# PowerSchool

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| ## 1. Overview of PowerTeacher<br><br>**Familiarize yourself with the functions of PowerTeacher.**<br><br>1. Click through the buttons in the main menu to familiarize yourself with some of the functions of PowerTeacher.<br>2. Click the PowerTeacher logo or the Start Page tab to return to the Start Page. | |

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| ## 2. Attendance<br><br>**Take attendance for today in PowerTeacher.**<br><br>1. Click on the chair next to one of your classes.<br>2. Click on the attendance code from the list.<br>3. Mark attendance for your students. | |

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| ## 3. Pre-set Categories<br><br>**Scroll through the default categories**<br><br>1. How many points is each assignment in this category worth?<br>2. Are scores to be recorded and displayed in points, percentages, or letter grades?<br>3. Are scores to be included in the final grade? | |

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| ## 4. Category Set-up<br><br>**Add two categories of your own to the PowerTeacher gradebook.**<br><br>1. Click the Tools menu at the top of your screen, and click Categories. The Categories window will appear, displaying the pre-defined assignment categories.<br>2. Click the Plus (+) button in the lower left-hand corner of the Categories window to add a | |

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| **4. Category Set-up** | |
| **Add two categories of your own to the PowerTeacher gradebook.** | |
| new category. | |
| 3. Enter information into the appropriate fields. | |
| 4. Click OK to save your category. | |
| 5. Click the Plus (+) button to add the second category. | |
| 6. Click Cancel to close the Categories dialog box. | |
| 7. Write categories you are likely to use at your school. | |

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| **5. Final Grade Set-up** | |
| **Set up final grade weighting for the 3$^{rd}$ and 4$^{th}$ quarters and the 2$^{nd}$ semester.** | |
| 1. Click the Grade Setup tab. | |
| 2. Click the correct term. | |
| 3. Choose the final grade setup method that you will use in your classroom:  total points, term weights, or category weights. | |
| 4. Click Save to save your changes. | |
| 5. Repeat for the remaining terms. | |
| 6. In the Notes area, record the settings you created for each term. This will help you analyze how the final grade is calculated. | |

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| **6. Sets and Groups** | |
| **Practice adding a set and two groups on your own.** | |
| 1. Click the Students tab. | |

## 6. Sets and Groups

**Practice adding a set and two groups on your own.**

2. Click the Plus (+) button in the lower left hand corner of the PowerTeacher gradebook window. An Untitled Set 1 and Untitled Group 1 will appear.

3. Double-click on Untitled Set 1 and enter a name for the set. Press Enter.

4. Double-click on Untitled Group 1 and enter a name for the group. Press Enter.

5. Click the Plus (+) button again and click Add Group.

6. Enter a name for your group and press Enter.

7. How can you use sets and groups at your school?

**Notes**

## 7. Create a New Assignment

**Create two or three additional assignments for use in the next modules.**

1. Click the Plus (+) sign next to the Assignment header to open the New Assignment pane.

2. Enter the necessary information into the fields.

3. Click Save in the lower right corner to save the assignment. The assignment will appear in the Scoresheet.

4. Repeat the steps for a second assignment.

**Notes**

## 8. Weighting Assignments

**Use weighting to make a set of three quizzes worth 100 points, regardless of the number of questions each contains.**

Create three or more quiz-type assignments. Use information in the grid below to fill in the number of points and weighting fields.

| Number of Questions | Number of Points | Weighting | Calculated Grade Value in Points |
|---|---|---|---|
| 10 | 10 | 10 | 100 |
| 20 | 20 | 5 | 100 |
| 25 | 25 | 4 | 100 |

Using weighting on assignments makes it possible for a teacher to simply enter in the number of correct answers on the scoresheet and let PowerTeacher do the calculations.

**Notes**

## 9. Group Assignments

**How could you set up assignments for one group?**

1. Create a new assignment.

2. Enter scores for each member of the targeted group.

3. Mass fill Exempt for the rest of the students by choosing the "Fill Empty Scores" option.

**Notes**

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## 10. Write Objectives

**Consider both parents and students**

Enter a description for one of your assignments.  Make sure the objective and expectations can be understood by parents and students.

**Notes**

## 11. Record Scores

**Record scores for the assignments you created.**

1. Click the Scoresheet tab.

2. Click in the cell representing the intersection of the row containing a student's name and the column of the assignment you want to score.

3. Type a value that corresponds to the type of score you set up when you created the assignment.

4. Press Return (Mac) or Enter (Windows) to advance to the next student, or Tab to advance to the next assignment.

5. When you have finished entering scores, click Save.

6. In the event that you accidentally overwrite scores by entering values in the wrong assignment column, click Revert.

**Notes**

## 12. Score Inspector

**Use the Score Inspector to add score notes, and to mark assignments collected, late, and exempt.**

1. Click the Tools menu and click Score Inspector.

2. Click in the assignment column, in the cell corresponding to the student you wish to work with.

3. When you check the Collected box, a checkmark will appear in the Scoresheet for the student.

4. When you check the Late box, a small red L will appear in the Scoresheet for the student.

5. When you check the Exempt Score box, a gray Ex will appear in the Scoresheet for the student.

6. When you enter a score comment, a small blue C will appear in the Scoresheet for the student.

7. The Clear button on the Score Inspector clears the score completely, not just the comment or a Collected check or Late indicator.

8. You can use the four directional arrows in the Score Inspector to move through the Scoresheet without closing the Score Inspector.

9. Click Save to retain changes.

**Notes**

## 13. Filter Assignments

**Explore the filtering options available on the Scoresheet.**

Discussion question: What are some scenarios for using the different filter options?

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| ## 14. Mean, Median, & Mode | **Notes** |

**Explore the Summary Statistics area on the Scoresheet.**

Discussion question: What are some scenarios for using the statistical calculations?

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| ## 15. Explore Reports | **Notes** |

**In pairs or groups of three, look at the different types of reports. Create a report as a PDF, in HTML, and as an Export (CSV) report, so you can experience the different report output options.**

1. Click the Reports tab.

2. Click the type of report you would like to view.

3. Attendance Grid – a student/date grid template for taking attendance.

4. Category Total Report – a report that summarizes category totals.

5. Final Grade and Comment Verification – a report showing final grades for students and teacher comments by term.

6. Individual Student Report – a report that lists a summary of the class activity per student.

7. Missing Assignment – a report that lists assignments that are missing per assignment or per student.

8. Scoresheet – a report that is a copy of your gradebook.

9. Student Roster – a report that prints demographic information you specify by class.

10. The report options will become available in the lower pane on the screen.

11. Choose the Output Option you would like.

12. PDF - a ready-to-go file that can be read and printed by Acrobat Reader or Preview on Macs and PCs. The file cannot be modified.

13. HTML - a file that can be read by an Internet browser like Explorer, Firefox, or Safari. It is

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possible to make changes to the layout and data by working with the source code.

14. Export (CSV) - a text file consisting of the data, separated by commas.  Open with Excel or other spreadsheet software and organize as desired.

15. Select the appropriate sections, students, and date range for the report.

16. Click the Run Report button in the lower right corner of the screen.

17. The report will be saved in the output option you chose in the location you chose on your computer.

**Notes**

## 16. Using Reports

**Consider some possible uses for each report.**

Discussion question: What are some scenarios for using the different reports?

**Notes**

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| ## 17. PowerSchool Parent Access | **Notes** |
| **Click through the screens in PowerSchool Parent Access to familiarize yourself with the information parents have access to.** | |
| Discussion question:  How has your school engaged parents through PowerSchool? What are tips you'd offer other school personnel? | |

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| ## 18. PowerSchool Parent Access Policies | **Notes** |
| **Think about a personal policy for sending and receiving email from parents and students.  How often will you send them – weekly?  daily?** | |
| Discussion question: What are other policies you need to have in place? | |