

Power Teacher Pro Quick Start

To get started immediately and begin taking advantage of PowerTeacher Pro, perform the following tasks.

For navigation help, see [Navigating PowerTeacher Pro](#).

Get the [PowerTeacher Pro Quick Reference Card!](#)

Class Descriptions

You can add descriptions, a custom class name, or other information about the class that will be visible in the PowerSchool Student and Parent Portals, and in PowerSchool Mobile.

1. Use the [class selector](#) to select a class.
2. If needed, select the term in which the class meets, if different from the current term.
3. On the menu bar, click **Settings**.
4. Choose [Class Descriptions](#).

Display Preferences

Customize display settings such as class names, how students are sorted, as well as how grades are displayed (traditional vs. standards).

- From the [class selector](#) screen, click the **Settings** link.

Or

- On the menu bar, click **Settings**, and then choose [Display Settings](#).

Grading Preferences

Define the grade calculations for your classes.

- On the menu bar, click **Settings**, and then choose [Traditional Grade Calculations](#) or [Standards Grade Calculations](#).

Create Categories

Create categories in which you can group similar types of assignments.

- Click **+Create** and then choose [Category](#).

Create Assignments

Create assignments at the beginning of a school term or at any time during the term.

- Click **+Create**  and then choose [Assignment](#).

Grades

- Enter scores on the [Assignment](#), [Scoresheet](#), or [Student](#) pages.
- Use the [Score Inspector](#) to provide more details about the student's performance.
- Review all areas of overall class grades on the [Traditional Grades](#), [Standards Grades](#), [Comment Verification](#), [Category Totals](#), and [All Reporting Terms](#) pages.
- Force a recalculation of final grades, or refresh assignment scores using the [Recalculate Final Grades](#) feature.

Class Progress

Analyze class performance at any time during the school year.

- On the menu bar, click **Progress**, and then choose [Traditional](#) or [Standards](#).

Reports

You can personalize each report by entering a custom title or by including a top note, bottom note, or signature line.

- On the menu bar, click [Reports](#).