PowerSchool

Create at least one category and complete Final Grades Setup before creating assignments.

Creating Categories

1. Choose Windows > Categories.
2. Enter a category name and abbreviation.
3. Enter a description and default points possible (optional).
4. Click Accept.
5. To create additional categories, click New Category and repeat steps 1-4.
6. Close the Categories dialog.

Completing Final Grades Setup

1. Choose Windows > Final Grades Setup.
2. Choose the grading term from the "Which final Grade" pop-up menu.
3. On the factor table, choose the weighting method from the Factor Type pop-up menu.
4. Except Total Points, select category, single assignment, or final grade and click OK.
5. Edit the factor weight in the Weight column.
6. To add more factors, click the plus sign and repeat steps 3-5.
7. Click Accept.

Factor weights must add up to 100%.

Adding an Assignment

1. Click the Assignments icon.
2. Choose the category and enter a name, abbreviation, points possible, and date due.
3. Enter a description, a web link, and align a standard (optional).
4. Click Accept.
5. Close the Assignments dialog.

Taking Attendance

1. Click the Attendance icon.
2. Select the cells next to the names of the students who are absent or tardy. To select multiple cells, press and hold Command (Mac) or CTRL (PC) while clicking.
3. Choose the appropriate attendance code from the pop-up menu at the bottom of the Attendance dialog. You can also Control-click (Mac) or Right-click (PC) a cell and choose the appropriate attendance code from the shortcut menu.
4. Click Save.

Submitting Lunch Counts

1. Choose Utilities > Submit Lunch Counts.
2. Enter the lunch counts in the fields.
3. Click OK.

Submitting a Student Log Entry

1. Choose Utilities > Submit Student Log Entry.
2. Choose the student's name from the pop-up menu.
3. Enter a subject and the pertinent log entry information.
4. Click OK.

Entering a Parent Note

1. Double-click the number next to the student's name on the spreadsheet.
2. Enter a comment for the student or choose Personal Comment or School Comment from the Comment Type pop-up menu and double-click the applicable comment(s) in the Comment Code list.
3. Click OK.

PowerGrade Spreadsheet Power Tips

Power Tip	Do This
Repeating a Score	Enter a score, press Return (Mac) or Enter (PC), and enter a single quotation (') in the next cell to repeat the score.
Changing a Score Back to "Unrecorded"	Replace the score with the letter U and press Return (Mac) or Enter (PC).
Excusing a Student from an Assignment	Enter EX in place of a score and press Return (Mac) or Enter (PC).
Manually Overriding a Student's Final Grade	Double-click the student's final grade, select the "Manually override this grade" checkbox, enter the letter grade and percent, and click OK.
Viewing the Single Student Summary	Double-click the student's name on the spreadsheet.
Hiding the Citizenship Column	Click the Preferences icon, then click the Display tab. Select the Hide Citizenship checkbox and click OK.
Hiding a Final Grade Column	Click the final grade column heading, deselect the "Show on spreadsheet" checkbox, and click Accept.
Showing Student Birthday Alerts	Click the Preferences icon, then click the Notification tab. Select the Birthday Notification checkbox and click OK.

Accessing PowerGrade Help

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

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.

Submitting Lunch Counts

1. Click the utensil icon next to the class for which you want to submit a lunch count.
2. Enter the lunch counts in the fields.
3. 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. For example, to:
   - Submit a parent note, choose Teacher Comments and click Edit in the Comment column. Enter the comment in the field and click Submit.
   - Click the next student's first name to enter a comment for that student.

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 PowerSchool Teacher.

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.

Entering Assignments and Recording Scores

You MUST use PowerGrade to use this feature. Create categories in PowerGrade before adding assignments in PowerSchool Teacher.

1. Click the notebook icon next to the class for which you want to add an assignment and scores.
2. Click New.
3. Enter the assignment information.
4. Enter the students' scores.
5. Click Submit.

The assignments and scores you enter in PowerSchool Teacher will automatically be transferred to PowerGrade the next time you open the class. After an assignment has been transferred to PowerGrade, it is no longer available as a web assignment in PowerSchool Teacher.

Your school chooses if you use the Standards Final Grade Entry student page to enter student standard information.

PowerSchool Teacher Power Tips

Power Tip	Do This
Viewing the Daily Bulletin	Choose Daily Bulletin from the main menu.
Viewing the Staff Directory	Choose Staff Directory from the main menu. To view a particular group of staff members, such as the teachers, click the appropriate listing option link at the top of the Staff Directory page.
Changing Your PowerSchool Teacher Password	Choose Personalize from the main menu. Click Change Password and enter your old password, enter and verify your new password, and click Submit. Use your new password the next time you log in to Powerschool Teacher.
Changing the Default Student Screen	Choose Personalize from the main menu. Click Default Student Screen and select a default student screen from the pop-up menu.

Accessing PowerSchool Teacher Help

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