/Work Habits items of the Learner Profile.

The Learner Profile items are:

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

The category for **Completes homework is only required to be completed for grade 4-6 students. Teachers of grade P-3 students can ignore this category.

To see the full description of the learner profile either hover over the column header 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**.

The screenshot shows the PowerSchool interface for a student's progress report. The page title is "Grades: Outcomes - T2" and the subject is "P1(A) HOMEROOM ATTENDANCE ONLY AM PR TO 6". The report is organized into columns for different social skills categories. A red circle highlights the column header "SDWHP6.14.1 Completes classwork". 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 circle highlights a cell in the row for student "1. Arns, Brennan" under the "SDWHP6.14.1" column. A red arrow points from this cell to a text box that says "Or Click in a cell under desired column to view a more detailed description in the summary area." The interface includes a sidebar with navigation options like Grading, Students, Progress, Reports, Settings, and Apps, and a top navigation bar with user information for Emily Teem.

PT Pro Report Cards for 2025-2026: Grades P-6

When entering Learner Profile grades, the Learner Profile codes are as follows: (note that the codes appear abbreviated in the PT Pro but will display using the full wording on the report card)

- WD** - Well Developed
- DE** – Developing as Expected
- ND** - Needs Developing
- N/A** -Not Applicable

To enter learner profile grades:

1. On the **Outcomes Grades** 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 using the Score Inspector or keyboard.
3. You can, either use the up/down arrows to move down to the next student, the left/right arrows to move to the next Learner Profile Column, or click in Learner Profile column when you want to work with a new student.

Grades: Outcomes - T1 ▼
AM(M-F) HOMEROOM ATTENDANCE ONLY AM PR TO 6

SDWHP6.14.1 Completes classwork
Grade Scale Type: (WD - N/A)


STUDENT (19)	T1	SDWHP6	SDWHP6.14.1	SDWHP6.14.2	SDWHP6.14.3	SDWHP6.15.1	SDWHP6.16.1
1. Canu, Isobella	--	--	WD				
2. Centner, Eliza-Mae	--	--					
3. Corsini, Laynie	--	--					
4. Coy, Elan	--	--					
5. Depaola, Tawhid	--	--					
6. Evanchyk, Lance	--	--					
7. Feucht, Connie-Rae	--	--					
8. Garate, Douglas	--	--					
9. Hoffnagle, Blair	--	--					
10. Janowiak, Iliya	--	--					
11. Joachin, Kartar	--	--					
12. Paulina, Harlem	--	--					
13. Plenskofski, Ousman	--	--					
14. Prest, Marcin	--	--					
15. Rufer, Laycee	--	--					
16. Shorey, Arian	--	--					
17. Simoniello, Akxel	--	--					


The screenshot shows the PT Pro interface for entering grades. A table lists 17 students. The first student, Canu, Isobella, has a grade of 'WD' entered in the 'SDWHP6.14.1' column. A red box labeled '1' points to the student's name. A red box labeled '2' points to the 'WD' grade in the cell. A red box labeled '3' points to the Score Inspector dropdown menu on the right, which shows the student's name, the selected grade 'WD', and other options like 'DE', 'ND', and 'N/A'.

4. COMMENTS


4.1 ENTERING COMMENTS

At all grade levels and for all subjects, comments are entered in the second column on the **Outcomes Grades** page (**Grading > Outcomes**). The column has a comment icon indicator in the upper corner to inform you that comments can be entered for students.

Grades: Outcomes - T1 
 P3(Th) P5(Th) PHYSICAL EDUCATION 2


Class Grade: T1			
Grade Scale Type: (IP - D)			
STUDENT (6)	T1	2.PHYE2 	2.PHYE2.O.1
1. Chica, Zahira	--	--	
2. Gsell, Jewel	--	--	

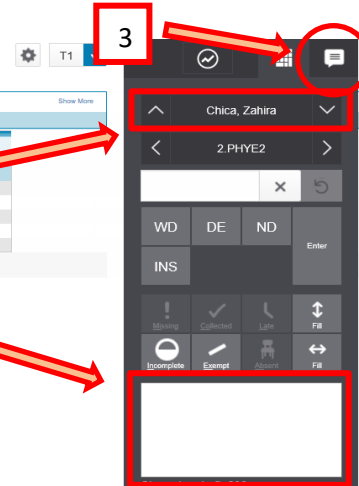
1. Next to the student you are starting with, click in the student's cell under the second column. The **Score Inspector** will open up to the right.
2. Enter comment in the comment box. **Note: DO NOT add any HTML code in the comment box.**
3. You can also click on the **Comment Inspector** tab if you prefer to enter your comment in this location.
4. You can use the up/down arrows to move down to the next student or click in a different student's cell when you want to work with a new student.

Grades: Outcomes - T1 
 P3(Th) P5(Th) PHYSICAL EDUCATION 2

2.PHYE2 PHYSICAL EDUCATION 2					
Grade Scale Type: (WD - INS)					
STUDENT (6)	T1	2.PHYE2	2.PHYE2.O.1	2.PHYE2.O.2	2.PHYE2.O.3
1. Chica, Zahira	--	--			
2. Gsell, Jewel	--	--			
3. Kibodeaux, Elijah	--	--			
4. Levendosky, Keziah	--	--			
5. Semons, Heston	--	--			
6. Trojanovich, Rita	--	--			

Columns/Page 11

Legend
 Icons  - Professional Judgment Indicator




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

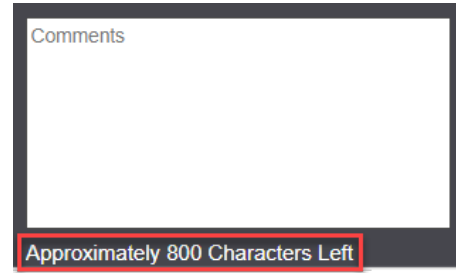
CHARACTER COUNTS

Grade Level	Learner Profile	ELA/FLA	Math	Core French, Music and Physical Education
Grades Pr -6	450	1000	1000	600

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.

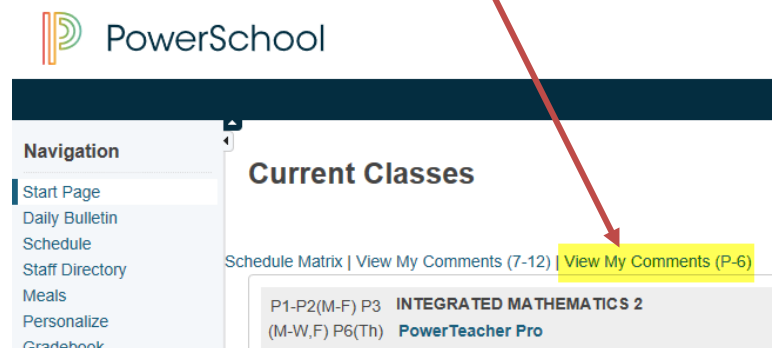
To learn more about these features, click [here](#).

4.4 PREVIEWING COMMENTS IN PT PRO

Grade P-6 teachers can now quickly view report card comments directly in PowerTeacher Pro. This feature is available on the Outcomes grades page as well as the Outcomes Progress page for students. To learn more about this feature, click [here](#). For teachers who used the **View My Comments (P-6)** report in PowerTeacher, this report remains available and offers additional checks that the new PT Pro functionality cannot provide. Teachers are encouraged to continue using the View My Comments report when ready to complete the final review of their report card comments.

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 P-6**.
- Select a **Year** and **Term**, then click **Submit**.

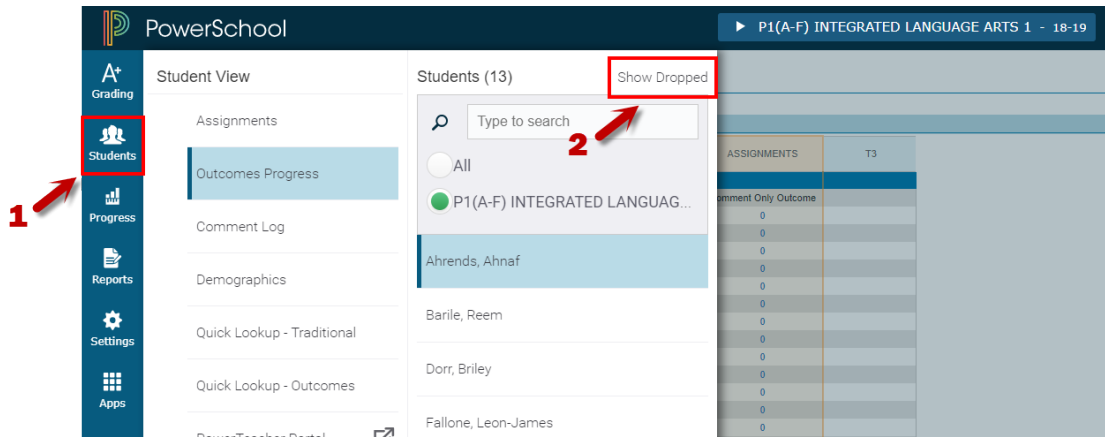


5. COMPLETING REPORT CARDS FOR DROPPED STUDENTS

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).



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