PowerTeacher Quick Reference

Taking Attendance

An attendance indicator icon appears next to each class. The color of the dot indicates whether or not you've taken attendance for that class.

1. Click the chair icon next to the class for which you want to take attendance.

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 from the pop-up menu.

4. Click **Submit**.

Accessing Student Information

1. Click the backpack icon next to the class you want to view.

2. Click the student's name.

3. Choose a student page to access from the **Select screens** pop-up menu. Clicking on a student's last name takes you to the default student screen. Clicking on their first name takes you to the last page you worked with.

Printing School Reports

Your school creates the reports available to you in PowerTeacher.

1. Click the printer icon next to the class for which you want to print a report.

2. Choose the report from the **Which report would you like to print** pop-up menu.

3. Choose the watermark text (optional).

4. Choose when you want PowerSchool to prepare your report.

5. Click **Submit**.

Accessing PowerTeacher Help

To access the PowerTeacher Online Help, click the Help icon, which looks like a question mark.

Gradebook Quick Reference

Quick Entry Tips

Select **Quick Entry Tips** on the PowerTeacher gradebook **Help** menu to view shortcuts.

Creating Categories

1. On the gradebook menu bar, choose **Tools > Categories**.

2. Click the **Plus** (+) button in the lower left corner of the window. Enter information.

3. Click **Close**.

Add Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.

2. Click the **Plus (+)** button. Enter information.

3. Click **Save**.

Change Publishing Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.

2. Select the assignment you want to publish, then click the **Publish** tab.

3. From the **Publish Assignment** pop-up menu, choose when to publish.

4. If you selected **On Specific Date**, enter the date the assignment should appear in the **Date On** field.

5. If you selected **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.

6. Click **Save**.

Set Final Grade Preferences

1. On the gradebook menu bar, choose **Gradebook > Preferences**.

2. Select the appropriate **When calculating a grade the value should be** option.

3. Choose the number of digits to appear after the decimal point from the **Store calculated grades with up to** pop-up menu.

4. Click **OK**.

Define Final Grade Calculation

1. Select a class, then click the **Grades Setup** tab.

2. Click the name of the reporting term for which you want to set up final grade calculation.

3. Select the appropriate for **Calculate Final Grade Using** option.

4. Click **Save**.

Filter a Scoresheet

1. Select a class, then click the **Scoresheet** tab.

2. Choose one or more of the following filters:

   • **Filter By Reporting Term**

   • **Filter By Category**

   • **Filter By Students**

Open the Score Inspector

1. Select a class from the Classes pane, then click the **Scoresheet** tab.

2. From any assignment field (or Final Grade field) within the Scoresheet, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Score Inspector**.

Enter a Score

1. Select a class, then click the **Scoresheet** tab. Or, open the **Score Inspector**.

2. Click the assignment column of the student for whom you want to enter a score.

3. Enter the score using one of the following:

   • On the **Scoresheet** window, press **ENTER** or **RETURN**. Click **Save**.

   • On the **Score Inspector** window, use the **Previous** and **Next** arrows to repeat for each student, then click **Close**.

Mark Assignments

1. Select a class, then click the **Scoresheet** tab. Or, open the **Score Inspector**.

2. Click in the assignment column of the student for whom you want to enter an assignment status:

   • On the **Scoresheet** window, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Collected**, **Late, Exempt,** or **Missing**. Click **Save**.

   • On the **Score Inspector** window, select **Collected**, **Late, Exempt,** or **Missing** checkbox. Click **Close** to save.

Add a Score Comment

1. Open the **Score Inspector** and select the assignment of the student you want to update.

2. Manually enter score comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.

3. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

4. Click **Close** to save.

Add a Final Grade Comment

1. Open the **Score Inspector** and select the final grade of the student you want to update.

2. Manually enter final grade comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

3. Click **Close** to save.

Manually Override Final Grades

1. Select a class from the Classes pane, then click the **Scoresheet** tab.

2. Choose a term from the **Filter By Reporting Term** pop-up menu.

3. Open the **Score Inspector** and select the final grade of the student you want to update. The final grade field appears highlighted.

4. Select the **Manual Override** checkbox. Enter the new grade in the appropriate field, and enter any comments in the **Comment** field, if applicable. Use the **Previous** and **Next** arrows to repeat for each student, if applicable

5. Click **Close** to save.

Reports

The following reports are available on the gradebook Reports tab: **Attendance Grid, Category Total, Final Grade a Comment Verification, Individual Student Report, Missing Assignment, Scoresheet**, **Student Multi-Section**, and **Student Roster**.

Gradebook Help

To access the PowerTeacher gradebook Online Help, click **Help > Contents** on the menu bar.