

# PowerTeacher Pro Setup Instructions

## To launch PowerTeacherPro:

Click the PowerTeacher Pro Link under any Course Name or Click PowerTeacher Pro in the Navigation menu.

Note: You will still be able access PowerSchool Gradebook by clicking the Launch icon at the bottom of the navigation menu.

The screenshot shows the PowerSchool website interface. On the left, there is a navigation menu with the following items: Start Page, PowerTeacher Pro, Daily Bulletin, Schedule, Staff Directory, Meals, Personalize, Gradebook, Reports, and Recommendations. Below the navigation menu, there is a section for 'Old Gradebook' with a 'Launch' button and a 'District Code' field containing 'RGMS'. At the bottom left, there is an 'App Store' download button. The main content area is titled 'Current Classes' and displays a table of classes:

Class ID	Course Name	PowerTeacher Pro	Gradebook	Assignments	Reports	Help	Print
1(A,B)	Geography	PowerTeacher Pro					
2(A,B)	Geography	PowerTeacher Pro					
3(A,B)	Government	PowerTeacher Pro					
4(A,B)	Government	PowerTeacher Pro					


Blue arrows in the image point to the 'PowerTeacher Pro' link in the navigation menu and the 'PowerTeacher Pro' link in the 'Current Classes' table.

When you first log into PowerTeacher Pro you will see an introductory message and key features of the window are highlighted. Click Close on the Welcome message to begin working with PowerTeacher Pro. If you want to return to this screen later, click the ? icon (Help) and select Getting Started. You can also access the help menu and tips and tricks through the ? icon.

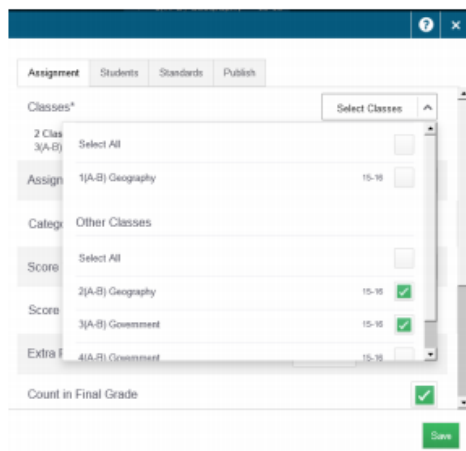
The screenshot shows the PowerTeacher Pro interface. The top navigation bar includes 'Create', a help icon (?), and the user name 'Frank Ramos'. The main content area is titled '1(A-B) Geography - 15-16' and displays a 'Welcome to the PowerTeacher Pro!' message. The message text reads: 'The new PowerSchool HTML gradebook combines an intuitive user interface with robust functionality for managing the classroom. In addition to providing advanced features for both standards-based and traditional grading, the new gradebook solves many of the challenges found in PowerTeacher Gradebook. It also provides the same great user experience and full functionality from any computer or tablet, including Mac, Windows, iOS, Android, and Chromebooks. See great new features like:'. Below the text are four bullet points: 'Bulleted 1', 'Bulleted 2', 'Bulleted 3', and 'Bulleted 4'. A 'Close' button is located at the bottom right of the message. The left navigation menu includes 'Grading', 'Class', 'Students', 'Reports', 'Settings', and 'Apps'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock showing 8:42 AM on 2/29/2016.



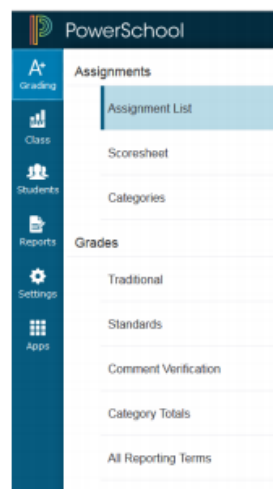
## Create Assignments in PowerTeacher Pro

Click the  icon and select assignment.

Select the classes that will complete this assignment. Note: When you are done selecting classes, click outside of the drop down list. **Do not click save.** This will save the assignment and exit the create assignment dialog box. Enter the remaining assignment information. **Note:** The due date must fall within term dates in order to count in the final grade for the term. See the current school calendar for term start/end dates.



To view a list of all assignments, click the grading icon and select Assignment List.

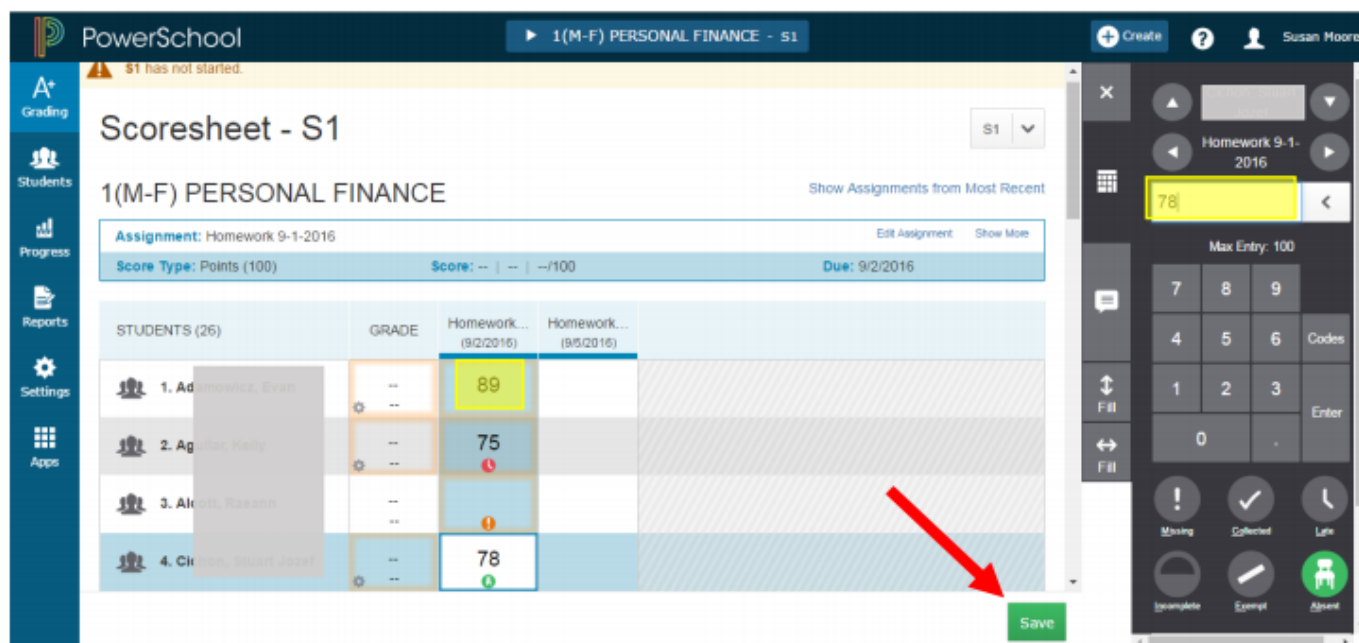


## Enter Grades in PowerTeacher Pro

Click the Grading Icon, select scoresheet.

Grades may be entered in the assignment column or the Score Inspector to the right.

**Important: Click SAVE when done entering grades. Grades won't be reflected in the final grade column for the term until they have been saved.**



STUDENTS (26)	GRADE	Homework... (9/2/2016)	Homework... (9/5/2016)
1. Ad...	--	89	
2. Ag...	--	75	
3. Al...	--	78	
4. Cl...	--	78	

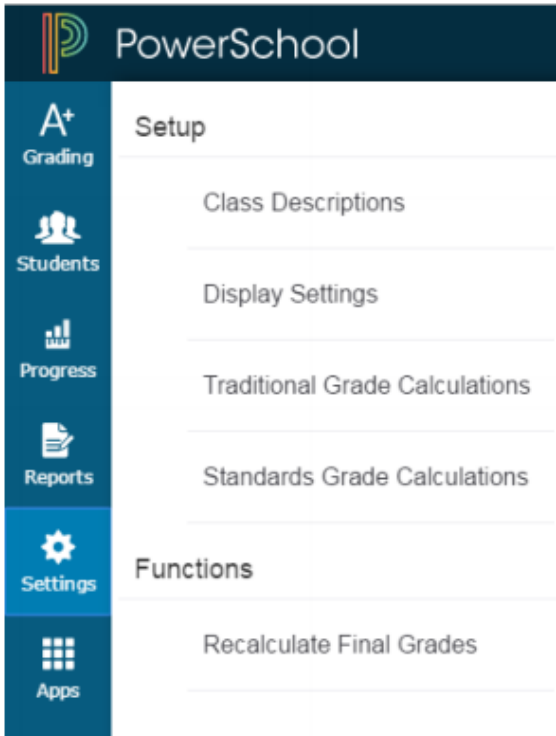


Click  in the upper left to return to the PowerSchool.

## Modify Gradebook Setup

With PowerTeacher Pro, the district is able to set the term weighting for gradebooks. Your gradebook has already been setup for **Y1, S1 and S2**. **PLEASE DO NOT MODIFY THE DISTRICT SETTINGS FOR TERM WEIGHTS**. However, if you would like to use category weights, instead of total points for Q1, Q2, Q3 and Q4, you may modify your gradebook setup.

Click Settings, then Traditional Grade Calculations.



The screenshot shows the PowerSchool interface. On the left is a vertical navigation menu with icons for Grading (A+), Students, Progress, Reports, Settings (highlighted), and Apps. The main content area is titled 'Setup' and contains a list of options: Class Descriptions, Display Settings, Traditional Grade Calculations, and Standards Grade Calculations. Below this is a section titled 'Functions' with the option 'Recalculate Final Grades'.

Click the pencil icon in the Actions column for the Quarter you wish to modify.

▼ 1(M-F) PERSONAL FINANCE				
REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
E1	Total Points  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	
Q2	Total Points  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	

Select the Category Weighting from the Type drop down menu. Choose a category from the Attribute drop down menu. Assign a weight to the category. Click the + sign to add additional categories. **Remember:** Only assignments with a category included in the category weights will count towards the final term grade.



Click Save.

**Q1 Reporting Term for 1(A) 5th Grade English**
×

Formula

Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting <span style="font-size: 0.8em;">▼</span>	<span style="display: inline-block; width: 15px; height: 15px; background-color: #444; margin-right: 5px;"></span> Homework <span style="font-size: 0.8em;">▼</span>	20	40%	-
Category Weighting <span style="font-size: 0.8em;">▼</span>	<span style="display: inline-block; width: 15px; height: 15px; background-color: #e67e22; margin-right: 5px;"></span> Tests <span style="font-size: 0.8em;">▼</span>	20	40%	-
Category Weighting <span style="font-size: 0.8em;">▼</span>	<span style="display: inline-block; width: 15px; height: 15px; background-color: #8e6c33; margin-right: 5px;"></span> Quiz <span style="font-size: 0.8em;">▼</span>	10	20%	-

💬 If standards are selected, specific weights for each standard are defined by the administrator at the course level.

Save

Cancel

