POWER TEACHER PRO BENEFITS

❖ Reporting Options
❖ Duplicate assignments easily
❖ Hide grades until YOU want to publish
❖ Rename courses and descriptions
❖ Group courses for easier grading
❖ Screen size options (small, medium, large)
❖ Progress charts - color coded by grade level
❖ Co-teachers can copy assignments
❖ Copy grading scales from S1 to S2
❖ Teacher Customized Comment Bank
❖ Smart Tool – personalized comments
❖ Web Based – no install – can access on many types of devices (NO LAUNCH)

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Upgrade since recording: You now have the ability to copy grade scales to multiple classes in one step.
Welcome To PowerTeacher Pro

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CUSTOM CLASS NAMES – Click for Video
Settings/Class Description/Custom Class Name and Description

PowerSchool
Class Descriptions

1(A) U.S. History
Course Name: U.S. History
Course Number: soc11000
Section Number: 2
Period / Days: 1(A)
Grade Scale: Default

Custom Class Name: U.S. History Period 1
Class Description:
Currently Teaching At this school since: 2002 Previous years of experience: 15 Undergraduate Degree: Miami University- Oxford, OH I will be posting grades and assignment every day.

viewable only by you
viewable by everyone
REPORTS OVERVIEW – Click for Video

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PROGRESS REPORTS
For more comparisons: click view all & gear icon

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GRADE CATEGORIES
Settings/Traditional Grade Calculations/Actions

Click HERE for detailed category setup directions

**CATEGORY SETUP (Name, Color, Classes)**
Be sure to set status as active. If you want to remove the District categories from your list, click inactive bubble.

**DISTRICT CREATED CATEGORIES:**
The grade categories that are set up by the District have a school building icon. If you choose to use them, you will still need to set the assignment defaults.

**ASSIGNMENT DEFAULTS SETUP (Score type, Scoring)**
Check the box “publish scores” and then you will still have the option to change this each time you post an assignment.

**VIEW ALL TAB**
Complete list of all categories being used.

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PowerTeacher Pro

How do I create and manage categories?

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GRADE SETUP EXAMPLES
Settings/Traditional Grade Calculations/Actions

Click [HERE](#) for detailed gradebook setup directions

Sample Weighted Scale

Sample Total Points Scale

Total Point Grade Setup
HS Weighted Grade Setup
Weighted Grade Setup
Final Grade Calculations

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### Grade Calculation Setup

#### PowerSchool

![PowerSchool Grade Calculation Setup](https://example.com/powerschool_grade_calculation_setup)

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- [Grade Calculation Setup](#)
- [Click for Video](#)

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<th>Total Points</th>
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<td>Q1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: A grade calculation formula has not been configured for the reporting term. Defaulting to Total Points.*
COPY GRADE CALCULATIONS S1 to S2

- Settings
- Traditional Grade Calculations
- Gear Icon
- Copy Traditional Grade Calculations
- Choose where to copy from and to
- Recalculate final grades, if needed
- Validate
- COPY
Make sure you are on correct Quarter or Semester by clicking on the drop down in the course list. You will need to set each time you log in.
SCORESHEET SNAPSHOT

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Editing an Assignment: Click on Grading icon>click on assignment list>click on edit (pencil icon) on far right. You might have to use the recalculate option if you already graded the assignment.

- If you change a final grade you will notice a small triangle in the top left corner of the field.
- If you change your mind and want it to calculate automatically, you need to click on the undo button.
Print PowerTeacher Pro

Hot Keys

Use keyboard shortcuts, or hot keys, to enter score flags quickly. Press Enter to view the indicator in the cell.

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<th>Hot Key Code</th>
<th>Description</th>
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<td>Co or(.)</td>
<td>Marks an assignment collected.</td>
</tr>
<tr>
<td>La or(*)</td>
<td>Marks an assignment late.</td>
</tr>
<tr>
<td>Mi or(/)</td>
<td>Marks an assignment missing.</td>
</tr>
<tr>
<td>Ex</td>
<td>Marks an assignment exempt.</td>
</tr>
<tr>
<td>Ab</td>
<td>Marks an assignment incomplete due to student absence.</td>
</tr>
<tr>
<td>In</td>
<td>Marks an assignment incomplete.</td>
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Save Toner When Using Print Screen and Printing Report

When printing certain pages in PowerTeacher Pro, you can specify in your browser if you want to print background graphics. Printing the background graphics will print detailed information available on these pages. However, you can also avoid printing background graphics on pages to conserve toner. Consult your browser application online help for instructions on printing background graphics. On reports, select the Exclude Row Shading option to save toner when printing reports.
Adding Personal Comments to the Comment Bank

Use the Comment Bank settings page to add personal (teacher-created) comments to the comment bank to use when scoring assignments or adding final grade comments for report cards. Use smart text options to include names and pronouns in comments to personalize the comments for individual students. Also use the Comment Bank settings page to edit or delete personal comments, or to identify your favorite personal or district comments. To mark a comment as a favorite, click the star next to a comment on either the My Comments or District Comments tab. Your favorite comments will appear at the top of the list of comments in the Score Inspector.

To add a personal comment to the comment bank:
• Click Settings
• Click Comment Bank
• On the My Comments tab, click Add
• Enter a comment code, such as 01. Comment codes are limited to 10 characters.
• Enter a comment category, such as Study Habits Comment (categories are limited to 30 characters).
• To mark this comment as one of your favorites, check Favorite.
• Open the Insert Smart Text menu and choose to insert it in the Comment field.
• Enter the rest of the comment after the smart text, such as consistently completes homework on time. Comments are limited to 500 characters.
• Click Save.
• Your personal comment is listed on the Comment Bank setting page and will appear in the comment bank in the Score.
• To display comment banks: click on the gear icon on top right of score inspector/show comment bank/click on gear and choose "my comments" to display your personal comment bank.
Emailing through Power School is no longer an option. Be sure to communicate the new method you choose for parent notifications – consider using the Power Parent Notification App.
TIPS AND TRICKS

❖ ATTENDANCE: Click on Power School logo to return to Power Teacher screen.
❖ DO NOT DELETE ASSIGNMENTS: It is best not delete assignments but to edit instead.
❖ DEFAULT LANDING PAGE: Assignments page is default.
❖ SHOW ASSIGNMENTS FROM MOST RECENT: Click on A+Grading>Scoresheet>Gear icon (top right) to access this function.
❖ CALCULATING GRADES: Grades don’t calculate until you save (framed in orange = not saved)
  ❖ Parents notified if you change a grade. Can set to unpublished or publish on specific day until done grading.
  ❖ Click on the gear on top right of scoresheet page and choose "show metrics" to display mean, median and mode.
❖ REPORTS: Individual, Scoresheet, Multi-Function, and Student Roster.
❖ CHANGE CLASSES: verify term (top right) > click blue bar (top middle) > click link to see scoresheet or graphs.
❖ DISPLAY SIZE OPTIONS: Click people icon (top right) and choose from three size options.
❖ PARENT NOTIFICATION: Email & Remind NOT SUPPORTED. Take advantage of push notifications in Power Parent App.
❖ SCORE INSPECTOR GRADING TOOL: Type grades or click on number pad. Can select special indicators and score.
❖ COMMENT BANK: You can add comments to the bank to be used over and over again.
❖ PERSONALIZED COMMENTS: Use the Smart Text Tool
  ❖ Type a “legal” first and/or last name > type comment > copy down > Smart Text tool will change each student name automatically for you.
❖ GRADES NOT SYNCING or displays differently on separate computers: clear browser history to solve most issues.
❖ APPLE DEVICES: scroll bars may not work. Set scroll bars to always show: Apple Menu>System Preferences>General.
Log in to PowerTeacher and click on the Power Teacher Pro link (top left menu).

Take a minute to watch the welcome video.

If the screen is not displaying correctly, maximize your browser.

**Category Setup**: Grading/Assignments/Categories/Add and/or Edit Existing Categories
- Use district created categories or set your own. All can be personalized.

**Grade Scale Setup**: Settings/Traditional Grade Calculations
- Choose the default total points grade scale or set up weighting.
- Set up for preferences for the year, quarters, semesters, final exams, etc.
- Copy these grade scales to all of your courses.

**Optional Personalization**: Settings/Class Descriptions
- Class Descriptions (viewable by everyone).
- Class Nickname (viewable only by you).

Click on the PowerSchool logo to return to PowerTeacher.
HELPFUL LINKS

RESOURCES IN POWER SCHOOL HELP MENU

❖ Log into PS Gradebook
  ❖ Click on Power Teacher Pro (left navigation menu)
  ❖ Click on ? and browse through resources and videos
  ❖ Click on PS logo to return to normal PS gradebook

RESOURCES ON THE ACSC STAFF WEBPAGE

❖ Power Teacher Pro Detailed Guide
❖ Power Teacher Pro Quick Start
❖ Total Point Grade Setup Guide
❖ HS Weighted Grade Setup Guide
❖ Weighted Grade Setup Guide
❖ Final Grade Calculation Guide
VIDEO TUTORIALS

Power Teacher Pro Overview

Navigating Power Teacher Pro

ASSIGNMENTS & GRADING

(standards grading is not an option at this time)

❖ Categories
❖ Grade Scale Setup (can copy to other classes)
❖ Create Assignments
❖ Assignments and Grading
❖ Keep Track of Grades
❖ How to Use Grading Interface
❖ Comments with Smart Text

REPORTS

❖ Reports Overview
❖ Individual Report
❖ Student Roster Report
❖ Multi Function Report
❖ Scoresheet Report

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