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.