

# PowerTeacher Classroom Management Tool

## Quick Reference Card

### PowerTeacher Classroom Management Tool

PowerTeacher is an essential component of the PowerSchool student information system. Teachers use PowerTeacher to manage student data, and use the web-based gradebooks—PowerTeacher Pro or PowerTeacher Gradebook—to track grades and assignments.

### Signing In to PowerTeacher

Use PowerTeacher wherever you have access to the Internet.

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**

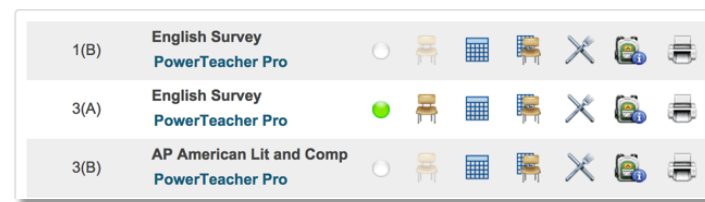
Example: [www.yourschool.powerschool.com/teachers](http://www.yourschool.powerschool.com/teachers)

3. Press **Enter**
4. On the Teacher Sign In page, enter your username and password
5. Click **Sign In** to access the PowerTeacher Start Page

### Navigating PowerTeacher

Start on the PowerTeacher Start Page. The Start Page consists of these areas: the header, the navigation toolbar, the navigation menu, and the Current Classes area.

#### Current Classes



1(B)	English Survey PowerTeacher Pro								
3(A)	English Survey PowerTeacher Pro								
3(B)	AP American Lit and Comp PowerTeacher Pro								

### Personalizing PowerTeacher

Follow the steps below to set personal preferences in PowerTeacher.

#### Changing 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**

#### Setting 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**

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## Showing or Hiding the Section Numbers on the PowerTeacher Start Page

1. On the Start Page, click **Personalize**
2. Click **Display Section Number**
3. Choose to show or hide section numbers on the PowerTeacher Start Page
4. Click **Submit**

Students	Alerts	Attendance: Monday, January 09, 2017
Bevan, Adam C		
Brito, Jordan H		

## Taking Attendance

As soon as teachers take attendance, student attendance information is 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
2. Select the attendance code
3. Select the date, if other than today
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 the students are present, click the Chair icon to open the attendance screen, and then click **Submit**.

Fields left blank indicate that the student is present. This tells PowerSchool that you have taken attendance.

## Taking Multi-day Attendance

Use the Multi-Day icon (the grid) or tab to mass fill attendance codes and record planned absences in advance.

### Mass Filling Attendance

1. On the Start Page, click the Multi-Day icon next to the class for which you want to take attendance
2. Select the attendance code
3. Click the day for which you are assigning the code

The attendance code appears in the cells for every student in the class, but the code will not overwrite attendance codes that were already submitted.

4. Click **Submit**

Note that the mass-fill function records attendance, but you cannot use it to mass delete attendance.

### Recording Future Absences

1. On the Start Page, click the Multi-Day icon next to the class for which you want to take attendance

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2. Edit the date range
3. Select the attendance code
4. Find the day the student will be absent
5. Click the student's cell to assign the code

Students (29)	Total	12/26 - 12/30							1/2 - 1/6							1/9 - 1/13						
		A	T	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F				
Bevan, Adam	-	-																				
Brito, Jordan	-	-						A														
Dowdle, Jon-Michael	-	-																A				
Edwards, Joey	-	-						A														

6. Click **Submit**

## Creating a Seating Chart



Use the seating chart feature to configure a chart that matches your classroom. Start by adding students to the chart.

Then, use the chart to record attendance by selecting a code from the menu and clicking any student photo.

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

The first time you access the seating chart, you will see a prompt to prepopulate the layout. Click **OK** to fill 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 Seats and Objects options to create a seating chart that matches your classroom
  - Drag and drop student photos to different locations
  - Add rows of chairs
  - Add individual chairs
  - Add chairs in a table format
  - Add objects, such as a door or whiteboard
  - Add text to identify a classroom object
5. In the upper-left corner of each photo, click **x** to remove a student photo from the seating chart

The student photo now appears in the Add Students section.

Click **Undo** if you made a change accidentally.

6. Click **Save** when the chart is complete

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## 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 Utensil icon next to the class for which you want to submit a lunch count
2. Enter the number of students ordering breakfast, lunch, a la carte, and milk
3. Enter the number of adults ordering breakfast, lunch, and a la carte
4. Enter the number of other orders

### Submit Lunch Counts

Student Breakfast	<input type="text" value="15"/>	Adult Breakfast	<input type="text" value="0"/>
Student Lunch	<input type="text" value="23"/>	Adult Lunch	<input type="text" value="1"/>
Student A La Carte	<input type="text" value="1"/>	Adult A La Carte	<input type="text" value="1"/>
Milk	<input type="text" value="15"/>	Other 1	<input type="text" value="0"/>
		Other 2	<input type="text" value="0"/>

5. Click **Submit**

## Viewing Student Information



More than a dozen student pages are available through the "Select screens" menu. The following table provides brief descriptions 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 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 print a school-created report for the student.
Quick Lookup	Displays a summary of the student's current grades, teachers, and attendance for each class. Click a blue link to access additional information. Click the Standards Grades tab to view standards scores.
Recommendations	Create and view the teacher's course recommendations for the student.
Schedule	Displays the student's class schedule for the current term.
Student Photo	Displays the student's photo, if available.
Submit Log Entry	Used to create a log entry for disciplinary or other anecdotal information for the student's permanent record.

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Student Screen	Description
Teacher Comments	Displays comments entered by the student's teachers. Comments can be free form or selected from a comment bank. Parents and students can view comments that are published via the PowerSchool Student and Parent Portals. School administrators decide whether the Teacher Comments page is active.
Term Grades	Displays the student's stored grades for the current term.

## Making a Course Recommendation

Use the Recommendations List page in the Student Information section to make course recommendations for a single 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 regarding the recommendation

Course Number	<input type="text" value="MAT3000"/>	*
Scheduling Year	<input type="text" value="17-18"/>	
Comments	<input type="text" value="Jordan is ready for enrollment in AP Calculus."/>	

8. Click **Submit**

## Making Recommendations for a Group of Students

Use Recommendations on the Start Page to recommend a course or courses to a group of students.

1. From the Navigation menu, click **Recommendations**
2. Click **Create Recommendations**
3. Select a section
4. Select all or some of the students listed in the lower pane

Use the check box next to Last Name to select all the students at the same time.

5. Click **Next**
6. Select a year from the "Year for Recommendation" menu
7. Search for and select the appropriate course
8. Enter comments as needed
9. Click **Submit**

## Creating a Log Entry

Use the Submit Log Entry page in the Student Information section to create a log entry. The log entry is a record of disciplinary 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

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5. In the Log Entry field, enter a description of the problem

Date	01/09/2017
Subject	Absent
Log Entry	Adam had 3 unexcused absences this week.

6. Click **Submit**



## Printing PowerSchool Reports

PowerSchool users can create reports in PowerSchool and make the reports accessible to teachers in PowerTeacher.

A teacher can use the:

- Print A Report page to print reports such as form letters, report cards, and mailing labels for individual students
- Print Class Reports page to print reports for all students in one course section
- "Reports for All Students" page to print reports for all students in all of the teacher's course sections

## Printing 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 Print A Report student screen
4. Select which report you want to print
5. Select the watermark text, if applicable
6. Select the watermark mode, if applicable

7. Select when to print the report

Which report would you like to print?	Class Attendance Audit
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP
	MM/DD/YYYY
Report Output Locale	English

8. Click **Submit**

## Printing 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 want to print
3. Select whether or not to run a test print and, if yes, 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

Which report would you like to print?	Class Attendance Audit
For which students?	The 28 students in this class.
Test print?	<input type="checkbox"/> Print only the first 2 pages.
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP
	MM/DD/YYYY

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7. Click **Submit**

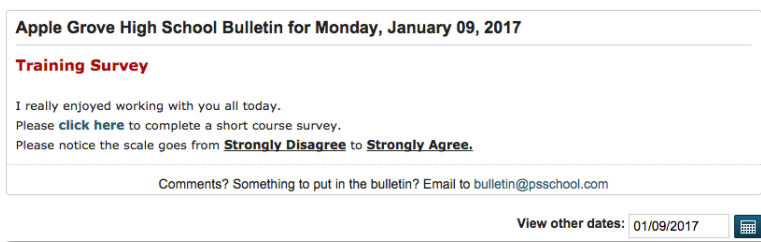
## Printing PowerSchool Reports for All Students

1. On the Start Page, click **Reports**
2. Select which report you want to print
3. Select whether or not to run a test print and, if yes, 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**

## Viewing the Daily Bulletin

The daily bulletin is an online bulletin board. Administrators, secretaries, counselors, teachers, and staff use the daily bulletin to post announcements, messages, and reminders to other staff, students, and parents.

1. On the Start Page, click **Daily Bulletin**



2. View the current day's bulletin message(s)
3. To view bulletin items for 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 is a list of all staff members that 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.

## Filtering the List of Staff Members

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

## Emailing a Staff Member

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

## Emailing a Group of Staff Members

Use the Group Email field at the bottom of the list to email a group of staff members. The field is filled automatically with the email addresses of the staff members shown on the page, which is based on the listing option chosen above the list.

Modify the group if necessary and then copy and paste the email addresses into an email.

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## Meals

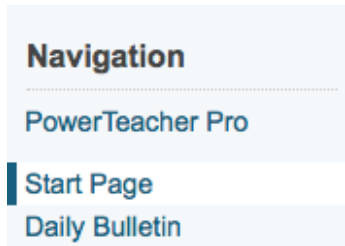
If people at the school use PowerLunch, click **Meals** on the Start Page to view your current meal balance and meal transactions. Keep in mind that this is a view-only page.

## Accessing PowerTeacher Pro

Teachers navigate to the HTML-based PowerTeacher Pro gradebook directly through the teacher portal. There's no need to launch a separate application to access the gradebook.

To access PowerTeacher Pro:

1. Sign in to PowerTeacher
2. On the Start Page, click **PowerTeacher Pro**



3. Read the welcome message and click **Close**

## Launching PowerTeacher Gradebook

PowerTeacher Gradebook, the Java-based gradebook, must be installed on a computer before it can be used for the first time. Following the initial install, PowerTeacher Gradebook can be accessed through PowerTeacher or by using an icon on the desktop.

Note: If you are using the PowerTeacher Pro gradebook, you do not need to install PowerTeacher Gradebook and can ignore the remaining instructions in this document.

## Initial Installation (Mac)

To install PowerTeacher Gradebook on a Mac, complete the following steps.

1. Sign in to PowerTeacher
2. In the navigation menu, click **Installer**

Follow the on-screen steps for your computer's operating system. You will perform this process only once.

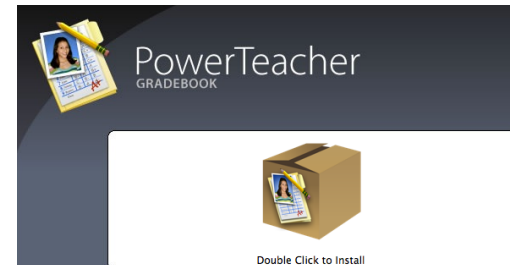
3. Click **Download Installer** (and click **OK** if needed) to start the download of the installer

It may take several minutes to download.

4. Find the Gradebook.dmg file and open it if the installer file doesn't open automatically

Depending on where your browser downloads files, it could be in your Downloads, Desktop, or Applications folders.

5. Double-click the Gradebook application to install it



6. Click **Open** to confirm that you want to install the application
7. Click **Run**

A confirmation window will appear with instructions on how to finish the installation.



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- Click **OK**, return to PowerTeacher, and click **Next > Next > Next > Next > Next**

- Click **Launch** > (click **OK** if needed) > **Open**

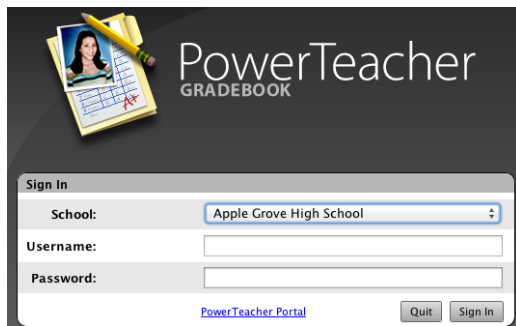
If the launch file doesn't open automatically, find the LaunchGradebook.ptg file and open it. A progress bar will appear as the application prepares to launch the gradebook. Then the gradebook will open.

- Exit the gradebook, return to PowerTeacher, and click **Next**

## After Installing PowerTeacher Gradebook (Mac)

The next time you launch PowerTeacher Gradebook, click **Launch** in the navigation menu, or double-click **Gradebook Login** on your desktop.

When launching from the desktop, enter your PowerTeacher sign-in credentials and click **Sign In**.



## Initial Installation (PC)

To install PowerTeacher Gradebook on a Windows machine, complete the following steps.

- Sign in to PowerTeacher

- In the main menu, click **Installer**

Follow the on-screen steps for your computer's operating system. You will perform this process only once.

- Click **Download Installer** to start the download of the installer

It may take several minutes to download.

- Find the PTg-Client-Install-win.exe file and open it if the installer file doesn't open automatically

- Click **Run**

Each browser handles downloaded files differently. Complete any additional on-screen commands to run the installer.

- In the Choose Install Location window, choose a location for the installation or use the default location

- Click **Install**

- Click **Next**

A confirmation window will appear with instructions on how to finish the installation.

- Click **Finish**, return to PowerTeacher, and click **Next > Next > Next**

- Click **Launch** (and click **Open**, if needed)

If the launch file doesn't open automatically, double-click the LaunchGradebook.ptg file. A progress bar will appear as the application prepares to launch the gradebook. Then, the gradebook will open.

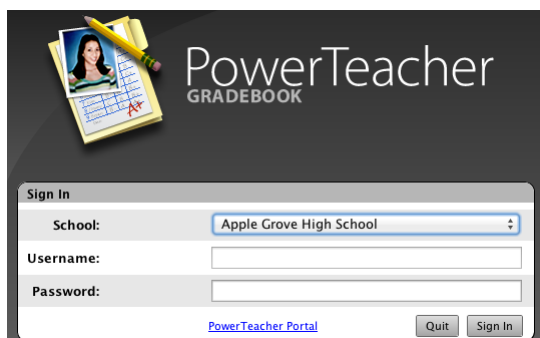
- Exit the gradebook, return to PowerTeacher, and click **Next**

## After Installing PowerTeacher Gradebook (PC)

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The next time you launch PowerTeacher Gradebook, click **Launch** in the navigation menu (and click **Open**, if needed), or double-click **Gradebook Login** on your desktop.

When launching from the desktop, enter your PowerTeacher sign-in credentials and click **Sign In**.



## Alternate Method to Launch PowerTeacher Gradebook

To launch PowerTeacher Gradebook using the old method, follow the instructions below.

1. On the Start Page under "PTG 2.8," click **Launch**



2. To confirm choosing the Java application, click **OK > Open**
3. Click **Run** to confirm that you want to use this application
4. When prompted, verify the authenticity of the School Systems certificate and click **Trust** or **Allow**