

PowerTeacher Quick Reference

Taking Attendance

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-*The color of the dot indicates whether or not you've taken attendance for that class.

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.

Submitting a Log Entry

1. Navigate to Start Page - Backpack icon
2. Click a student's name
3. Select *Submit Log Entry* from the Select screens menu
4. Enter a Subject
5. Enter a description of documentation in the Log Entry field
6. Click Submit

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

Printing School Reports

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.

Change Password

1. Click Personalize.
2. On the Personalize page, click Change Password.
3. Enter your old password, then enter and verify the new password.
4. Click Submit

Gradebook Quick Reference

Launching Gradebook

1. Navigate to Start Page - Gradebook
2. Click- Launch Gradebook
3. When prompted, select the application you wish to use to open the gradebook and click - Ok
4. When prompted, verify the authenticity of the Pearson School Systems certificate and click- Allow/Trust

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.

Delete Assignments

1. Select a class, then click the Assignments or Scoresheet tab.
2. Highlight the assignment you wish to delete
3. Click the Plus (-) button.
4. Click Save.

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.
4. Click Save.
 - On the Score Inspector window, use the Previous and Next arrows to repeat for each student, then click Close.

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.

Add a Comment

1. Open the Score Inspector and select the student you want to update with comment then click on student's term grade.
2. Manually enter 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.