AGENDA

1. Logging in:
    a. Open a browser: fesps.powerschool.com/teachers
    b. Password: Changemenow!
2. PowerSchool Teacher Portal vs. PowerTeacher Gradebook
3. Download your Gradebook – see manual
4. Set categories weighting if used – see manual
5. Create an assignment
6. Print a report
7. Attendance – on web
8. Seating chart – on web
9. Online training units - I can provide access after they sign in to PowerSchool.

Powerteacher getting started
https://powersource.pearsonschoolsystems.com/training/dl/main.action?course.id=47

2. Powerteacher Gradebook Working with Grades
https://powersource.pearsonschoolsystems.com/training/dl/main.action?course.id=48

PowerTeacher Portal – via the web

Field	Description
[Seating Chart Icon]	Click grid and chair to work with the seating chart. This includes designing and editing a seating chart layout, taking attendance and more. For more information, see *Seating Chart.*
[Lunch Counts Icon]	Click the utensils to submit lunch counts. For more information, see *Lunch Counts.*
[Student Information Icon]	Click the backpack to view a variety of student data or to enter final grades or log entries. For more information, see *Student Information.*
[Reports Icon]	Click the printer to print reports for an individual student or the entire class. For more information, see *Reports.*
[Analytics Icon]	Click to view Analytics data. To view additional Analytics data, see *Analytics Student View.* **Note:** The icon only appears if Analytics is enabled. For more information, contact your school's PowerSchool administrator. **Note:** The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

ASSIGNMENTS

Add Assignments

You can add assignments from the Assignments window or the Scoresheet window using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Add an Assignment

1. Select a class from the **Classes pane.**

2. Click the **Assignments** tab. The **Assignment Detail window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom.**

3. Click the **Plus (+)** button. The new **Assignment Detail window** appears.

4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.

5. **Enter the required information.**

6. To make the assignment visible to parents, see **Show Assignments.**

7. Click **Save.**

How to Copy Assignments

1. Select a class from the **Classes pane.**

2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom.**

3. Select an assignment.

4. Either choose **Tools > Copy Assignments** from the Gradebook menu bar or right-mouse click and select **Copy Assignments.** The Copy Assignments dialog appears.

5. Select the checkbox next to the assignment you want to copy, then click **Next.**

6. Select the applicable school from the pop-up menu. This selector only appears if you have more than one school affiliation on your user account.

7. Select the reporting term from the pop-up menu.

8. **Edit the information as needed.**

9. Click **OK.** The assignment or assignments are copied to the selected classes.

10. Click **Save.**

How to Delete an Assignment

1. Select a class from the **Classes pane.**

2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom.**

3. Select the assignment you want to delete. The **Assignment Detail window** appears.

4. Click the **Minus (-)** button. The **Delete Assignment window** appears.

If an assignment does not have scores, the **Delete Assignment window** states, "Are you sure you want to

delete assignment [name]?"
If an assignment has scores, the **Delete Assignment window** states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"
5. Click **Yes**. The assignment no longer appears on the **Assignment window**.

How to Quick Fill Assignment Scores

1. Select a class from the **Classes pane.**

2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.

3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.

4. **Right-click** (or press **Ctrl+click**) on the assignment column header (or standards column header, if applicable) for which you want to fill scores and select **Quick Fill** from the shortcut menu.

5. Select the applicable score from the selection menu. The score you selected appears in any score field that was previously blank.

6. Click **Save.**

Clear Assignment Scores

Use the Clear Scores command to remove all previously entered assignment scores and attributes.

How to Clear Assignment Scores

1. Select a class from the **Classes pane.**

2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.

3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.

4. Right-click on the assignment column header for which you want to fill scores and select **Clear Scores** from the shortcut menu. A confirmation message appears. Click **OK** to proceed.

5. The previously entered scores and attributes are removed from the selected column.

6. Click **Save.**

RUN STUDENT REPORTS

How to Run the Individual Student Report

1. Select a class from the **Classes pane.**

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Individual Student Report**. The **Individual Student Report window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed.**

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:
    a. Select the **Open Report** option.

b. Click **OK**. The report results display based on the parameters you selected.
7. To save the report to a file:
a. Select the **Save Report** option.

b. Click **OK**. The Save Report window appears.

c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Individual Student**.

d. Choose the location where you want to save the report from the **Where** pop-up menu.
Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.
e. Click **Save**. The Individual Student Report Complete window appears.

f. Click **OK**.

g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Missing Assignment Report

Run the Missing Assignments report to generate a list of assignments that have not been scored. The report can be generated for assignments that are missing per assignment or per student.

How to Run the Missing Assignment Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Missing Assignment**. The **Missing Assignment window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:
a. Select the **Open Report** option.

b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

a. Select the **Save Report** option.

b. Click **OK**. The Save Report window appears.

c. Enter a file name of the report in the **Save As** field. By default, this field populates with Missing Assignment.

d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

e. Click **Save**. The Missing Assignment Report Complete window appears.

f. Click **OK**.

g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

How to Run the Student Roster Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Student Roster**. The **Student Roster window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

a. Select the **Open Report** option.

b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

a. Select the **Save Report** option.

b. Click **OK**. The Save Report window appears.

c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Student Roster**.

d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

e. Click **Save**. The Student Roster Complete window appears.

f. Click **OK**.

ATTENDANCE

1. Log into PowerSchool via your browser.
2. Click on the class for which you wish to take attendance.
3. Click on the chair icon.
4. Change any absent student to absent on the menu by their name.
5. Click **Submit**.

Create a Seating Chart Layout

You can create multiple seating chart layouts to help you manage your classroom. When you save a layout, you can open it from the Seating Chart pop-up menu in Seating Chart or Seating Chart Design mode.

1. When you add chairs, rows, tables, or objects to the layout, they are automatically selected in order for you to move them to the appropriate locations on the layout.

Prepopulate a Blank Layout

If you have a default blank Seating Chart layout, when you access the Seating Chart you are given the option of prepopulating the layout with the student photos before you create a custom layout. This feature is useful if you do not want to create a custom layout, but would like to take attendance and use the Student Selector features of the Seating Chart.

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to create a seating chart. A pop-up appears, asking if you would like to prepopulate the blank layout.

2. Do one of the following:

- _Click **OK** to populate the student photos in a standard grid layout. You can then leave the layout alone, or proceed to customize the layout as needed.
- _Click **Cancel** to customize the layout before populating the student photos.

How to Create a Layout

Design a Seating Chart by placing chairs and objects on the layout, then populate it with students. Note that when you add chairs and object to the layout, they are automatically highlighted and you can move the object to any location on the layout.

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to create a seating chart. If the prepopulate pop-up dialog appears, click **Cancel**. The Seating Chart page appears.

2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.

3. Select **New Layout** from the Layout Selection pop-up menu. The Create a New Layout pop-up appears.

4. Enter a name and description for the new layout.

5. Select **Create a new layout from scratch** and then click **Finish**. A blank layout appears.

6. To add an individual chair, click **+Chair**. A single box appears representing a seat on the layout.

7. To add multiple chairs in a row configuration, click **+Rows**. On the Add Rows of Chairs dialog, select the number of rows and the number of students per row from the pop-up menus. A preview image of the row configuration appears on the seating chart and updates based on the options selected on the dialog. Click **Add** to add the row configuration to the seating chart.

8. To add multiple chairs in a table configuration, click **+Tables.** On the Add Chairs in a Table Format dialog, select the number of tables, the number of chairs per table, and the table orientation. A preview image of the table configuration appears on the seating chart and updates based on the options selected on the dialog. Click **Add** to add the table configuration to the seating chart.

9. To add additional objects, click the object button and the object appears on the seating chart.

1. **Note:** The Text object can be used to represent anything that you want to place on the seating chart represented as a text box, such as fire extinguisher, sink, or a phone.