

K-6 Gradebook and Report Card FAQs

VUSD 2024-25

Below are answers to frequently asked questions about the PowerTeacher Pro (PTP) Gradebook and Report Card, as well as how Schoology and Performance Matters integrate with the PTP Gradebook. Don't see what you're looking for? Reach out to our Assessment team at 559-931-8108.

PTP Gradebook Overview

What is the PowerTeacher Pro (PTP) Gradebook?

The PTP Gradebook is the K-12 online gradebook platform that is a part of PowerSchool/PowerTeacher. Beginning in 2024-25, all elementary schools will begin using the PTP Gradebook and elementary report card grades will be harvested from this system.

What is the difference between the PTP Gradebook and Schoology Gradebook?

Teachers in VUSD can use either gradebook as their primary grading platform for assignments, assessments, etc. Teachers can set up a schedule for assignments in the Schoology Gradebook to sync to the PTP Gradebook. Parents will be able to view the PTP Gradebook after the first trimester. Scores are harvested from the PTP Gradebook to create grades for the Report Card. For more on the Schoology vs. PTP Gradebooks, click [HERE](#).

Should I use the PTP Gradebook or the Schoology Gradebook?

Scores must be available in the PTP Gradebook for the Report Card to populate. However, teachers who use Schoology may prefer to use the Schoology Gradebook and sync scores to the PTP Gradebook. The District recommends the Schoology Gradebook for grades 4 and above. Once teachers choose a gradebook, they need to stick with that gradebook until the next reporting period.

Are parents able to access the PTP Gradebook?

For elementary schools, families will have access to the PTP Gradebook for Trimester 3 of 2024-25. Parent access will begin on March 1, 2025.

How do I edit the previous trimester once a new trimester has begun?

As long as the window for teacher editing of the Gradebook remains open, teachers can go into a previous trimester to create and score assignments, add comments, and override grades. However, once the new trimester begins, the system will default to the new trimester when opening and teachers will need to toggle to the previous trimester. This [quick guide](#) shows teachers how to change trimesters and adjust due dates for assignments to ensure they are included in the correct trimester.

PTP Gradebook Training and Resources

How do I get trained in the PTP Gradebook?

K-6 teachers will complete videos assigned to them in Keenan. Teachers who want to watch them again, can find them on the [District's PowerTeacher Support](#) page. Instructional Coaches and site administrators have also received training to assist and support teachers. For additional questions, please contact the Assessment & Instructional Technology department at 559-931-8108.

Where can I find quick guides and videos regarding the Gradebook?

VUSD has two web pages with Gradebook resources. One is called [PowerTeacher Support](#) and can be found by click on Staff in the top right corner of the VUSD homepage. The other is called [Assessment & Instructional Technology](#) and can be found under Departments (Departments > Learning and Leadership > Teaching and Learning > Assessment & Instructional Technology).

Entering Assignments in PTP Gradebook

Should I use points or rubric scores when entering assignments?

When entering assignments ([video](#)) teachers may choose *Points* or *Letter (4-1)* as the score type depending on their preference. The training video recommends *Letter (4-1)* due to its alignment with standards-based grading. Teachers will notice that assignments with a score type of *Points* will be converted to a 1-4 rubric score when shown by standard.

How often should teachers enter grades into the PTP Gradebook?

The Gradebook should be updated at least every two weeks. The expectation is that teachers make at least one grade entry every 4 weeks in each of the subjects (Homeroom, ELA, Math, History, and Science).

What if an assignment reflects a standard that is not included in the PTP Gradebook?

The PTP Gradebook does not include ALL standards in each content area. In order to make the Gradebook more manageable, only priority standards have been included. If a teacher wants to provide evidence of student learning for a standard that is not included, s/he may create an assignment and choose not to connect a standard. The assignment will show up in Assignments, but will not be included in grade calculations for the report card.

Can assignments be copied to a new trimester or school year?

Yes, teachers will be able to duplicate assignments that they've created previously to a new term or year. This [quick guide](#) shows teachers how to do that.

Why aren't standard scores showing for the assignment that I created?

An assignment has to be tied to standards for scores to populate by standard. When creating an assignment, click on the Standards tab to search and select standards. Be sure to select a parent standard *with* a  AND a child standard *without* the . Also, be sure that the Auto-Calculate Assignment Standards Scores checkbox is checked.

How do I get Gradebook scores for a student who transferred within VUSD?

When a student transfers within VUSD, the student's Gradebook assignments and scores do not transfer to the student's new teacher. The best practice is for the original teacher to print an Individual Student Report from their Gradebook and share that with the new teacher. The report shows the student's assignments and scores for the new teacher's use (How to Print an Individual Student Report).

Report Card

What will the new report cards look like? Will they show the standards?

[Sample K-6 Report Cards](#) are available on the [District's PowerTeacher Support](#) page. Reporting standards are written in parent-friendly language and do not include the CA standard code. For reference, we've created [Report Cards with Standard Codes](#) for teachers to easily see which standards are being reported.

How do I complete the report card?

Teachers do NOT enter grades into the report card as they have done in the past. The report card harvests scores from the PTP Gradebook to create grades for the report card. Teachers DO enter Comments for the report card ([quick guide](#)). Comments may be entered for each subject and are required for students scoring below standard in a subject. Teachers also need to finalize the report card ([quick guide](#)).

Who completes PE and Music grades?

Elementary PE teachers are responsible for final grades for all Gr K-6 PE classes. Elementary Music teachers are responsible for final grades for all Gr 4-6 Music classes (e.g., Orchestra, Band, Choir, Classroom Music). Elementary PE teachers will complete 2024-25 Tri 1 grades by Thursday, Nov 14, to allow general education teachers time on Friday (11/15) to prepare for parent-teacher conferences beginning on Monday (11/18). If PE teachers complete their grades earlier, they will email their general education partner teachers. (Stay tuned for Music!)

How are grades calculated for the report card?

Report card grades are calculated for each reporting standard from scores in the PTP Gradebook. All scores within a reporting standard are averaged (not just the last 3 scores) to create final grades for the report card. Teachers can uncheck "Count in Traditional Final Grade" on the Assignment tab AND "Count in Grade" on the Standards tab if they do NOT want a score to be included in the average.

What if I don't want a score to be calculated into the report card grade?

Teachers may want to add scores to their PTP Gradebook to show students' learning proficiency and progress without that score being included in the final grade calculation for the report card. This is possible by unchecking a couple of checkboxes on the assignment interface ([quick guide](#)).

Why aren't grades populating for Gr 1 and Gr 6 Science?

The Science standards for these grade levels were recently updated. If a teacher has assignments, but final grades are not calculating, they will need to re-calculate final grades. This [video](#) shows teachers what to do.

Can a teacher override the final grade calculation for the report card?

Yes, teachers can override the final grade calculation for the report card, if necessary ([quick guide](#)). This is not advised, but is possible. Parents should see a logical connection between their students' learning proficiency and progress in the Gradebook and their student's final grade on the report card.

How do I add comments to the report card?

Teachers enter Comments ([full list](#)) for the report card ([quick guide](#)) within the PTP Gradebook. Comments for each subject area are not required. General comments may be added to Homeroom. For students receiving a 1 or 2, comments should be included in that subject area.

What assessment results will be included on the report card?

Results from the i-Ready Diagnostic assessments will be included on the report card. If a student did not take the i-Ready Diagnostic, this section will not populate. Results from the Spring 2024 SBAC assessments in ELA and Math will also be included for students currently in grade 4 or above. If a student did not take the SBAC, the section will not populate.

How will report cards be shared with families?

Report cards will no longer be mailed home. They will be emailed and sent through the PowerTeacher parent app. Report cards will be generated in Spanish for those parents whose correspondence language is set as Spanish in PowerSchool. Teachers can also print copies from their PowerTeacher account ([quick guide](#)).

How do I print a report card?

Both site administrators and teachers may print report cards. The process is slightly different for each group:

Teachers - This [quick guide](#) shows the basic steps for printing a report card from PowerTeacher. This [video](#) goes into more detail, including how to print report cards in English or Spanish, as well as in bulk or individually.

Administrators - This [video](#) shows how to print report cards individually or for a group of students from an administrator's PowerSchool account.

Can I print report cards in Spanish?

An adjustment has been made to the Report Card printing page in PowerTeacher to allow teachers to select a language for printing. After selecting either English or Spanish, teachers will select one or more students for whom they want to print Report Cards. A video will be available soon to walk teachers through this process.

Can I print a report card for a student who has been dropped?

No. Report cards cannot be printed for dropped students. Before dropping a student from PowerSchool, please ensure a current Report Card is printed and stored in the student's cum folder ([How to Print a Report Card for Admin](#), [How to Print a Report Card for Teachers](#)).

PTP Gradebook and District Assessments

How do I enter BAS scores and will they show in PTP Gradebook?

Teachers will enter BAS scores into PM ([video](#)) similar to how they entered scores into Illuminate. Scores will be available in PM reporting, however due to the structure of Observational Assessments, the results cannot be passed back to PTP Gradebook. Since BAS scores are not reported by standard, entry into the PTP Gradebook is not recommended. BAS scores will not be included on the Gr K-2 report cards either. However, teachers can share BAS results with parents during parent-teacher conferences to provide information on students' literacy skills.

How do I enter DWA scores and will they show in PTP Gradebook?

Teachers will enter DWA scores into PM ([video](#)) similar to how they enter scores for the BAS. The difference is that the BAS data entry uses an Observational Assessment model and the DWA uses the Online/Paper based mode, since some students will be completing the assessment digitally. Directions for administering the Gr 2-6 Standards Mastery assessments are included in our [VUSD Assessments - Directions for Administration](#). To pass back scores from PM to PTP Gradebook, teachers can go to Reports > Student Item Analysis. From the drop-down menu, select the DWA assessment. Click on Gradebook, select a section and category, then click submit.

Will Foundation assessment results be available in PTP Gradebook?

Foundation results are input into FunHub, which does not sync with PTP Gradebook. If results from a Foundation assessment provide evidence of student learning specific to a standard, teachers may create related assignments in their PTP Gradebook and input student scores.

Will Standards Mastery assessment results be available in PTP Gradebook?

Standards Mastery results are stored in the i-Ready portal, which does not sync with PTP Gradebook. If results from a Standards Mastery assessment provide evidence of student learning specific to a standard, teachers may create related assignments in their PTP Gradebook and input student scores. To strengthen the test's validity, directions for administering the Gr 2-6 Standards Mastery assessments are included in our [VUSD Assessments - Directions for Administration](#).

Will K-2 Math Module/Interim assessment results be available in PTP Gradebook?

Because the Math module/assessment results are not collected elsewhere (e.g., i-Ready or FunHub), teachers are expected to enter assessment results into Performance Matters (PM). Teachers will enter K-2 Math module/interim assessment data into PM ([video](#)) in the same way that they entered BAS data. Scores will be available in PM reporting, however due to the structure of Observational Assessments, the results cannot be passed back to PTP Gradebook. If results from a Math Module/Interim assessment provide evidence of student learning specific to a standard, teachers may create related assignments in their PTP Gradebook and input student scores.

Should i-Ready Diagnostic results be input into PTP Gradebook?

No. i-Ready results will be reported on the K-6 report cards in their own section. They should not be entered as an assessment or assignment in the Gradebook and should not be used as final grades.

How do I get PM assessment scores for a student who transferred within VUSD?

A student's results for assessments taken in PM will follow the student within VUSD schools. Once a student is added to a teacher's roster, that teacher will be able to see their previous assessment scores.