

Create at least one category and complete Final Grades Setup before creating assignments.

Creating Categories

1. Choose Windows > Categories.
2. Enter a category name and abbreviation.
3. Enter a description and default points possible (optional).
4. Click Accept.
5. To create additional categories, click New Category and repeat steps 1-4.
6. Close the Categories dialog.

Completing Final Grades Setup

1. Choose Windows > Final Grades Setup.
2. Choose the grading term from the “Which final Grade” pop-up menu.
3. On the factor table, choose the weighting method from the Factor Type pop-up menu.
4. Except with Total Points, select the category, single assignment, or final grade and click OK.
5. Edit the factor weight in the Weight column.
6. To add more factors, click the plus sign and repeat steps 3-5.
7. Click Accept.

Note: Factor weights must add up to 100%

Adding an Assignment

1. Click the Assignments icon.
2. Choose the category and enter a name, abbreviation, points possible, date due, and description.
3. Optional: web link and standard alignment.
4. Click Accept.
5. Close the Assignments dialog.

Entering a Note or Comment

1. Double-click the number next to the student's name on the spreadsheet.
2. Enter a comment for the student or choose from the Comment Type pop-up menu and double-click the applicable comment(s) in the Comment Code list.
3. Click OK.

Taking Attendance

1. Click the Attendance icon.
2. Select the cells next to the names of the students who are absent or tardy. To select multiple cells, press and hold CTRL (PC) while clicking.
3. Choose the appropriate attendance code from the pop-up menu at the bottom of the Attendance dialog. You can also right-click (PC) a cell and choose the appropriate attendance code from the shortcut menu.
4. Click Save.

Viewing Student Information

1. Click Class Roster
2. Click the PowerSchool Fields Tab
3. Click the name of the student whose information you want to view
4. Note that there are 10 fields, scroll down!

Creating Seating Charts

1. Click Seating
2. Designate numbers of rows and columns sufficient to seat your students
3. If an error pops up that there is not enough room, decrease the size of each row/column to a smaller decimal
4. To maximize size, try 7x5 with seat size of 0.45
5. Click Assign Students to Seats tab at top
6. You can automatically assign students, or click and drag them as you wish
7. Click the “Edit seat layout” tab
8. Click and drag seats to appear in whatever layout you prefer
9. Seat assignment sheets can be printed

Submitting a Student Log Entry

1. Choose Utilities > Submit Student Log Entry.
2. Choose the student's name from the pop-up menu.
3. Enter a subject and the pertinent log entry information.
4. Click OK; the log will be emailed to the Dean of Students.

PowerGrade Power Tips

Power Tip Do This

Logging in if you forgot your password
Notify the Director of Operations. He/she will give you a one-time use “key.”

Changing a Score Back to “Unrecorded”
Replace the score with the letter U and press Return (Mac) or Enter (PC).

Getting a student's contact information updated
Email the office manager with “PowerSchool:” in the subject line

Manually Overriding a Student's Final Grade
Double-click the student's final grade, select the “Manually override this grade” checkbox, enter the letter grade and percent, and click OK.

Viewing the Single Student Summary
Double-click the student's name on the spreadsheet.

Hiding the Citizenship Column
Click the Preferences icon, then click the Display tab. Select the Hide Citizenship checkbox and click OK.

Hiding a Final Grade Column
Click the final grade column heading, deselect the “Show on spreadsheet” checkbox, and click Accept.

Showing Student Birthday Alerts
Click the Preferences icon, then click the Notification tab. Select the Birthday Notification checkbox and click OK.

Accessing PowerGrade Help

To access the PowerGrade Help, click the Help icon.



PowerSchool[®] USI PowerSchool Teacher Quick Reference Card – Secondary Teachers

Taking Attendance



1. Click the chair icon next to the class for which you want to take attendance.
2. Choose the appropriate attendance code from the “Current attendance code” pop-up menu.
3. Click the cell next to each student who is absent or tardy to insert the code you chose from the pop-up menu.
4. Click Submit.

Accessing Student Information



1. Click the backpack icon next to the class you want to view.
2. Click the student’s name.
3. Choose a student page to access from the “Select screens” pop-up menu. Key to you are:
 - **Demographics** shows contact information.
 - **Quick lookup** shows you recent attendance, current grades, and basic information.
 - Others are detailed in other sections below.

Student alerts

1. Once you have selected a student, you will see his/her name near the top of the screen just under the name of the screen you are viewing.
2. To the right of that screen name you may see an icon or icons—these are “student alerts.”
3. Click on the icon to read the alert.
 - The birthday candle tells you that a student’s birthday is approaching.
 - The yellow triangle tells you that a student has an IEP or is classified as At-Risk.
 - The person in silhouette tells you that a student’s guardian may not have access to him/her.
 - The medical icon tells you that the student has a medical issue such as an allergy or an illness.



Note that ONLY the birthday and IEP/At-Risk alerts will be used at all USI schools from the start of school in 2006.

Submitting Family Comments/ Notes

1. Select a student from a class roster (as done above in steps 1 & 2).
2. Choose Teacher Comments from the drop down menu.
3. Click Edit in the Comment column.
4. Choose a comment from the comment bank, or create your own in the box on the right.
5. Click Submit.

Accessing the Staff Directory

1. From the Start Page, select Staff Directory from the left hand column of the screen.
2. The Staff Directory will appear.
3. You can narrow the group by clicking on a subgroup near the top of the page (e.g. teachers).
4. You can send an email by clicking on the staff member’s email address—it will open your Outlook email dialog.

Entering Assignments and Recording Scores

You must use PowerGrade to use this feature. Create categories in PowerGrade before adding assignments in PowerSchool Teacher.

1. Click the notebook icon next to the class for which you want to add an assignment and scores.
2. Click New.
3. Enter the assignment information.
4. Enter the students’ scores.
5. Click Submit.

The assignments and scores you enter in PowerSchool Teacher will automatically be transferred to PowerGrade the next time you open the class. After an assignment has been transferred to PowerGrade, it is no longer available as a web assignment in PowerSchool Teacher.

Printing School Reports

Note that your school and USI create the reports available to you in PowerSchool Teacher. You will be alerted when reports are available to you.

1. Click the printer icon next to the class for which you want to print a report.
2. Choose the desired report from the drop-down menu.
3. Choose the watermark text (optional).
4. Choose when you want PowerSchool to prepare the report.
5. Click Submit.

PowerSchool Teacher PowerTips

PowerTip Do This

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| Returning to the start page | Click on the PowerSchool icon in the upper-left hand corner of your screen. |
| Viewing the Daily Bulletin (if applicable) | Choose Daily Bulletin from the Main Menu |
| Changing your PowerSchool Teacher Password | Choose Personalize from the main menu. Click Change Password and enter your old password, enter and verify your new password, and click Submit. Use your new password the next time you log in to PowerSchool Teacher. |

Accessing PowerSchool Teacher Help



To access the PowerSchool Teacher Online Help, click the Help icon in the upper right hand corner of your screen.