

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.

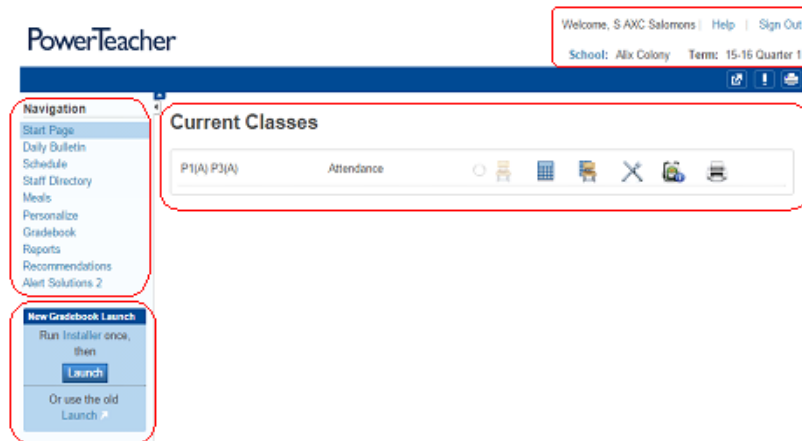
Logging into PowerTeacher

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.

1. Open a web browser (such as Chrome or Internet Explorer)
2. Enter **https://ps.wolfcreek.ab.ca/teachers/pw.html** 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 **Sign In** 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 ID bar, the Navigation menu, the Gradebook launch and your Current Classes.



Personalizing PowerTeacher

Follow the directions below to set your PowerTeacher personal preferences.

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**



Taking Attendance

It's easy to take attendance in PowerTeacher. As soon as teachers take attendance, student attendance information becomes available to PowerSchool administrators, parents, and students.

1. Navigate to **Start Page > Chair** icon (next to the class for which you want to take attendance) Note - you may have one section for AM attendance and one for PM or you may have a dropdown menu to choose AM or PM. Attendance must be taken atleast once in the AM and once in the PM at all schools.
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 must click the Chair icon to open the attendance screen, and then click Submit everyday that school is in session. This tells PowerSchool Administrators that the teacher has taken attendance and is the legal record that attendance has been taken.

Subs Taking Attendance

Substitute teachers can take attendance in your absence using their own login. Detailed instructions are available from your Admin Assistant.

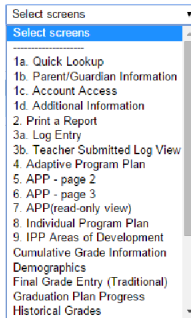
1. Enter **https://ps.wolfcreek.ab.ca/subs/pw.html** in a web browser
2. Choose the school then the teacher they are subbing for
3. Enter password - The password is the current day of the month + the 2 digit school code + sub (eg *26trsub*)

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.

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



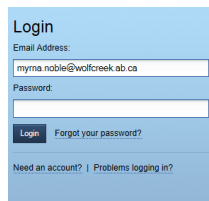
PowerTeacher Training & Support

Use PowerSource for online PT training

Once you have set up your account on PowerSource, use the following steps to access online training for PowerTeacher

1. Log into the following website using your Wolf Creek username (WC email address) and the password you set when you activated your PowerSource account.

<https://support.powerschool.com>



2. If you need additional support, contact your Admin Assistant or another WC teacher

Printing PowerSchool Reports

Teachers can print school-related reports such as IPP/APP reports, report cards, attendance summaries and Emergency Contact reports for individual students, a 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 when to print the report
6. Click **Submit**

Print A Report



Select screens ▼

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Which report would you like to print?

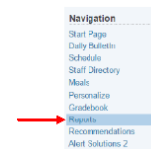
Watermark Text

Watermark Mode

When to print

To print PowerSchool reports for all students:

1. Navigate to **Start Page > Reports** or the **printer icon**.



2. Select which report you would like to print
3. Select when to print the report
4. Click **Submit**