

PowerSchool Teacher Tips

| TIP | DO THIS |
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| VIEWING THE DAILY BULLETIN | CHOOSE DAILY BULLETIN FROM THE MAIN MENU. |
| VIEWING THE STAFF DIRECTORY | CHOOSE STAFF DIRECTORY FROM THE MAIN MENU. |
| CHANGING YOUR PASSWORD | CHOOSE PERSONALIZE FROM THE MAIN MENU. CLICK CHANGE PASSWORD AND ENTER YOUR OLD PASSWORD, ENTER AND VERIFY YOUR NEW PASSWORD, AND CLICK SUBMIT. |
| CHANGING THE DEFAULT STUDENT SCREEN | CHOOSE PERSONALIZE FROM THE MAIN MENU. CLICK DEFAULT STUDENT SCREEN AND SELECT A DEFAULT STUDENT SCREEN FROM THE POP-UP MENU. |
| VIEWING STAFF MEAL BALANCE | CHOOSE MEALS FROM MAIN MENU |

ACCESSING POWERTEACHER HELP

- To access the PowerTeacher Online Help, click the Help icon, which is the question mark icon in top right corner. While in the Gradebook select Help from the menu bar.



NOTES:

POWER SCHOOL



FEATURES:

- Take attendance
- Submit student log entries and comments
- Set up the PowerTeacher Gradebook
- Enter assignments and record scores
- Set up student groups
- Print PowerTeacher reports



QUESTIONS? CALL 7777, OR CONTACT ONE OF THE FOLLOWING: YOUR BUILDING POWER SCHOOL TRAINER, LAURA COWART @ #6028.



PowerTeacher



GETTING STARTED

1. Open your web browser and enter the PowerSchool address or use the link on the Mead website.
2. Type in your username/password.
3. Change your password under the Personalize tab.

TAKING ATTENDANCE



1. Click the chair icon next to the class for which you want to take attendance. (Present is the default)
2. Choose the appropriate attendance code from the "Current attendance code" pop-up menu.
3. Click the cell next to each student who is absent or tardy to insert the code you chose.
4. Click Submit.

TAKING LUNCH COUNT (ELEMENTARY-ONLY)



1. Click the utensil icon.
2. Enter the lunch count and click Submit.

ACCESSING STUDENT INFORMATION



1. On the PowerTeacher start page click the backpack icon.
2. Click the student's name.
3. Choose a student page to access from the "Select screens" pop-up menu. For example, to:
 - a) Submit a parent note, choose Teacher Comments and click "Edit" in the comment column. Enter the comment in the field and click Submit.
 - b) Click the next student's **first** name to enter a comment for that student. Clicking the student's **last** name takes you to the student default screen.

PRINTING SCHOOL REPORTS



1. Click the Printer icon next to the class for which you want to print a report.
2. Choose the report from the drop down menu.
3. Choose the watermark text (optional).
4. Choose when you want PowerSchool to prepare your report. (Print Queue)
5. Click Submit.

USING THE SEATING CHART



1. Click on seating chart icon.
2. Click and drag student picture icons to represent your classroom or you can utilize the abc order or shuffle options.
3. Click Save Chart.

GRADEBOOK QUICK REFERENCE

CREATING CATEGORIES

1. On the Gradebook menu bar, choose "tools" and select "Categories".
2. Click the Plus (+) button in the lower left corner of the window. Enter the required information.
3. Click the "Close" icon.

ADDING ASSIGNMENTS



1. Select a class, then click the Assignments or Scoresheet tab.
2. Click the Plus (+) button. The New Assignment window appears. Enter information.
3. Click Save.

ENTERING SCORES



1. Select a class, then click the Scoresheet tab.
2. From the gradebook menu bar, choose Tools and select Score Inspector. Or from any assignment field with the Scoresheet, press Command+click (MAC) or right click and select Score Inspector.
3. Click the assignment column of the student for whom you want to enter a score.
 - a) Scoresheet: Press Enter. Score appears on the Scoresheet as the cursor advances to the next field. Click Save.
 - b) Score Inspector: Use previous/next arrows to repeat for each student and click Close to save.