

PowerTeacher

Teacher Sign In

Username

Password

[Sign In](#) [Having trouble signing in?](#)

PowerSchool

The roles of a secretary should and have changed drastically with the implementation of PowerSchool. PowerTeacher allows teachers to see their up-to-date current class lists, take attendance and electronically submit it to the office, create seating charts, view student demographics and print reports. These are just a few of the functionalities of PowerTeacher that will allow secretaries more time to answer those phones, take care of bleeding noses, get those budgets submitted and work on those dreadful PASI errors.

PowerTeacher Start Page


Welcome, [User] [Help](#) | [Sign Out](#)

School: [School Name]
Term: 18-19 Semester 1

Navigation

PowerTeacher Pro

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Reports
- Recommendations

Current Classes

1(D1)	Religions of the World 35 PowerTeacher Pro	1	<input type="radio"/>						
3-4(D1)	English 30-2 PowerTeacher Pro	1	<input type="radio"/>						
5-6(D1)	English 30-2 PowerTeacher Pro	3	<input type="radio"/>						
7-8(D1)	English 10-1 PowerTeacher Pro	6	<input type="radio"/>						
PD(D1)	Advisor Counselor Holding Bin Spec. PowerTeacher Pro	8	<input type="radio"/>						

Current Classes current schedule (period, day, course name)



Dot will turn green once attendance is taken for that class



Record Meeting Attendance (with visual alerts)



Record Meeting Attendance – Multi-Day



Record Meeting Attendance by Seating Chart



Lunch Counts



Student Information



Print Class Reports



Record Meeting Attendance

Record Meeting Attendance: Religions of the World 35 - 1(D1)

Single Day

Barcode Attendance

Multi-Day

Seating Chart

Seating Chart Design

Attendance Code

Date

Classes

(Present)

Tue 9/4 (Today)

Show Multiple Sections

Submit

Sequence	Students	Alerts	Attendance: Tuesday, September 04, 2018
1			<input type="text"/>
2			<input type="text"/>
3			<input type="text"/>
4			<input type="text"/>
5			<input type="text"/>
6			<input type="text"/>
7			<input type="text"/>
8			<input type="text"/>
9			<input type="text"/>
10			<input type="text"/>
11			<input type="text"/>

Teachers can also take attendance in multiple screens: Single Day, Multi-Day, Seating Chart. It is as quick as a few of clicks: 1) choose the appropriate Attendance Code from the drop down box, 2) click the students affected (ie. Absent), 3) click Submit. DONE! The dot is now green indicating attendance has been taken for this class.

1(A-B) Social Studies 30-2



*Troubleshooting hint: If the icon of the chair is faint, this means that the teacher does not have a class on that day.

The Single Day screen allows teachers to see medical, family circumstance and birthday alerts just by clicking on the symbol.

Medical Alert ✕

 [Redacted Name]

Asthma

Alert Expires: Never



Birthday Alert ✕

   **Emilio Antonio**

Emilio's birthday is 10/28.



Student Information

At the click of a button, teachers have access to multiple screens containing their students' information: schedule, demographics, meeting attendance, historical grades, net access, parent contacts, etc.

The class list appears on the left as a navigation pane. Upon click on a student, their schedule screen appears and the teacher can then choose from the drop down box to select from various other student screens for that student.

The screenshot shows the PowerTeacher interface. On the left is a navigation pane with a list of students under the heading "Social Studies 30-2 1(A-B)". The main area displays the "Schedule" for a student named "Kyler Bradley". The schedule table is as follows:

Exp	Trm	Crs-Sec	Course	Teacher	Room	Enroll	Leave
1(A-B)	S1	SST3772C5-1	Social Studies 30-2	Angelika	23	09/02/2014	02/02/2015
3(A-B)	S1	REC30P5-13	Personal Fitness 30 (PH)	Kory	55	09/02/2014	02/02/2015

On the right side, there is a "Select screens" dropdown menu with the following options: Select screens, Cumulative Grade Information, Demographics, Graduation Plan Progress, Historical Grades, Meeting Attendance, Net Access Summary, Parent Contacts, Print A Report, Quick Lookup, Recommendations, Schedule, Student Photo, Submit Log Entry, Teacher Comments, and Term Grades.

Teachers will find the Demographics and Historical Grades very useful. *A handy little feature in Demographics is the beside phone #s. Computers and phones in the classrooms aren't always beside each other, clicking on the magnifier displays the phone # larger on the screen.

The screenshot shows a pop-up window with a green header that says "Parent/Guardian Phone: Shauna". Below the header, the phone number "780-998-5555" is displayed in a large, bold font. A "Close" button is located at the bottom of the window.

From the "backpack", Student Information, a teacher can also submit a log entry on a student, which when the appropriate email addresses are set up in the School Setup will go automatically to an administrator in the office.

The screenshot shows the "Submit Log Entry" form. The form is titled "Submit Log Entry" and is for the student "Kyler Bradley". The form contains the following fields:

- Date: 10/21/2014
- Subject: [Empty text box]
- Log Entry: [Empty text area]



Print Reports

Any report (form letter, mail label, object report) that you create at the school level, you can choose to give access to Teachers to print.

System Reports > Setup tab > Form Letters/Mailing Labels/Object Reports

Edit Object Report

Option	Value
Title of this report	<input type="text" value="Class Rosters"/> Table Students
Default font	<input type="text" value="Times"/>
Default font size	<input type="text" value="10"/>
Default text line height	<input type="text"/>
Page Size	<input 11")"="" type="text" value="Letter (8 1/2" x=""/> Custom Size: Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left <input type="text" value="0.5"/> Top <input type="text" value="0.5"/> Right <input type="text" value="0.5"/> Bottom <input type="text" value="0.5"/>
Orientation	<input type="text" value="Portrait (vertical)"/>
Scale	<input type="text" value="100"/>
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Archbishop O'Leary
Teachers can print?	<input checked="" type="checkbox"/>
Override Course Exclude Setting?	<input type="checkbox"/>

Teacher have the same Report Queue – My Jobs as the Admin portal. They may just need an explanation of refreshing when the report is running.

- Navigation
- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Reports
- Recommendations
- Eliminate
- sqlReports 5

Reports for All Students

Which report would you like to print?

For which students?

Test print?

Watermark Text

Watermark Mode

When to print

Report Output Locale

- Class Attendance Audit
- Student File Folder Labels - Avery 5160
- PSU - Student Schedule
- Basic Class Rosters
- Class Rosters
- Student Emergency Directory



PT Administrator

Like a sneak peek to a teacher's Gradebook. Administration and/or Secretaries can use this to check on failures, highest marks, grade setups, variable credits and run the Section Readiness Report.

Scoresheet

Students (31)	(S1) Final Grade	A	T	Different ways of ... 09/18/2014 pts: 20	Should values sha... 09/18/2014 pts: 20	Canadian Socie... 09/25/2014 pts: 15	Exploring Indivi... 09/25/2014 pts: 40	Identity and Ideol... 09/25/2014 pts: 35	Utopian Society 09/25/2014 pts: 60
79	79%	3	-	20	20	11	32	29	52
77	77%	1	-	20	20	14	30	25	0
73	73%	3	17	15	10	11	0	28	42
0	0%	9	4	Ex	Ex	Ex	Ex	Ex	0
65	65%	6	9	19	8	11	21	23	0
57	57%	8	6	20	16	9	25	18	40
27	27%	17	4	17	0	0	0	21	0
69	69%	1	-	19	6	14	0	24	46
77	77%	9	18	16	6	14	0	24	46
30	30%	12	3	20	17	0	0	23	0
70	70%	7	-	20	18	11	27	24	38
71	71%	1	2	19	15	11	25	25	35
56	56%	2	9	19	0	9	17	21	0
45	45%	5	-	0	0	8	27	14	0
93	93%	2	1	Ex	Ex	14	Ex	Ex	Ex
66	66%	1	3	20	20	9	30	25	41
26	26%	14	-	20	0	0	0	20	0
85	85%	-	-	20	20	14	31	27	51
65	65%	5	15	19	0	12	30	20	0
67	67%	2	2	20	0	12	33	18	41
80	80%	4	4	20	20	13	29	26	47
53	53%	1	-	20	15	9	28	15	40
76	76%	3	-	20	19	13	0	25	48
65	65%	1	3	20	6	12	23	21	0
63	63%	1	11	20	19	10	24	20	44
38	38%	10	2	20	0	0	28	25	35
54	54%	5	3	20	16	5	33	28	0
74	74%	2	10	18	0	13	0	24	41
55	55%	5	-	20	14	7	27	24	0
52	52%	7	-	20	0	7.5	24	18	42
86	86%	6	1	19	20	14	0	30	50

Assignments

Name	Abrv	Category	Points Possible	Weight	Date Due
Different ways of ...	Differ...	Thinking A...	20	1.00	09/18/2014 Thu
Should values sha...	Shoul...	Thinking A...	20	1.00	09/18/2014 Thu
Canadian Society ...	Cana...	Communic...	15	1.00	09/25/2014 Thu
Exploring Individu...	Explo...	Inquiry	40	1.00	09/25/2014 Thu
Identity and Ideol...	Identi...	Thinking A...	35	1.00	09/25/2014 Thu
Utopian Society	Utopi...	Inquiry	60	1.00	09/25/2014 Thu

Student Info

Current Classes (18-19)

- AM-PW(A) Homeroom 05A 18-19
- NA(A) Mathematics 5 18-19
- NA(A) English Language Arts 5 18-19

Scoresheet Assignments Student Info Grade Setup Class Content Reports Attendance Notifications

Extra Class Columns

My Order	Student Name (20)	Preferred ...	Student N...	Birthday	Gender	Grade Level	Home Phone	Date Enrolled	Grade Scale	Custom 1	Custom 2	Custom 3	Custom 4	Custom 5
1			2508224	09/18/2008	F	5	780-246-0...	09/04/2018	Percentage Grade Scale					
2			2402297	06/04/2008	F	5	780-758-4...	09/04/2018	Percentage Grade Scale					
3			2404255	08/25/2008	M	5	(780) 695-...	09/04/2018	Percentage Grade Scale					
4			2805933	10/03/2008	F	5	780-937-6...	09/04/2018	Percentage Grade Scale					
5			2402430	03/24/2008	F	5	780-466-9...	09/04/2018	Percentage Grade Scale					
6			2703450	08/17/2008	F	5	780-729-1...	09/04/2018	Percentage Grade Scale					
7			2802284	02/02/2008	M	5	780-710-1...	09/04/2018	Percentage Grade Scale					
8			2304974	01/15/2009	F	5	780-977-7...	09/04/2018	Percentage Grade Scale					
9			2302953	06/17/2008	M	5	780-710-2...	09/04/2018	Percentage Grade Scale					
10			2508198	11/10/2008	M	5	780-243-5...	09/04/2018	Percentage Grade Scale					
11			2402288	12/03/2008	M	5	780-885-7...	09/04/2018	Percentage Grade Scale					
12			2402403	12/01/2008	F	5	780-465-5...	09/04/2018	Percentage Grade Scale					
13			2607496	11/18/2007	M	5	780-350-7	09/04/2018	Percentage Grade Scale					

Information also available, if the teacher clicks the arrow beside the name of the student

Student Extra Class Columns Teacher Personal Note



Name: [Redacted]

Gender: F

Birthday: 10/03/2008

Student Home Phone: 780 [Redacted]

Guardian Email: [Redacted]

Student Number: [Redacted]

Grade Level: 5

Grade Scale: Percentage Grade Scale

Student Email: [Redacted]

EmergencyOne: [Redacted]

Phone: 780- [Redacted]

Grade Setup

Calculate S1 final grade using: [copy](#)

Total points
 Number of low scores to discard:

Term Weights / Standards Weights

Category Weights

Name	Weight	Percent	Drop Low
Communication	45	45.000%	0
Inquiry	10	10.000%	0
Thinking Aspects	45	45.000%	0

Otherwise known as a "course mark breakdown", can be used for audit purposes.

Reports

The screenshot shows a software interface for generating reports. On the left, a 'Classes' list is visible under 'Semester 1', including items like '1(A-B) Social Studies 30-2'. On the right, a toolbar contains icons for 'Scoresheet', 'Assignments', 'Student Info', 'Grade Setup', 'Class Content', and 'Reports'. Below the toolbar, a table lists various report types with their descriptions:

Name:	Description:
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summary of category totals by section or by student
Final Grade and Comment Verifica...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Standards Report	Standards Final Grades and Standards Assignment S...
Student Multi-Section Report	Student information from all of a student's sections.
Student Roster	Student demographic information listed one row per ...

Attendance Grid

The 'Attendance Grid' configuration window includes the following settings:

- Name:** Attendance Grid
- Description:** Student and date grid template for taking attendance
- Sections:** Selected Class Active Classes
- Students:** All Enrolled Selected Groups and/or Students
- Student Field:** Student Name Student Number **Sort By:** Number
- No Dates:** # Of Days: 1
- Current Week:**
- Start Date:** MM/DD/YYYY
- End Date:** MM/DD/YYYY

Final Grade and Comment Verification

The 'Final Grade and Comment Verification' configuration window includes the following settings:

- Name:** Final Grade and Comment Verification
- Description:** Final grades and comments by reporting term
- Output Type:** PDF HTML Export (CSV)
- Sections:** Selected Class Active Classes
- Students:** All Enrolled Selected Groups and/or Students
- Student Field:** Student Name Student Number **Sort By:** Number
- Include:** Course Grade Additional Grades
- Points Grade Percent Comment Use Comment Code
- Reporting Term:** ALL

Student Roster

Criteria **Layout**



Name: Student Roster

Description: Student demographic information listed one row per student

Output Type: PDF Export (CSV)

Sections: Selected Class Active Classes

Students: All Enrolled Selected Groups and/or Students

Student Info: Student Name Student Number Birthday Gender Grade Level

Parent Info: Mother's Name Father's Name Home Phone Guardian Email Emergency Contacts

Blank1 Blank2 Blank3 Blank4 Blank5 Blank6

Sort: Gradebook Preference Student Last Name Student First Name Student Number Birthday

Report Preview:
