PEARSON

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, you can use PowerTeacher on a daily basis to help you manage your students' information.

Logging in to PowerTeacher

You can use PowerTeacher anywhere you have access to the Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day.
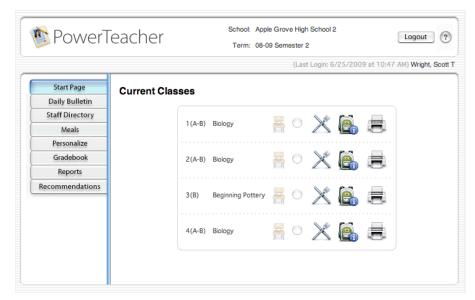
To log in to PowerTeacher:

1. Open a web browser (such as Safari, Firefox, or Internet Explorer)

2. Enter the address of your PowerSchool server followed by `/teachers` in the browser address bar

3. Press **Enter** to open the login page

4. On the PowerTeacher login page, enter your username and password

5. Press **Enter** to log in to the PowerTeacher Start Page

Navigating PowerTeacher

The PowerTeacher Start Page serves as the central point from which you begin your PowerTeacher session. It consists of the following areas: the Navigation bar, the ID bar, the Main menu, and Current Classes.

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

6. Click **Submit**

To set the default student screen:

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

2. Click **Default Student Screen**

3. Select the screen from the Default Student Screen menu

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 Numbers**

3. Select "yes" or "no" from the Display Section Number on PowerTeacher Home Page menu

4. Click **Submit**

Taking Attendance

It's easy to take attendance in PowerTeacher. 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

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.
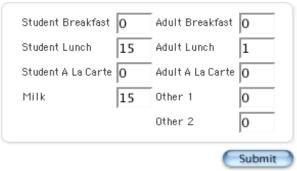
Submitting Lunch Counts

Submitting lunch counts in PowerTeacher is just as easy as taking attendance. 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. If applicable, enter the number of Other orders
10. Click **Submit**

Submit Lunch Counts

Student Breakfast	0	Adult Breakfast	0
Student Lunch	15	Adult Lunch	1
Student A La Carte	0	Adult A La Carte	0
Milk	15	Other 1	0
		Other 2	0

Submit

Viewing Student Information

Access the Student Information Screens by clicking the Backpack 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 name
3. Select a screen

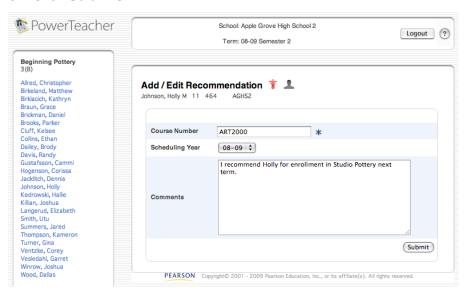| Student Page	Description
Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Final Grade Entry (Traditional)	For teachers not using the gradebook, use this page to enter final grades and comments for the student. Your school decides whether this page is active.
Final Grade Entry (Standards)	Use this page to enter final grades for specific standards for the student. Your school decides whether this page is active.
Final Grade Entry (Citizenship)	Use this page to enter a citizenship grade for a student. Your school decides whether this page is active and what code appears.
Meeting Attendance	Displays a student's attendance record for the entire term for every course in which he or she is currently enrolled.

Student Page	Description
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	This is the default student page. Displays a summary of the student's current grades and attendance for each class. Click the blue links to access additional information.
Recommendations	Displays the teacher's course recommendations for the student.
Schedule	Displays the student's current class schedule.
Standards	Use this page to view the student's progress on specific standards outlined by your state, district, and school.
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	If the gradebook is not used, displays comments entered by the teacher. Comments can be free form or selected from a comment bank. Comments that are published can be viewed by parents or students via Parent Access. 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.
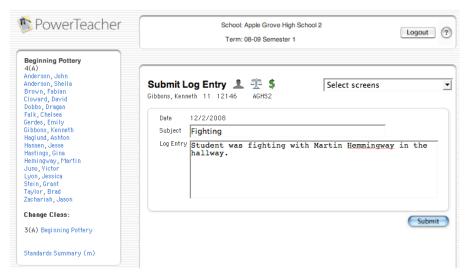
1. Navigate to **Start Page** > **Backpack** icon

2. Click a student's name

3. Select **Recommendations** from the Select screens menu

4. 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**

PowerTeacher

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 for the student's permanent record.

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

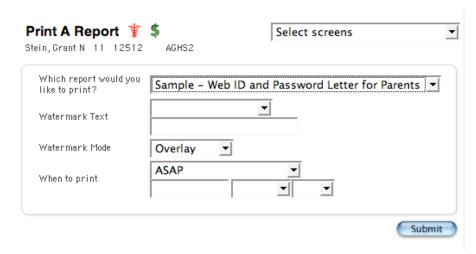5. Enter a description of the problem in the Log Entry field

6. Click **Submit**

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 permission to do so. Only those reports that a teacher can print will be available in the PowerTeacher print reports menu.
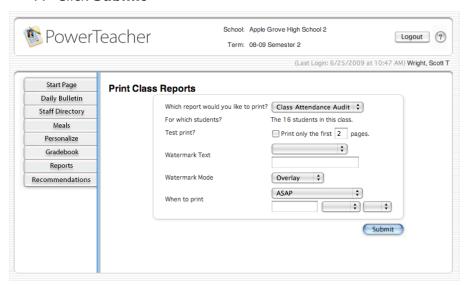
To print PowerSchool reports for an individual student:

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

2. Click a student's 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**

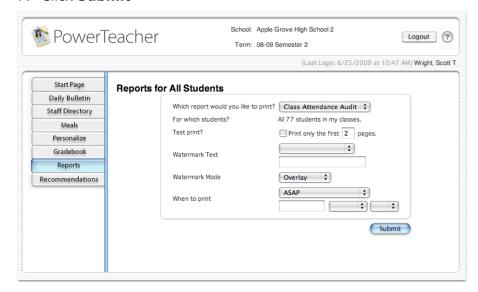**To print PowerSchool reports for one section of students:**

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, 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**
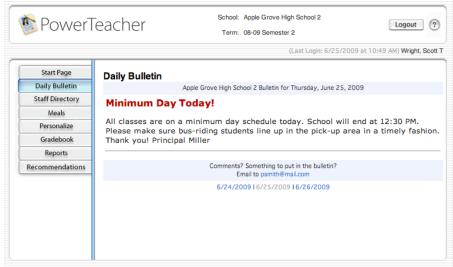
To print PowerSchool reports for all students:

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

2. Select which report you would like to print

3. Select whether to run a Test Print, 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**

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 can 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 the date links at the bottom of the page to move forward or backward through the days
4. To submit a new bulletin item, click the administrator email address at the bottom of the page

Staff Directory

Teachers can 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:

1. Click the email address link next to the person's name

To email a group of staff members:

1. 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.

1. 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 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 **Trust**

PowerTeacher 1.6 Gradebook Launch New!

PowerTeacher 1.6 introduces standards final grade entry into the gradebook. It also includes key enhancements such as copying multiple assignments, extra credit / max. points validation, score flags appearing in the parent portal, term weighting enhancements, and more!

- For a list of new features in version 1.6, click here.
- Click here for a list of PowerTeacher Quick Entry Tips.
- For features added in versions 1.5 and 1.1, click here

Launch Gradebook

If the launch button failed to open PowerTeacher gradebook, click here to further assess the problem.

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 login information for teachers.

Once you have an account, please use the following link to access online training.