



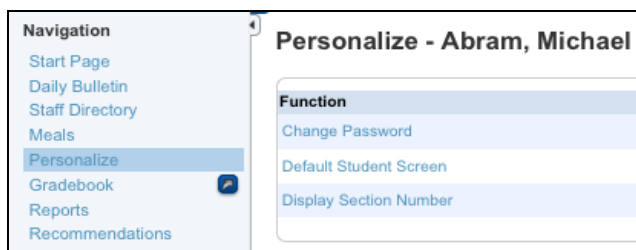
PowerTeacher Start of Year Guide 2013

PowerTeacher is accessible via the Internet. Click on the PowerSchool Portal of the district webpage, then select Power Teacher Or type in the following URL:

- <https://ps7-bv.treca.org/teachers>
- Login using your Username and Password that has been given to you.

TIP: As you are using PowerTeacher, remember to select the PowerTeacher Logo in the left corner to return to home page.

- Select **Personalize** from the Left Menu
 - Change Password as needed here
 - Default Student Screen can be edited – Quick Lookup provides a great deal of student information



Start Page

Once you are logged into PowerTeacher, you will see a list of your classes, and each class has a group of icons.





Attendance

As soon as teachers take attendance, student attendance information becomes available to school administrators, parents and students. There are several ways to take attendance:



Daily Attendance – Only Shows on School Days

- Select the chair icon to go to the attendance screen.
- On the Single Day Tab, choose the attendance code from the drop down menu (Present, Absent or Tardy)
- Click in the box to the right of the student's name to input the selected attendance code.
- Select submit

Note: Even if all students are present, you still need to pull up the class attendance and Submit so that PowerSchool records that you have taken attendance for that class.



Meeting Attendance – District May Require

- Select the chair icon to go to the attendance screen.
- On the Single Day Tab, choose the attendance code from the drop down menu (Present, Absent or Tardy)
- Click in the box to the right of the student's name to input the selected attendance code.
- Select submit



Attendance With Seating Chart

- In order to use this function, you must first setup a seating chart. When icon is first selected, it will ask: Would you like to prepopulate the layout? OK. The screen will populate with your students in alphabetical order.
- Select New Layout to create your own design, Name Chart and Finish
- Select Seating Chart Design Tab
 - Rows, Tables and Chairs are options that can be used.
 - Once your design is setup, you can click on student and drag to desired seat - Save
- Seating Chart can now be used for Attendance. In the right corner of student, you can choose your absence code, then Submit



Lunch Counts

- Select the utensils icon to go to the lunch count screen
- Enter the counts
- Select Submit



Student Information

- Click on the backpack icon to go to the student information screens
- On the left is the roster for your class
- Click on a student's name to view information screens for that student
- Use the drop-down menu in the upper-right to select the information screen to view



Print Class Reports

- Reports in this section are reports you can print from PowerSchool (Mailing Labels, Letters, etc.) This report area is not to be confused with the Gradebook reports.



Standards Visualizer

- The Standards Visualizer is a 3D representation of student Standards progress.

Left Menu Items

Daily Bulletin

- Click on the Daily Bulletin link to read your school's bulletin
- Daily Bulletin has three levels
 - Administrators (View Parent, Teacher and Administrator Level Bulletins)
 - Teachers (View Parent and Teacher Level Bulletins)
 - Parents (View Parent Level Bulletins)



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Attendance Today

- This is a custom field showing today's attendance.

Staff Directory

- Select the Staff Directory link to see all the staff information for Individual School
- At the bottom of the page is a box that has all the email addresses listed. This can be copied and pasted into the To: line of an email

Meals

- Select the Meals link to see your meal transactions, as well as your current balance. Not all Districts are using this feature for Lunch Point of Sale


Reports

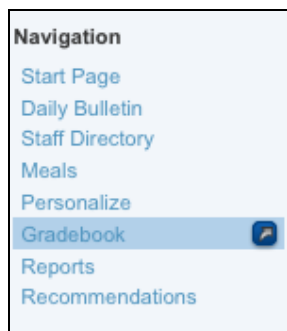
- This is the same as the Print Reports icon for a Class; however, this will print a report for all students in all your classes.

Recommendations

- A list of all course recommendations for students, made by this teacher. This function will be used when preparing for Next Year Scheduling

Launching PowerTeacher Gradebook

- Select Gradebook from the Left Menu
 - To Launch the Gradebook you can select **Launch PowerTeacher Gradebook**, or Select 

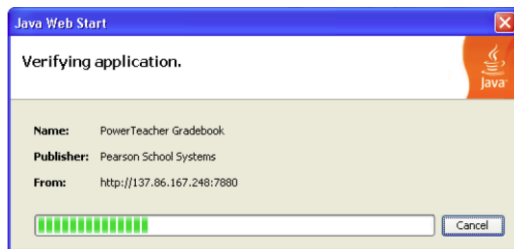




Launching Web Gradebook for the First Time

When you first run PowerTeacher Gradebook, you will need to follow additional steps that are only necessary when running the gradebook on a computer for the first time.

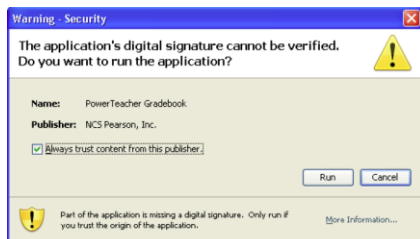
- The first time you launch PowerTeacher Gradebook, your computer will download a java application.



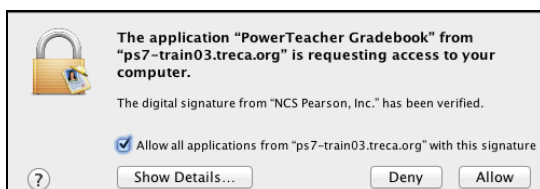
Depending on your Internet speed, this may take a few minutes. Once downloaded, your computer will not need to download the application again

- Once the application has downloaded, you will be prompted with a security warning.

PC



MAC



- Put a ✓ in the box labeled “Always trust content from this publisher” and click Run. As long as you check the box, you will not be prompted with the security warning again.

PowerTeacher Gradebook

- Gradebook Preferences will need to be setup.
- To do this, you will need to click on Preferences. This is different for each machine type:
 - PC – Select Tools, then Select Preferences in the drop down
 - MAC – Select PowerTeacher Gradebook, then Select Preferences in the drop down



Preferences

Grading Preferences

- Grading preferences should be setup based on District Policy. If you have questions about this, please contact your building principal.
- Final Grade and Attendance Display, should be setup as listed in the picture to the right.

Comment Bank | Grading | Mail | Score Codes | Section

When calculating a grade the value should be:
 Rounded
 Truncated

Store calculated grades with up to: decimal places

Final Grade and Attendance Columns Display:
 Letter Grade Percent Points Earned
 Absences (A) Tardies (T)

Assignment Score Display in Scoresheet: Student View Mode
 Letter Grade Percent

Section Preferences

- If you choose to change the name of a course in your grade book, you will want to Select Custom Display Name. Example: 3Art.1 and 3Art.2 changed to 3 - Mrs. Smith and 3 - Mrs. Shore. To change course name, see Class Content Tab (page 10)

Comment Bank | Grading | Mail | Score Codes | Section | Spell Check | Standards

Choose the Identifier used to distinguish sections in the class list
 Section Period Day
 Section Number

Choose the Name used to distinguish sections in the class list
 Course Name
 Custom Display Name (Custom section name is added on the class content tab)

Sort By:

Standards Preference – Only needed if using Standards

- Using Assignment Scores - When checked, this function allows teachers to check a box per assignment to auto calculate standards or to not auto calculate

Comment Bank | Grading | Mail | Score Codes | Section | Spell Check | Standards | Student

Standards Based Grading:
 Display Standards and Other Measures in Final Grade Mode
 Enable Standards Based Grading with Assignments
Default Standard Final Grade: * Calculates from assignment standards scores
Most Recent Scores Calculation: 3 (33.3%, 33.3%, 33.3%)

Higher Level Standards:
 Automatically calculate higher level standards grades from lowest level standards grades
Default higher level standards final grade: * Calculates from lower level standards final grades
Calculate these higher level standards:
 Still allow higher level standards to have scores on assignments. *Scores are informational only.
Calculations for these standards use lower level standards final grades, not assignments.

Using Assignment Scores:
 Allow assignment scores to auto-calculate the assignment standards scores
Default for new Assignments:



Student Preferences

- Sort Students By: This option allows teachers to define the sort order for students on the Student Info Screen. It also changes the view on the Gradebook (See page 10)

Grade Setup

- The default Grade Setup is Total Points, which is the points scored divided by the points possible.
- Semester Term Weights** must be setup for High School courses. Please use:
(Q1=40%, Q2=40%, EX1=20%)

- Select Term Weights
- Click in Weight box and enter amount. The system will calculate the percentage. This needs to be done for all Quarters, Exams, etc. Click on Save

Reporting Term	Start	End
S1	05/28/2012 Mon	11/30/2012 Fri
Q1	05/28/2012 Mon	08/31/2012 Fri
Q2	09/01/2012 Sat	11/30/2012 Fri
S2	12/01/2012 Sat	05/24/2013 Fri
Q3	12/01/2012 Sat	02/22/2013 Fri
Q4	02/23/2013 Sat	05/24/2013 Fri

Name	Weight	Percent	Drop Low
Q1	100	50.0%	n/a
Q2	100	50.0%	n/a

- To copy this setup to other courses you teach: Select Copy Final Grade Setup
 - Entire Class – Course Name
 - OK
- Check the Classes that you need the Grade Setup copied to
 - Next – Confirm information is correct – Finish



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Assignment Categories

- Assignment categories will exist for your entire gradebook. All Classes have access to your gradebook categories.
- Categories are listed in the lower-left of your gradebook
- Select + To Add a Category
- Complete all Fields and Select OK
- Note** – Once these are created they can't be removed

Create Assignment Category
Specify attributes of the Assignment Category

Name: Class Work
Abbreviation: CW
Color: Green

These options will be applied as defaults to any new assignments when created for this category.

Points Possible: 10
Extra Points: 0
Score Type: Points
Include in Final Grade:

Publish Assignment: Immediately
On Date: MM/dd/yyyy
Days Before Due: 0
Publish Scores:

Description:

Cancel OK

Creating Assignments

- Assignments can be added anytime during the school year. When you add an assignment, choose to make assignment information available to parents and students immediately.

- To Add an Assignment Select the + on the Scoresheet Tab OR the Assignment Tab
- Enter Name, Category, Points, Extra Point must be entered if you are giving bonus points, Due Date and Include in Final Grade
- To attach Standards to the Assignment, Select the Standard Tab and Standards to be added
- To Auto Calculate Assignment Scores to the Standards, the box

Assignment Publish Standards

Name: TRECA Work Sheet
Abbreviation: TRECA Work Sheet
Category: Homework
Score Type: Points
Points Possible: 20
Extra Points: 2
Max: 22
Weight: 1.00
Date Due: 07/31/2012
Include in Final Grade:

Description: [+ link](#)

Revert Save

Assignment Publish Standards

Use Assignment Score to Calculate Standards Scores

Select	ID	Standard Name
<input type="checkbox"/>	9-10.LIT	Literacy in History/Social Studies/Science/Technical Subjects
<input checked="" type="checkbox"/>	9-10.RH.01	L Cite textual evidence to support analysis of primary and secondary sources
<input type="checkbox"/>	9-10.RH.02	L Determine the central ideas or information of a primary or secondary source
<input checked="" type="checkbox"/>	9-10.RH.03	L Analyze in detail a series of events described in a text
<input type="checkbox"/>	9-10.RH.04	L Determine the meaning of words and phrases as they are used in a text
<input checked="" type="checkbox"/>	9-10.RH.05	L Analyze how a text uses structure to emphasize key points
<input type="checkbox"/>	9-10.RH.06	L Compare the point of view of two or more authors

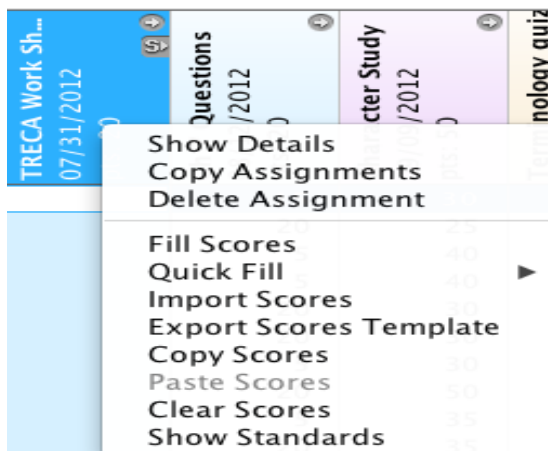


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Copying Assignments

Assignments can be copied from one class to another, or from current or previous terms.

- Select Tools – Copy Assignment **OR** Right Click on the Title in the Spreadsheet, short cut box appears, Select Copy Assignments
- Select Assignment to Copy
- Select Classes to Copy assignment to, add Due Date - OK



Entering Scores on the Scoresheet


When entering scores on the Spreadsheet, there are two options, manually or use the quick-entry method.

- To Manually Enter
 - Click in the cell that is the intersection of the row containing the student's name and the column assignment
 - Enter the scores
 - Press Enter to advance to the next student or Tab to advance to the next assignment, and Save
- To Use Quick-Entry
 - Right Click in the cell
 - Choose Fill Scores or Score Inspector
 - Enter the Scores, Comment and Save



Student Information Tab

The Student Information Tab provides Demographic Information on the Students. The sort order is Alphabetical, unless Preferences were turned on to Teacher Defined Order. (Page 7)

- Student Tab - Displays demographic information, and also an option to add Grade Scale
- Extra Class Columns Tab - Can hold textbook number, Preferred Name and anything else you would like to add. In order to change the title select  button at the top of the page
- Teacher Personal Note - Allows teachers to enter notes regarding the student that parents **can not** view
- To use Teacher Defined Order Select My Order Column, then drag the gray arrow

Class Content Tab

The Class Content Tab allows Teachers to create a Custom Display Name, Enter a description of the Class, add the Class Syllabus or even add Links to frequently used Websites.

- To Change the Display Name, Type in New Name in the Field and make sure Preference is turned on (Page 6)
 - Example: Current Class Display Shows 3Art.1 and 3Art.2
 - Change to 3 - Mrs. Smith and 3 - Mrs. Shore
 - This is a great tool for Specials Teachers

Reports Tab

Reports in this section are directly related to the Gradebook. Two tabs are available for each report.

- Criteria Tab - Allows the teacher to drill down and pull which section, students and more
- Layout Tab - Allows the teacher to include a note and a signature line if desired
 - Select Report
 - Complete Criteria desired
 - Select Run Report
 - Open Report, this will open as a pdf document