

# 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 from where you begin your PowerTeacher session. The Start Page consists of the following areas: the Header, the Navigation toolbar, the Navigation menu, and Current Classes.

The screenshot shows the PowerTeacher Start Page for user Renata L. Bryant at Apple Grove High School, 11-12 Semester 1. The page features a navigation menu on the left with options like Start Page, Daily Bulletin, Staff Directory, Meals, Personalize, Gradebook, Reports, and Recommendations. The main area displays 'Current Classes' with two rows for '1(A-B) Calculus' and '4(A-B) Calculus', each with icons for a calendar, a pencil, a printer, and a mobile device. A footer contains copyright information for Pearson Education, Inc.

## Personalizing PowerTeacher

Follow the directions below to set your PowerTeacher personal preferences.

### To change your password:

1. Navigate to **Start Page > 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. Navigate to **Start Page > 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. Navigate to **Start Page > 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. Navigate to **Start Page > Chair icon** (next to the class for which you want to take attendance)
2. Select the date, if other than today
3. Select the current attendance code
4. Click the cell next to a student's name to assign that code
5. Click **Submit**

Note: Even if all students are present, teachers should click the Chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that the teacher has taken attendance.



## 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. Navigate to **Start Page** > Utensil 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="15"/> | Adult Lunch      | <input type="text" value="1"/> |
| Student A La Carte | <input type="text" value="0"/>  | Adult A La Carte | <input type="text" value="0"/> |
| Milk               | <input type="text" value="15"/> | Other 1          | <input type="text" value="0"/> |
|                    |                                 | Other 2          | <input type="text" value="0"/> |



## 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. Navigate to **Start Page** > 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      | View 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                | Use this page to select a school-created report to print for the student.   |
| 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. |

| Student Screen   | Description   |
|------------------|---|
| 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 | Use this page 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. Comments that are published can be viewed by parents or students 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 available in PowerTeacher. Use this page to make course recommendations for a student.

1. Navigate to **Start Page** > 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
6. Select the scheduling year to which the recommendation applies
7. Enter comments about the reason for the recommendation
8. Click **Submit**

**Add / Edit Recommendation**  

Gomez, Ashley C 12 980 AGHS1

**Course Number**  \*

**Scheduling Year**  ▾

**Comments**

I recommend Ashley for enrollment in AP Calculus next term.

## 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. Navigate to **Start Page** > 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**

The screenshot shows the 'Submit Log Entry' form. At the top, it says 'Submit Log Entry' with a scale icon and a 'Select screens' dropdown menu. Below that, the student information 'Anderson, Riley 12 24 AGHS1' is displayed. The form has three main sections: 'Date' with the value '06/10/2011', 'Subject' with a text input field containing 'Fighting', and 'Log Entry' with a larger text area containing 'Student was fighting with Martin Hemingway in the hallway.' At the bottom left of the form is a blue 'Submit' button.

## Printing PowerSchool Reports

Teachers can print school-related reports such as form letters, report cards, and mailing labels for individual students, one section of students, or for students in all of the sections they teach provided that they have been given the needed permission rights. Only those reports that a teacher can print will be available in the PowerTeacher print reports menu.

### To print PowerSchool reports for an individual student:

1. Navigate to **Start Page** > 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**

The screenshot shows the 'Print A Report' form. At the top, it says 'Print A Report' with a scale icon and a 'Select screens' dropdown menu. Below that, the student information 'Anderson, Riley 12 24 AGHS1' is displayed. The form has four main sections: 'Which report would you like to print?' with a dropdown menu set to 'Class Attendance Audit', 'Watermark Text' with a dropdown menu set to 'Confidential' and an empty text input field below it, 'Watermark Mode' with a dropdown menu set to 'Watermark', and 'When to print' with a dropdown menu set to 'ASAP' and a date/time input field below it. At the bottom left of the form is a blue 'Submit' button.

## To print PowerSchool reports for one section of students:

1. Navigate to **Start Page** > 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**

### Print Class Reports

|                                       |  |
|---------------------------------------|--|
| Which report would you like to print? | Class Attendance Audit                                 |
| For which students?                   | The 27 students in this class.                         |
| Test print?                           | <input type="checkbox"/> Print only the first 2 pages. |
| Watermark Text                        |  |
| Watermark Mode                        | Overlay  |
| When to print                         | ASAP   |
| <input type="button" value="Submit"/> |  |

## To print PowerSchool reports for all students:

1. Navigate to **Start Page** > **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**

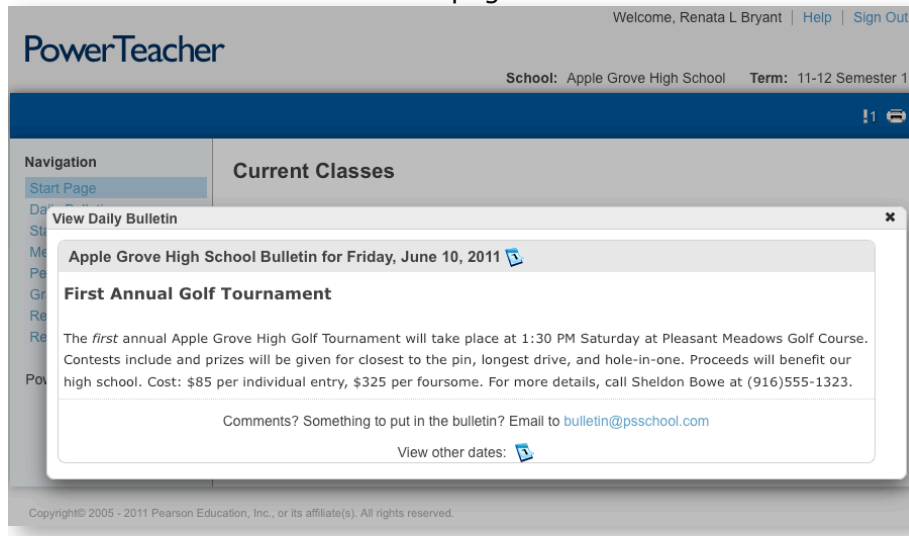
### Reports for All Students

|                                       |  |
|---------------------------------------|--|
| Which report would you like to print? | Class Attendance Audit                                 |
| For which students?                   | All 52 students in my classes.                         |
| Test print?                           | <input type="checkbox"/> Print only the first 2 pages. |
| Watermark Text                        |  |
| Watermark Mode                        | Overlay  |
| When to print                         | ASAP   |
| <input type="button" value="Submit"/> |  |

## 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. Teachers view the Daily Bulletin through PowerTeacher.

1. Navigate to **Start Page > 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 the list of all staff members, but it can be sorted by staff type. Each staff member's name, room number, email address, home phone number, and school phone number are shown.

### To display filtered lists:

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

Copy and paste the email addresses found in the Group Email field at the bottom of the list 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. Navigate to **Start Page > Meals**

## Launching the Gradebook

To launch PowerTeacher gradebook, the web-based gradebook application, follow the instructions below. How to use PowerTeacher gradebook is detailed in another course.

1. Navigate to **Start Page > 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 - 2.3
- [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](#).