PowerSchool/PowerTeacher

PowerSchool is where you access general student information.

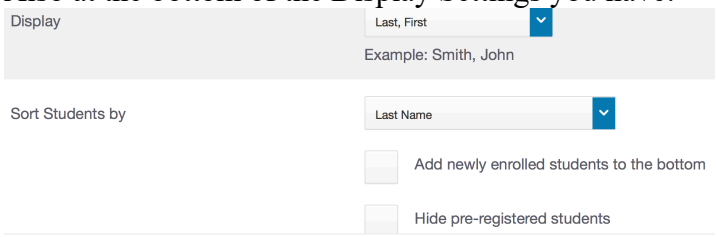
Click the **Single Day** (chair) icon to access the Single Day attendance.
Click the **Seating Chart** (grid and chair) icon to access the Seating Chart page.
Click the **Utensils** (fork and knife) to submit lunch counts.
Click the **Student Information** (backpack) icon next to the class for which you want to view student information. The Student Information page appears with the selected class roster displayed in the navigation menu. **This student location has more information than the student information screen in PowerTeacher.**

PowerTeacher is the gradebook program. **Click on any of your classes in PowerSchool to get to PowerTeacher.**

Changing the Class Names

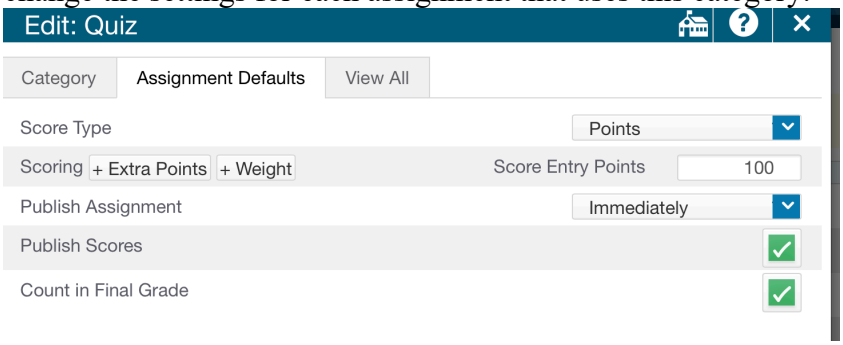
If you teach more than one section of the same subject, you will want to change the names of these classes. This will help you recognize it better when choosing it from the list.
1. Go to Settings – Class Descriptions. Give each section a "Custom Class Name".
2. Go to Settings - Display Settings. Under "Display and Sorting" chose one of the 2 "Custom Name" options.

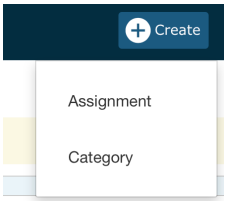
Also at the bottom of the Display Settings you have:



Beginning of the Year

Decide what categories you will want to use when organizing your assignments. Go to Grading – Categories. You will find a list of categories already created. You can edit the categories to meet your needs or make them inactive so they don't show up. (There is a "Show Inactive" checkbox at the top right corner of this screen.)
There are 3 category tabs. "Category" allows you to make it inactive. "Assignment Details" allows you to change the settings for each assignment that uses this category.



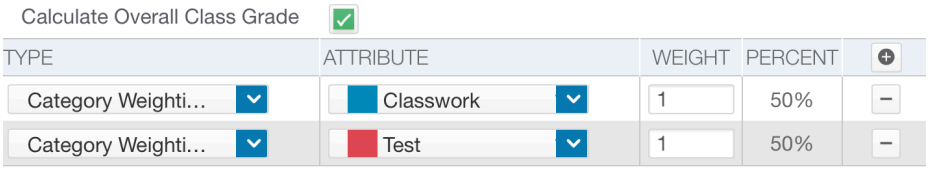


Weighting Categories

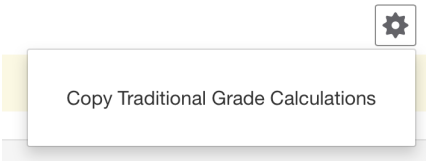
Use this if you want your categories to a certain percent of the final grade. For example:
Classwork = 50%
Tests = 50%

1. Click **Settings - Traditional Grade Calculations**
2. For one of the classes in the list, click the arrow to expand that class.

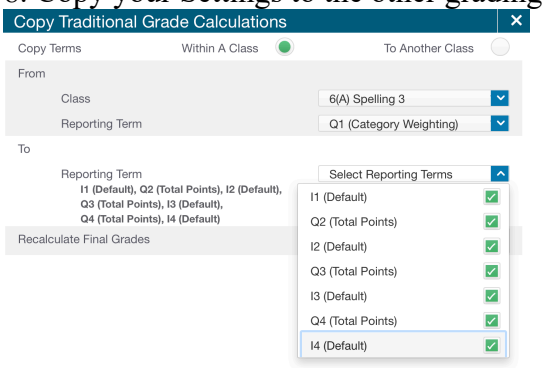
3. In **Q1** row click the pencil at the end of the row.
4. Change the type to "Category Weighting" and select the category.
5. Click the + sign and add another category. Keep doing this until you have all your categories.
6. Set up you overall weights.



6. Click Save



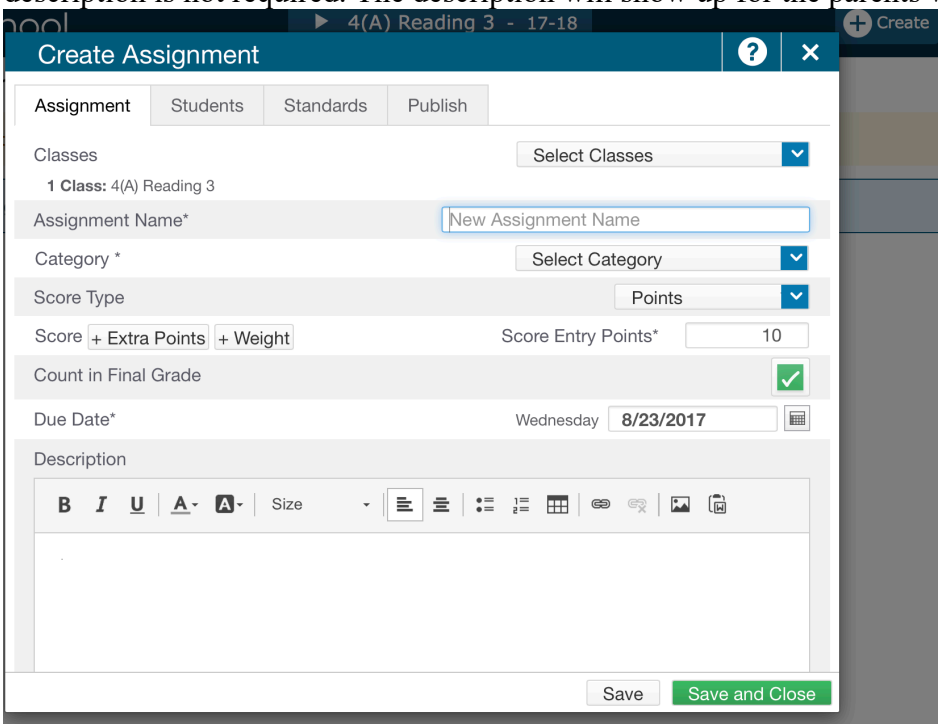
7. Click the Settings dial at the top of the page and select:
8. Copy your Settings to the other grading periods.



You can also copy this to another class or copy your settings from a previous year.

Adding an Assignment

To add an assignment. Click the +Create Button and select assignment. You must give it a name and select a category. Once you select the category the Score information will change to match the category. The description is not required. The description will show up for the parents when they check the grades on line.



Entering Grades

You can enter grades from the Assignment List to see only that assignment or the Scoresheet to see all of the other assignments at the same time.

You can enter grades with your keyboard or the onscreen virtual keyboard. To fill a score, type the score in the first row and then click the fill up and down button. You can also fill a comment. If you want the comment to include the student's name type the student's name in the comment. When you go to fill it will ask if you want to use "Smart Text". PowerSchool will change the name to match the current student and change the pronouns to match the student's gender.

You also have the following codes to help keep track of the progress a student is making towards completing the assignment. These notes will not affect the final grade. If you want a missing assignment to lower a student's grade you have to type in a value for that assignment.

Hot Key Code	Description
Co or (.)	Marks an assignment collected.
La or (*)	Marks an assignment late.
Mi or (/)	Marks an assignment missing.
Ex	Marks an assignment exempt.
Ab	Marks an assignment incomplete due to student absence.
In	Marks an assignment incomplete.

Reports

Student Roster Report

This report displays student demographic information, listed one row per student. You can use this report to generate a list of demographic information by class.

Individual Student Report

This is a multi-function report you can generate that is organized by student.

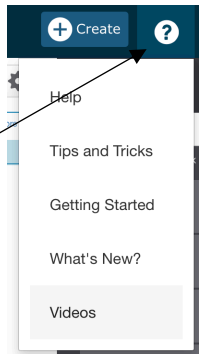
You can generate this report to compile the following information:

- Progress reports
- Missing and late assignments
- Standards final grades and assignment standards scores
- Grades
- Citizenship
- Category totals
- Assignment scores
- Comments
- Summary of student work to present to parents at conferences or to a principal during a review
- Midterm update for students and parent

Scoresheet Report

Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment data. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students.

Report Cards

At the end of the grading period you can add comments that will appear on the report card by going to Grading - Comment Verification.

For more information about PowerSchool click the help button (?).