

HB PowerTeacher Gradebook

Creating Student Progress Reports



1. Login to NCEdCloud <https://my.ncedcloud.org> and select PowerTeacher

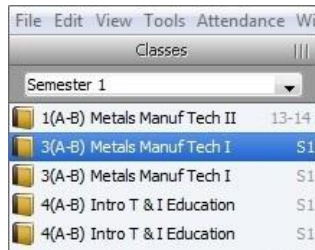
2. Select Gradebook

The screenshot shows the 'HOME BASE' logo and 'NC STUDENT INFORMATION SYSTEM' in the top left. On the right, there are fields for 'School:' and 'Term:'. The main content area is titled 'Current Classes' and lists three classes: 1(A-B) World History, 2(A) Civics & Economics, and 3(A-B) Civics & Economics. Each class row has several icons representing different features. In the left-hand 'Navigation' menu, the 'Gradebook' option is highlighted with a red arrow and the number '2'.

3. Select Launch Gradebook

The screenshot shows the 'Gradebook' page. The left navigation menu has 'Gradebook' selected. The main content area has a heading 'Announcing PowerTeacher 2.6!' followed by a list of new features and documentation links. At the bottom right, there is a button labeled 'Launch PowerTeacher Gradebook' with a red arrow and the number '3' pointing to it.

4. Select the appropriate class.



5. Report Printing – Select Reports

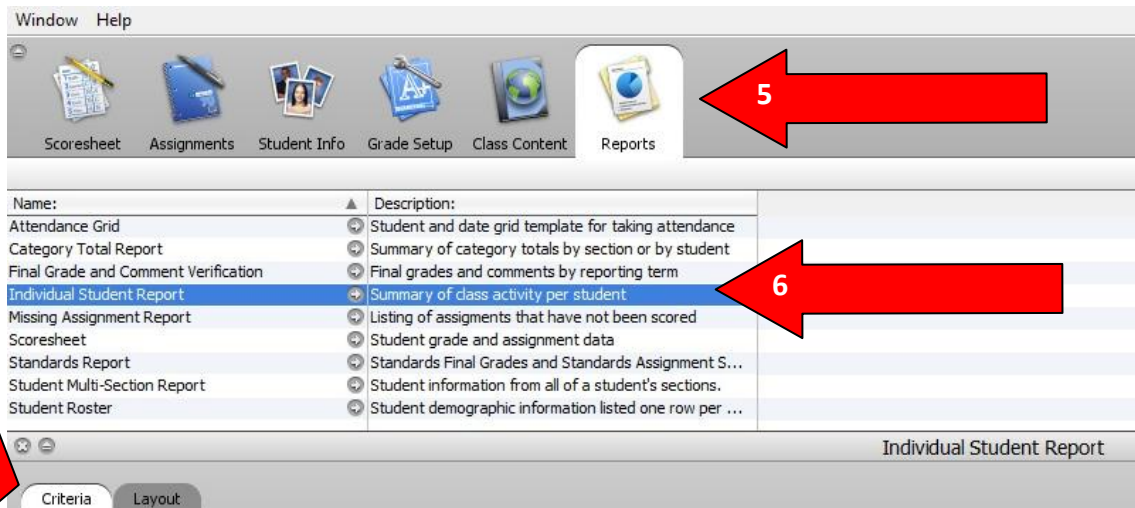
6. Select Individual Student Report

7. Criteria Tab – Leave all settings the same except:

8. Include: Check the details to be included on the Progress Reports.

9. Date Range: Click the drop down arrow to select the current Quarter.

NOTE: You can leave the manual setting and select date range, but it will show all grading periods (F1, Q1, Q2, etc...).



Name: Individual Student Report
Description: Summary of class activity per student
Output Type: PDF HTML Export (CSV)
Sections: Selected Class Active Classes Order By: Section, Student
Students: All Enrolled Selected Groups and/or Students
Student Field: Student Name Student Number Sort By: Number
Abbreviate: Assignments Categories
Include: Final Grades Assignments Comments Categories
Date Range: Manual This
Start Date: MM/DD/YYYY
End Date: MM/DD/YYYY

9 Select the Current Quarter



Do Not Run the Report – Go to the Next Page

10. Select the "Layout Tab"
11. Leave the Check on "Page Breaks: On Students"
12. Can add a general comment as a Top or Bottom note.
13. Can include a Signature Line for the Parents/Guardians if checked.

The screenshot shows the 'Individual Student Report' configuration window. The 'Layout' tab is active. The 'Report Title' is 'Individual Student Report'. Under 'Page Breaks', both 'On Sections' and 'On Students' are checked. The 'Top Note' section has 'include' and 'bold' options, both unchecked. The 'Bottom Note' section has 'include' checked and 'bold' unchecked. The bottom note text area contains 'Pleasure to have in class.' and 'Contact Information'. The 'Signature Line' section has 'include' checked. A 'Run Report' button is located at the bottom right of the window.

14. Run Report

15. Open Report & Click OK

The screenshot shows a 'Report Complete' dialog box. The title bar says 'Report Complete'. The main text reads: 'Report: Individual Student Report is complete'. Below that, it says: 'Report: Individual Student Report has been generated. Would you like to open the report or save it to a file?'. There are two radio buttons: 'Open Report' (which is selected) and 'Save Report'. At the bottom right, there are 'OK' and 'Cancel' buttons. A red arrow points to the 'Open Report' radio button.

Final Grades Report Example:

Individual Student Report

Class: 2nd(A-B) Economics (9-12) Honors Teacher Name:

Final Grade

Reporting Term	Letter Grade	Percentage	Final Grade Comment
Q1	100	100%	

Assignment Scores

Date	Category	Assignment	Score	Pts. Poss	%	Grade
09/03/2014	Daily	#1 Student Information	100	100	100	100
09/03/2014	Daily	#2 Signed Course Format	100	100	100	100
09/03/2014	Daily	#3 Groups-Def of Economics	100	100	100	100
09/03/2014	Daily	#4 List-Morning Activities	100	100	100	100
09/03/2014	Daily	#5-List-Things to Buy (scarcity)	100	100	100	100
09/09/2014	Daily	#6 Ad/Commercial Critiques	100	100	100	100
09/09/2014	Daily	#7 Groups - Types of Business Chart	100	100	100	100

It is a pleasure to teach your child this year!!! Should you have any questions or concerns please email me at @lee.k12.nc.us. Thanks!!

Name: _____ Signature: _____ Date: _____



Printing the Progress Reports

You can print two progress reports per page to conserve paper.

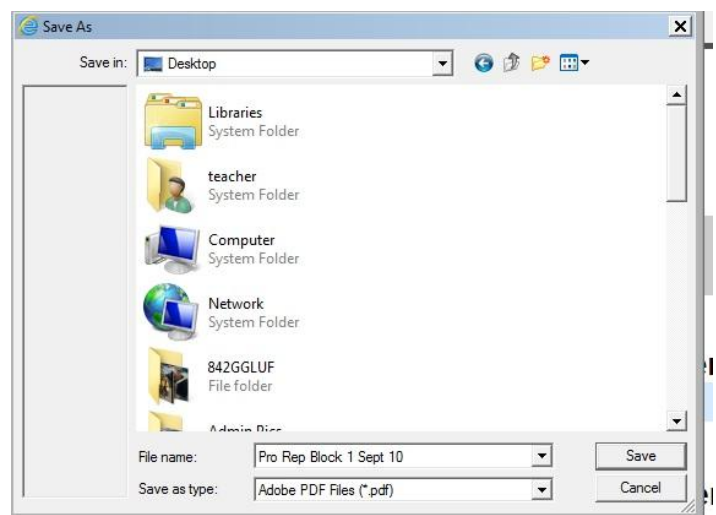
***NOTE: When printing from Google Cloud Print, the report must be saved and re-opened as a PDF file. Otherwise just select the printer icon.**

Printing using Google Cloud Print

1. Save



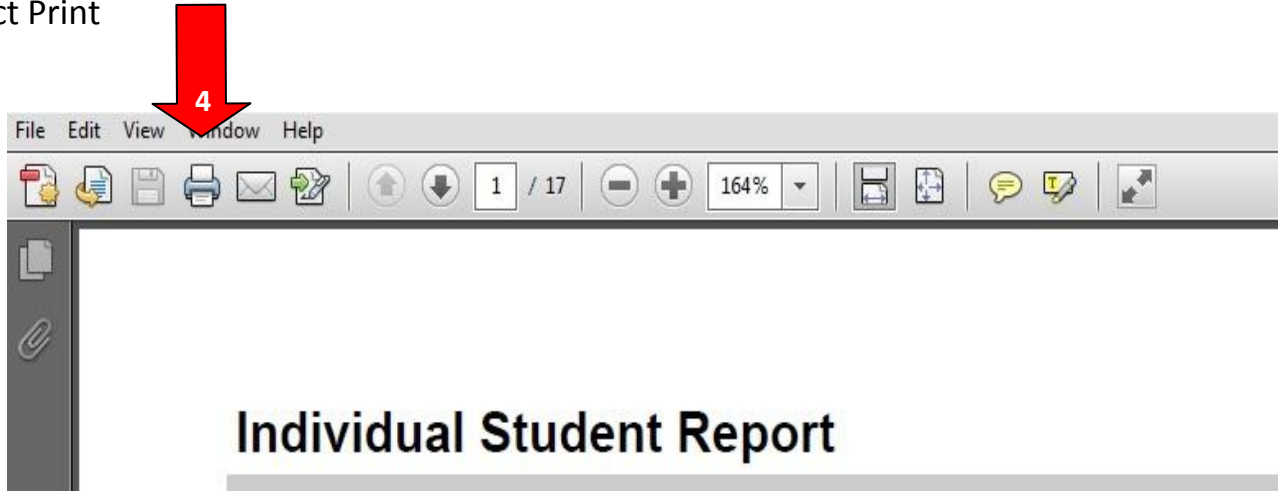
2. Save as a PDF, to a location and name the file, so it can be found easily.



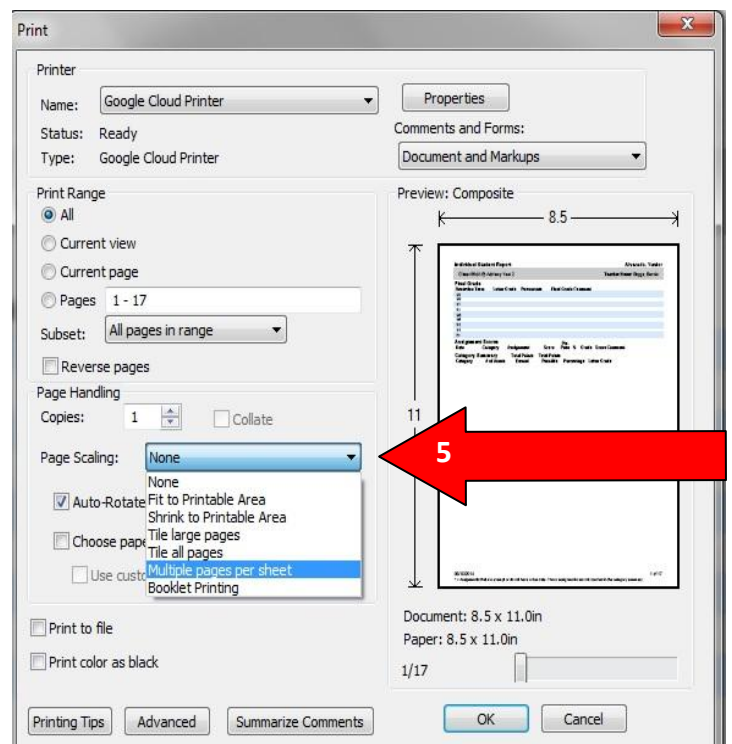
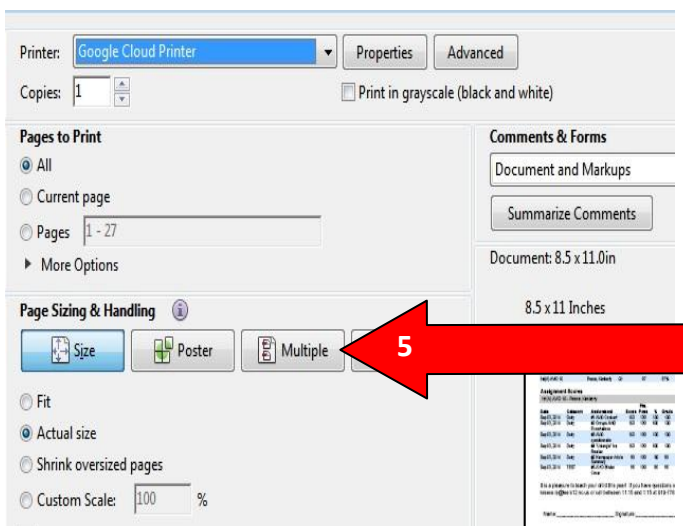
3. Open the saved file



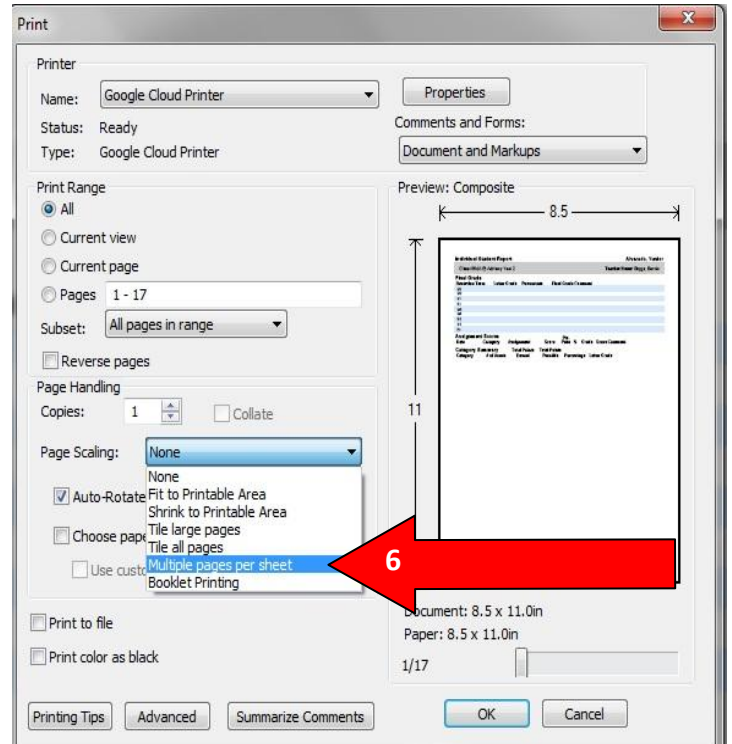
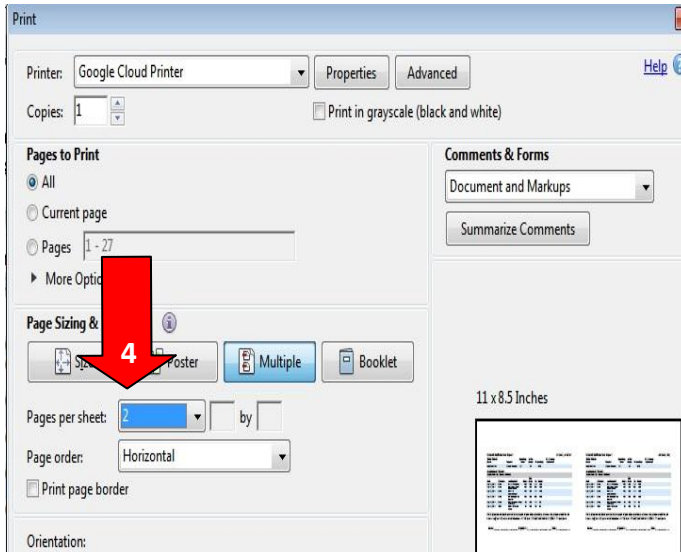
4. Select Print



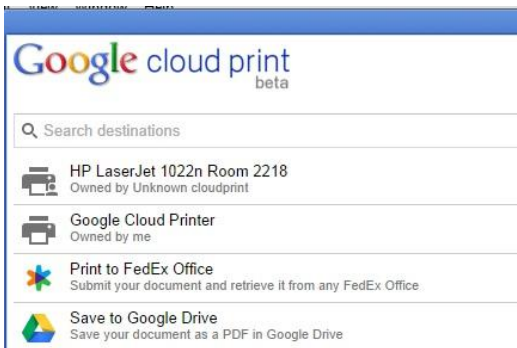
5. Select Multiple or Page Scaling



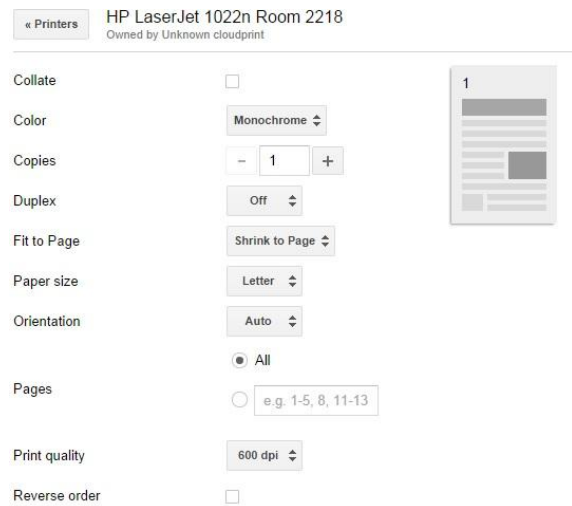
6. Make sure 2 Pages Per Sheet or Multiple Pages Per Sheet is selected & Click OK



7. Select the desired printer



8. Select Print



****Go back to the second page and repeat the steps for each class.****