

PowerTeacher Quick Reference Card

PowerTeacher Classroom Management Tool

PowerTeacher is an essential part of the PowerSchool Student Information System. PowerTeacher is a web portal to PowerSchool that concentrates all of the features teachers need in one spot, including a web-based gradebook. Whether you teach at an elementary school or a secondary school, use PowerTeacher on a daily basis to help manage your students' information.

Signing In to PowerTeacher

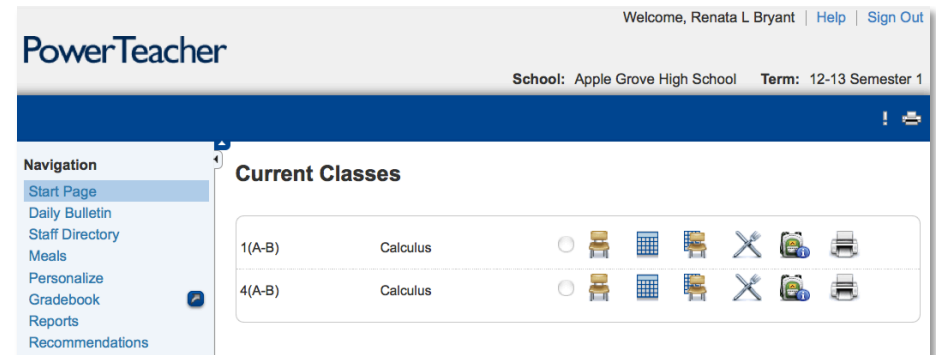
Use PowerTeacher anywhere you have access to the Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day.

To sign in to PowerTeacher:

1. Open a web browser (such as Safari, Firefox, or Internet Explorer)
2. In the browser address bar, enter the address of your PowerSchool server followed by **/teachers**
3. Press **Enter**
4. On the Teacher Sign In page, enter your username and password
5. Press **Enter** to sign in to the PowerTeacher Start Page

Navigating PowerTeacher

The PowerTeacher Start Page serves as the central point for where you begin your PowerTeacher session. The Start Page consists of the following areas: the header, the navigation toolbar, the navigation menu, and the Current Classes area.



Personalizing PowerTeacher

Follow the directions below to set your PowerTeacher personal preferences.

To change your password:

1. On the Start Page, click **Personalize**
2. Click **Change Password**
3. Enter the old password
4. Enter the new password
5. Verify the new password by entering it again
6. Click **Submit**

To set the default student screen:

1. On the Start Page, click **Personalize**
2. Click **Default Student Screen**
3. From the Default Student Screen menu, select the screen
4. Click **Submit**

To show or hide the section numbers on the PowerTeacher Start Page:

1. On the Start Page, click **Personalize**
2. Click **Display Section Number**
3. From the "Display Section Number on the PowerTeacher Home Page menu," select **Yes** or **No**
4. Click **Submit**

Taking Attendance



As soon as teachers take attendance, student attendance information becomes available to school administrators, parents, and students.

1. On the Start Page, click the chair icon (next to the class for which you want to take attendance)

Click the grid icon to view and take attendance for multiple days.

2. Select the date, if other than today

For multi-day attendance, edit the date range, if needed.

3. Select the current attendance code
4. Click the cell next to a student's name to assign that code
5. Click the comment icon to enter a comment about the attendance code
6. Click **Submit**

Even if all students are present, click the chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that you have taken attendance.

Students	Alerts	Attendance: Friday, August 17, 2012
Adams, Julie		<input type="text"/>
Allred, Jacee L		<input type="text" value="A (Absent)"/>
Anderson, Riley		<input type="text"/>
Cox, Carlos K		<input type="text"/>

Creating a Seating Chart



Use the seating chart feature to configure a chart that matches your classroom. Prepopulate the chart so that you can use the seating chart immediately. Then, use the chart to assign attendance by selecting a code from the menu and clicking any student photo.

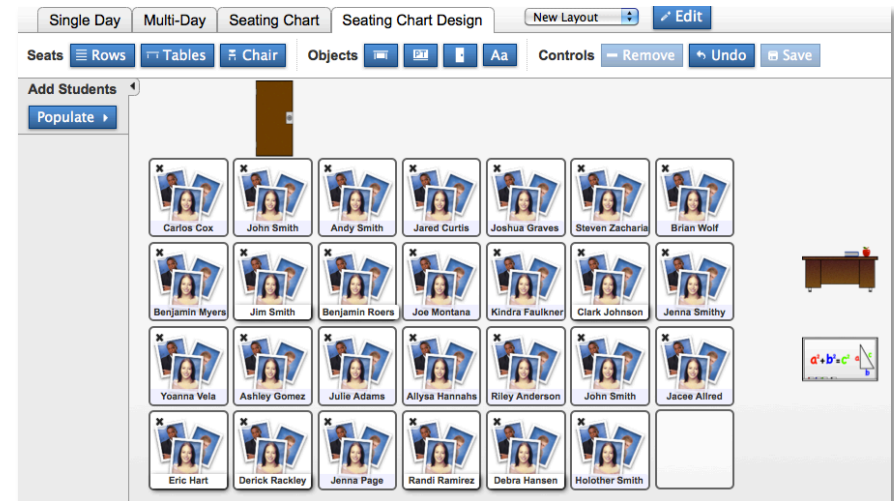
1. On the Start Page, click the grid and chair icon
2. Click **OK**

The first time you access your seating chart, a prompt to prepopulate the layout appears. Click OK to prepopulate the page with a default seating chart or click Cancel to begin with a blank layout.

3. Click the Seating Chart Design tab
4. Use the numerous design features to make a seating chart that matches your classroom
 - a. Drag and drop student photos to different locations
 - b. Add rows of chairs
 - c. Add individual chairs
 - d. Add chairs in a table format
 - e. Add objects, such as a door or whiteboard
 - f. Add text to identify a classroom object
5. In the upper corner of each photo, click **x** to remove a student from the seating chart

The student appears in the Add Students section.

6. Click **Undo** if you made a change accidentally
7. Click **Save** when your chart is complete



Submitting Lunch Counts



Whether you submit the lunch count for your students during homeroom or for yourself during another class, the count is included in the PowerLunch Class Counts report.

1. On the Start Page, click the utensils icon (next to the class for which you want to submit a lunch count)
2. Enter the number of student breakfast orders
3. Enter the number of student lunch orders
4. Enter the number of student a la carte orders
5. Enter the number of milk orders
6. Enter the number of adult breakfast orders
7. Enter the number of adult lunch orders
8. Enter the number of adult a la carte orders
9. Enter the number of other orders
10. Click **Submit**

Submit Lunch Counts

Student Breakfast	<input type="text" value="0"/>	Adult Breakfast	<input type="text" value="0"/>
Student Lunch	<input type="text" value="0"/>	Adult Lunch	<input type="text" value="0"/>
Student A La Carte	<input type="text" value="0"/>	Adult A La Carte	<input type="text" value="0"/>
Milk	<input type="text" value="0"/>	Other 1	<input type="text" value="0"/>
		Other 2	<input type="text" value="0"/>

Submit

Viewing Student Information



Access the student information screens by clicking the backpack icon for a class, then clicking a student's name. More than a dozen student screens are available through the Select screens menu. The following table provides a brief explanation of the student information screens available in PowerTeacher.

1. On the Start Page, click the backpack icon (next to the class you wish to view)
2. Click a student's last name
3. Select a screen

Student Screen	Description
Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Graduation Plan Progress	Shows the student's progress toward graduation based on his or her chosen graduation plan.
Meeting (or Daily) Attendance	Displays a student's attendance record for the entire term for every course in which he or she is currently enrolled.
Net Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet.
Print a Report	Used to select a school-created report to print for the student.

Student Screen	Description
Quick Lookup	Displays a summary of the student's current grades, teachers, and attendance for each class. Click the blue links to access additional information.
Recommendations	Displays the teacher's course recommendations for the student.
Schedule	Displays the student's current class schedule.
Student Photo	Displays the student's photo if available.
Submit Log Entry	Used to create a log entry for discipline or other anecdotal information for the student's permanent record.
Teacher Comments	Displays comments entered by the student's teachers. Comments can be free form or selected from a comment bank. Parents or students can view comments that are published via the PowerSchool Student and Parent Portals. Your school decides whether this page is active.
Term Grades	Displays the student's stored grades for the current year.

Making a Recommendation

The Recommendations List page is a student information screen in PowerTeacher. Use this page to make course recommendations for a student.

1. On the Start Page, click the backpack icon
2. Click a student's last name
3. From the Select screens menu, select **Recommendations**
4. On the Recommendations List page, click **Create New Recommendation**
5. Enter the course number of the recommended course and choose the course
6. Select the scheduling year for which the recommendation applies
7. Enter comments about or reasons for the recommendation
8. Click **Submit**

The screenshot shows a web form for making a recommendation. At the top, there is a 'Course Number' field with 'MAT3000' entered and a '*' icon to its right. Below that is a 'Scheduling Year' dropdown menu showing '12-13'. The main part of the form is a large text area labeled 'Comments' containing the text: 'I recommend Ashley for enrollment in AP Calculus next term.' Below the text area, it says 'Approximately 3941 characters left'. At the bottom right of the form is a blue 'Submit' button.

Submitting a Log Entry

The Submit Log Entry page is a student information screen available in PowerTeacher. Use this page to create a log entry for discipline or other anecdotal information. Log entries are added to the student's permanent record.

1. On the Start Page, click the backpack icon
2. Click a student's last name
3. From the Select screens menu, select **Submit Log Entry**
4. In the Subject field, enter a title for the log entry
5. In the Log Entry field, enter a description of the problem
6. Click **Submit**

Date	08/20/2012
Subject	<input type="text" value="Fighting"/>
Log Entry	<input type="text" value="Student was fighting with Martin Hemingway in the hallway."/>
<input type="button" value="Submit"/>	

Printing PowerSchool Reports



PowerSchool users can create reports in PowerSchool and make the reports accessible to teachers in PowerTeacher. A teacher can print school-related reports such as form letters, report cards, and mailing labels for individual students (Print A Report student screen), all students in one course section (Print Class Reports page), or all students in all of the teacher's course sections (Reports for All Students page).

To print PowerSchool reports for an individual student:

1. On the Start Page, click the backpack icon
2. Click a student's last name
3. Select the screen **Print A Report**
4. Select which report you would like to print
5. Select the watermark text, if applicable
6. Select the watermark mode, if applicable
7. Select when to print the report
8. Click **Submit**

Which report would you like to print?	<input type="text" value="Class Attendance Audit"/>
Watermark Text	<input type="text" value="Confidential"/>
Watermark Mode	<input type="text" value="Watermark"/>
When to print	<input type="text" value="ASAP"/> (MM/DD/YYYY) / <input type="text"/>
<input type="button" value="Submit"/>	

To print PowerSchool reports for one section of students:

1. On the Start Page, click the printer icon (next to the section for which you want to print reports)
2. Select which report you would like to print
3. Select whether to run a test print and, if so, enter the number of pages to print
4. Select the watermark text, if applicable
5. Select the watermark mode, if applicable
6. Select when to print the report
7. Click Submit

Which report would you like to print?

For which students? The 27 students in this class.

Test print? Print only the first pages.

Watermark Text

Watermark Mode

When to print (MM/DD/YYYY) /

To print PowerSchool reports for all students:

1. On the Start Page, click **Reports**
2. Select which report you would like to print
3. Select whether to run a test print and, if so, enter the number of pages to print
4. Select the watermark text, if applicable
5. Select the watermark mode, if applicable
6. Select when to print the report
7. Click **Submit**

Which report would you like to print?

For which students? All 52 students in my classes.

Test print? Print only the first pages.

Watermark Text

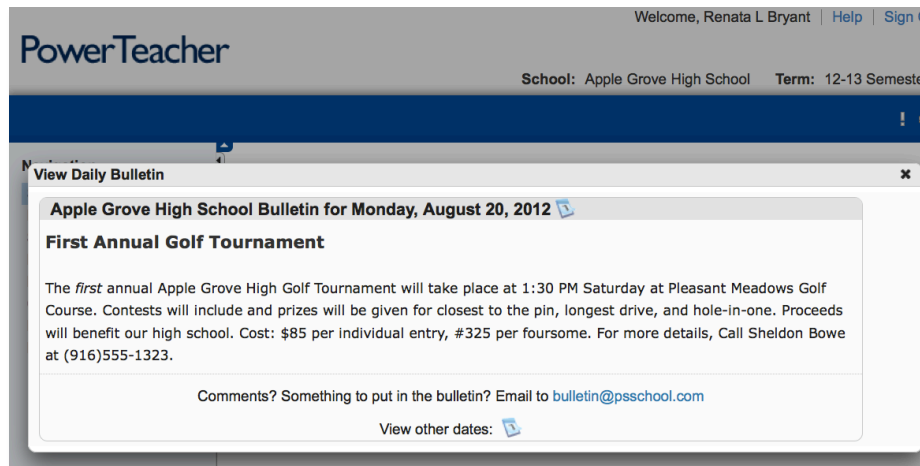
Watermark Mode

When to print (MM/DD/YYYY) /

Viewing the Daily Bulletin

The Daily Bulletin is a tool for administrators, secretaries, counselors, teachers, and staff to post announcements, messages, and reminders to other staff, students, and parents. It is an online bulletin board.

1. On the Start Page, click **Daily Bulletin**
2. View the current day's bulletin message(s)
3. To view bulletin items from other days, click one of the calendar icons on the page and select a date
4. To submit a new bulletin item, click the administrator email address at the bottom of the page



Staff Directory

Teachers access the staff directory through PowerTeacher. The Staff Directory defaults to a list of all staff members, but it can be sorted by staff type. The directory shows each staff member's name, room number, email address, home phone number, and school phone number.

To display filtered lists:

1. On the Start Page, click **Staff Directory**
2. Click **All** to display a list of all staff members
3. Click **Teachers** to display a list of teachers
4. Click **Staff** to display a list of staff members, such as office staff and administrators
5. Click **Lunch Staff** to display a list of lunch staff
6. Click **Substitutes** to display a list of substitute teachers and staff members

To email a staff member:

Click the email address link next to the person's name

To email a group of staff members:

Use the Group Email field, found at the bottom of the list, to copy and paste all the email addresses into your email client.

Meals

If your school uses PowerLunch, then use the Meals page to view your current meal balance and meal transactions. This is a view-only page. On the Start Page, click **Meals**.

Launching the Gradebook

To launch PowerTeacher Gradebook, follow the instructions below. How to use PowerTeacher Gradebook is detailed in another course.

1. On the Start Page, click **Gradebook**
2. Click **Launch PowerTeacher Gradebook** (or click the Instantly Launch Gradebook arrow)
3. If prompted, select the application you wish to use to open the gradebook (such as Java) and click **OK**
4. When prompted, verify the authenticity of the Pearson School Systems certificate
5. Click **Trust** or **Allow**

Documentation:

- [Complete list of features](#) added in powerteacher 2.0 - 2.5
- [Video Demonstrations](#) - Feature Overviews and Ken O'Connor Philosophy (requires access to PowerSchool Support Site)
- List of [quick entry tips](#)
- [Features added in 1.1 - 1.6](#)

If the launch button failed to open PowerTeacher gradebook, [click here](#) to further assess the problem.

Launch PowerTeacher Gradebook

Online Training



Online training is now available for PowerTeacher Gradebook users through PowerSource, the new Pearson customer portal. Please contact your system administrator for PowerSource sign in information for teachers.

Once you have an account, please use the following link to access [online training](#).