

PowerTeacher Training Manual

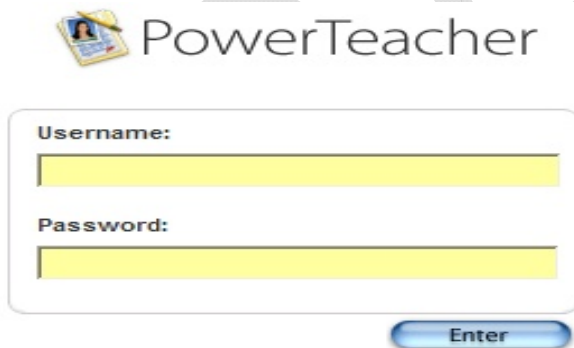
In this course you will explore what is available to teachers PowerTeacher, a web portal to PowerSchool that concentrates all the features teachers need in one spot, including a web-based gradebook. You will learn to:

- http://insttech.tulsaschools.org/digital_resources/powerteacher
- Take attendance and submit a lunch count
- Submit student log entries and comments
- Set up the PowerTeacher Gradebook
- Enter assignments and record scores
- Set up student groups and analyze classroom achievement trends
- Print PowerTeacher reports

Hello PowerTeacher!

You can use PowerTeacher anywhere you have access to the Internet.

1. Open a Web browser and enter <https://powerschool.tulsaschools.org/teachers>
2. Parent Portal address: <https://powerschool.tulsaschools.org>
3. Enter your username and password and then click **Enter**.
 - a. Today- See Board
 - b. When Live – 5x2 and current TPS password. Password will not change automatically when you change your TPS password



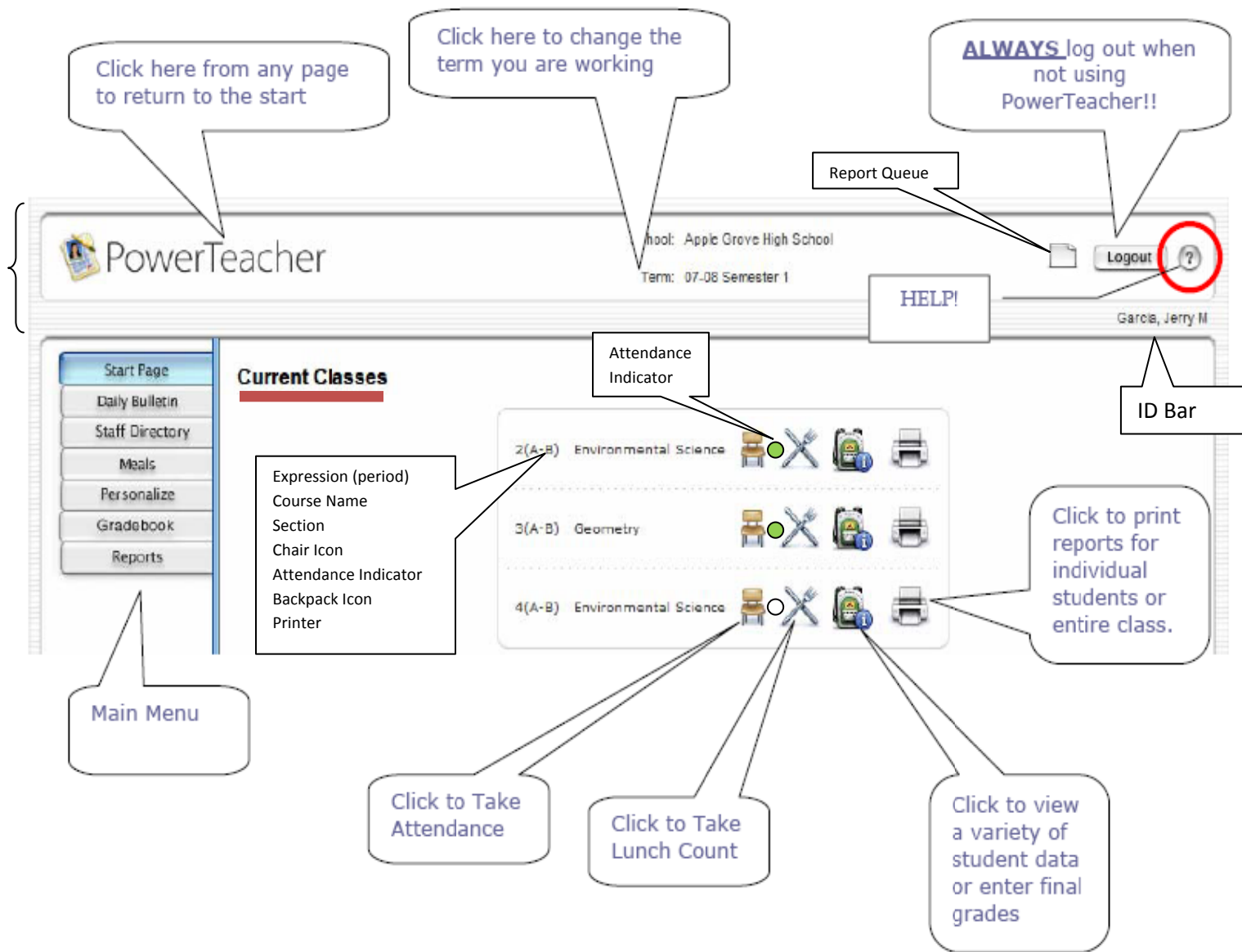
The image shows a login form for PowerTeacher. At the top left is a small icon of a person. To the right of the icon is the text "PowerTeacher". Below this is a rectangular box containing two input fields. The first field is labeled "Username:" and the second is labeled "Password:". Below the input fields is a blue button with the word "Enter" written on it.

PowerSchool
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The PowerTeacher Start Page consists of three areas:

- **Navigation Bar** – located at the top of the screen. The Navigation Bar provides access to the Start Page (via the PowerTeacher logo), the Report Queue, Online Help, and the Logout Button.
- **Main Menu** – located at the left side of the screen. The Main Menu provides access to the Start Page, the Daily Bulletin, and a display of your Meal Balance, the Staff Directory, the Gradebook, and Reports.
- **Current Classes** – located in the center of the Start Page screen. The Current Classes area provides information regarding the students in the classes you teach, as well as to the tools for attendance, lunch count, and reports.

4. To log off PowerTeacher, click **Logout** in the upper right corner.



The screenshot shows the PowerTeacher interface for Apple Grove High School, Term: 07-08 Semester 1. The user is logged in as Garcia, Jerry M. The interface includes a top navigation bar with a 'Logout' button circled in red. A 'HELP!' button is also visible. The main content area is titled 'Current Classes' and lists three classes: 2(A-B) Environmental Science, 3(A-B) Geometry, and 4(A-B) Environmental Science. Each class entry includes an attendance indicator, a chair icon, a backpack icon, and a printer icon. A 'Report Queue' button is located in the top right corner. A 'Main Menu' is located on the left side of the interface, containing links to Start Page, Daily Bulletin, Staff Directory, Meals, Personalize, Gradebook, and Reports.

Callouts and annotations include:

- Click here from any page to return to the start
- Click here to change the term you are working
- ALWAYS** log out when not using PowerTeacher!!
- Report Queue
- Logout
- HELP!
- Garcia, Jerry M
- ID Bar
- Attendance Indicator
- Expression (period)
Course Name
Section
Chair Icon
Attendance Indicator
Backpack Icon
Printer
- Click to print reports for individual students or entire class.
- Click to Take Attendance
- Click to Take Lunch Count
- Click to view a variety of student data or enter final grades
- Main Menu

Notes:

Activity 1 – Overview of PowerTeacher

Familiarize yourself with the functions of PowerTeacher.

1. Click through the buttons in the main menu to familiarize yourself with some of the functions of PowerTeacher.
2. Click the **PowerTeacher logo** or **Start Page** on the Main Menu to return to the Start Page.

Taking Attendance and Recording Lunch Counts

It is easy to take attendance and record lunch counts in PowerTeacher. As soon as teachers take attendance that data is available to school administrators, parents, and students.

If all students are present teachers should still click the chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that the teacher has taken attendance. Otherwise, the teacher's name will be on a report that displays teachers who have not taken attendance. If teachers have more than one class during the same period, they can take attendance for all of the students in the classroom at the same time by clicking the **Record MultiMeeting Attendance for Multiple Sections** option.

Teachers record lunch counts by clicking the utensil icon for the appropriate class and entering the count numbers. The count is included in the PowerLunch Class Counts report.

Activity 2 – Enter Attendance

Take attendance for today in PowerTeacher.

1. Click the chair next to one of your classes.
2. Choose attendance codes from the menu and mark attendance for your students.
3. Click **Submit**. The indicator located next to the chair is now green.

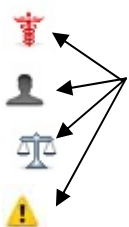
Notes:

Using the Student Information Screens

Alerts

Any student that has an Alert will have one of the following icons next to their name:

1. Medical Alert -
2. Guardian Alert
3. Discipline Alert
4. Other Alert



Double click on the icon to read the alert.

Select Screens

The following table provides a brief explanation of the student information screens available in PowerTeacher. More detailed information is available in the PowerTeacher online help. (Maybe a few not covered in the chart that are custom screens)

Student Page	Description
Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Final Grade Entry (Citizenship)	Use this page to enter a citizenship grade for the student. Your school decides whether this page is active and what codes appear on the page.
Final Grade Entry (Standards)	Use this page to enter final grades and comments for specific standards for the student. Your school decides whether this page is active.
Meeting Attendance	Displays the student's attendance record for the entire term for every course in which he or she is currently enrolled.
Net/Phone Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet or by phone, if applicable.
Print a Report	Use this page to select a school-created report to print for the student.
Quick Lookup	This is the default student page. Displays a summary of the student's current grades and attendance for each class. Click the blue links to access additional information.
Schedule	Displays the student's current class schedule.
Standards	Use this page to view the student's progress on specific standards outlined by your state, district, and school.
Student Photo	Displays the student's photo, if your school has imported student photos.
Submit Log Entry	Use this page to create a log entry for discipline or other anecdotal information for the student's permanent record.
Teacher Comments	Displays comments entered by the teacher. Comments can be free-form or selected from a comment bank. Comments that are published can be viewed by parents or students via Parent Access.
Term Grades	Displays the student's stored grades for the current year.

Activity 3 – Use the Student Information Screens

Add a Log Entry, a Comment, and Citizenship grade.

Note: Log Entries may or may not be used at your school. Check with Administration to determine whether or not your school will be using this feature.

1. Click the **backpack** to enter the Student Information area of PowerTeacher, and then click a student's name.
2. From the Select screens menu, click **Submit Log Entry**.
3. Use the fields to draft a discipline log entry. Enter a subject such as Fighting on Playground. Enter text such as Student was hitting others during lunchtime, and then click **Submit**.
4. Click the student's name again.
5. From the Select screens menu, click **Teacher Comments**. Then click **Edit** on the line displaying your course.
6. On the **Modify Comment** page, select a comment from the comment bank. Click the **arrow** to move it to the Comment field and click **Submit**. (Note: these are not the comments that will appear on the Report Card, They will only appear on the parent/student portal)

Using the Reports Menu

You can run reports from 3 locations

1. Main Menu – Reports – Prints report for all classes
2. Current Classes – Printer Icon –prints report for current class
3. Student select Screens – Print a Report for individual student

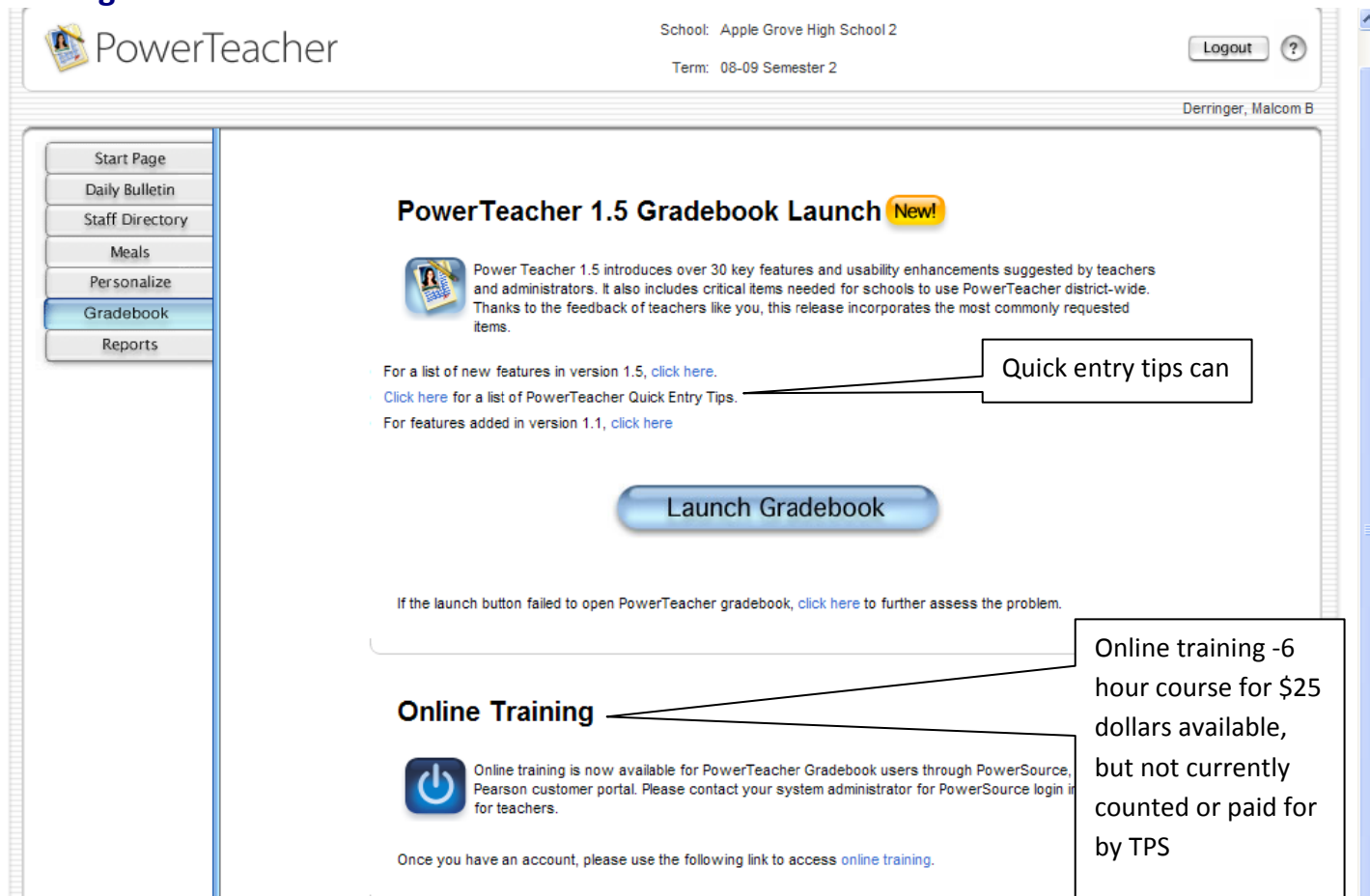
The Attendance Audit report is the only report option to teacher in the default settings. Other report options may appear as your site administrators creates reports they feel you may need.

Activity 4 – Run Reports

1. Choose one of the three methods and run the Attendance Audit
2. Choose Test Print
3. Explore other options
4. Click **Submit**
5. Once you press submit you will be taken to the report queue screen. Here you will find a list of the reports you have run in the last 90 days. If your report says it is still running, click **Refresh**
6. Once the report is complete, click **view** next to the report to view it

Notes:

Working with the Gradebook



School: Apple Grove High School 2
Term: 08-09 Semester 2
Logout ?
Derringer, Malcom B

PowerTeacher

- Start Page
- Daily Bulletin
- Staff Directory
- Meals
- Personalize
- Gradebook**
- Reports

PowerTeacher 1.5 Gradebook Launch New!

Power Teacher 1.5 introduces over 30 key features and usability enhancements suggested by teachers and administrators. It also includes critical items needed for schools to use PowerTeacher district-wide. Thanks to the feedback of teachers like you, this release incorporates the most commonly requested items.

- For a list of new features in version 1.5, [click here](#).
- [Click here](#) for a list of PowerTeacher Quick Entry Tips.
- For features added in version 1.1, [click here](#)

Quick entry tips can

[Launch Gradebook](#)

If the launch button failed to open PowerTeacher gradebook, [click here](#) to further assess the problem.

Online Training

Online training is now available for PowerTeacher Gradebook users through PowerSource, Pearson customer portal. Please contact your system administrator for PowerSource login information for teachers.

Once you have an account, please use the following link to access [online training](#).

Online training -6 hour course for \$25 dollars available, but not currently counted or paid for by TPS

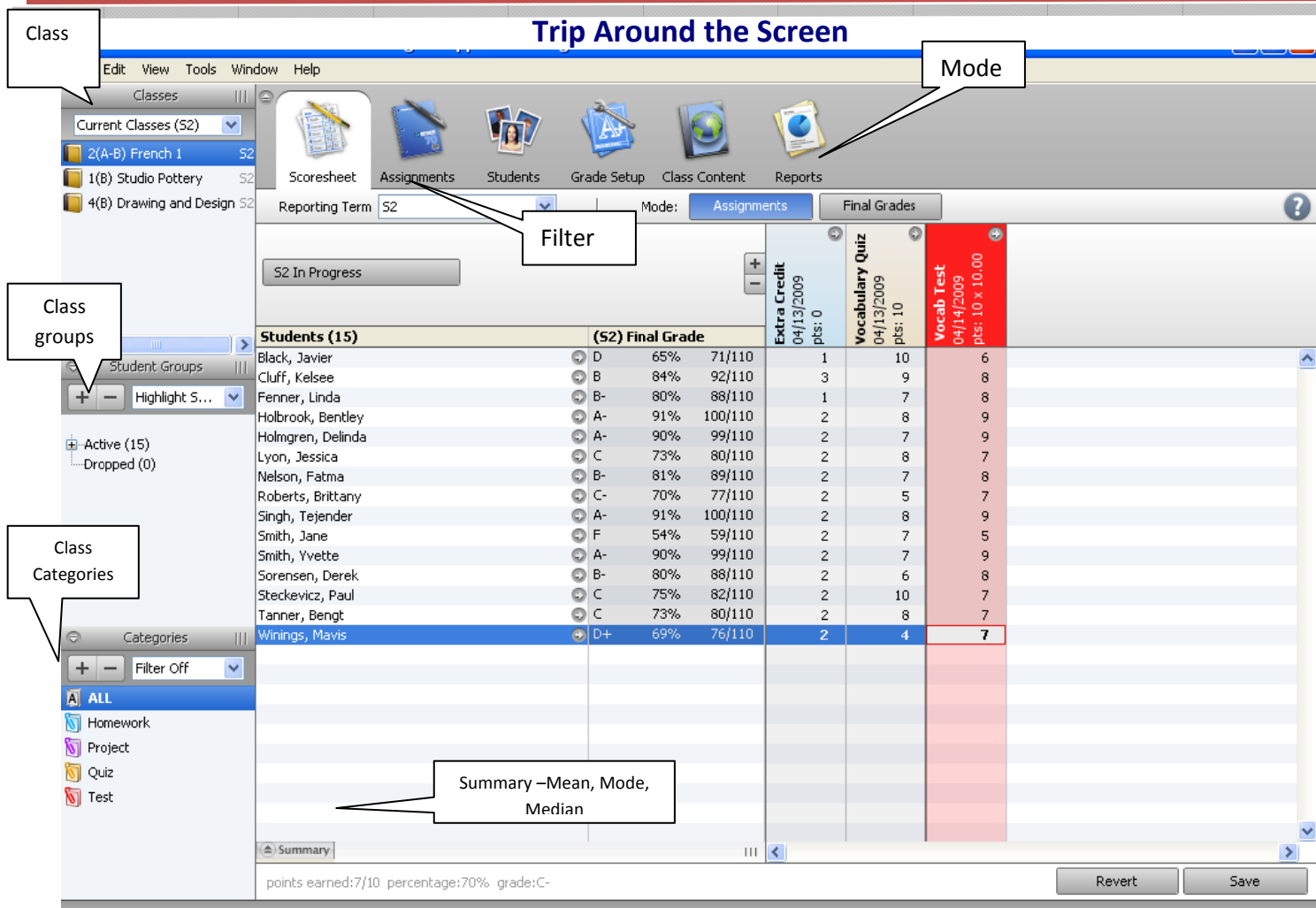
Top section lists any new information about PowerTeacher, as well as quick entry tips.

The bottom of the page is where you can sign up for additional training. PowerSchool offers a 6 hour class for \$25. TPS is not currently supporting this as an option because we are offering a Face to Face class.

The first time you launch your gradebook at your computer, you will get a security warning, click run. It will take a while to configure settings. From that point forward, it is a fairly quick launch.

It is important to save often in PowerTeacher. If you walk away from your computer and do not save, your gradebook will time out and your information will be lost.

Trip Around the Screen



Class

Mode

Filter

Class groups







Class Categories

Summary - Mean, Mode, Median

Students (15)	(S2) Final Grade	Extra Credit 04/13/2009 pts: 0	Vocabulary Quiz 04/13/2009 pts: 10	Vocab Test 04/14/2009 pts: 10 x 10.00
Black, Javier	D 65% 71/110	1	10	6
Cluff, Kelsee	B 84% 92/110	3	9	8
Fenner, Linda	B- 80% 88/110	1	7	8
Holbrook, Bentley	A- 91% 100/110	2	8	9
Holmgren, Delinda	A- 90% 99/110	2	7	9
Lyon, Jessica	C 73% 80/110	2	8	7
Nelson, Fatma	B- 81% 89/110	2	7	8
Roberts, Brittany	C- 70% 77/110	2	5	7
Singh, Tejender	A- 91% 100/110	2	8	9
Smith, Jane	F 54% 59/110	2	7	5
Smith, Yvette	A- 90% 99/110	2	7	9
Sorensen, Derek	B- 80% 88/110	2	6	8
Steckevicz, Paul	C 75% 82/110	2	10	7
Tanner, Bengt	C 73% 80/110	2	8	7
Winings, Mavis	D+ 69% 76/110	2	4	7

points earned:7/10 percentage:70% grade:C-

The following table provides a brief explanation of the icons teachers see when they launch their gradebook.

Icon Description	Description
 Scoresheet	Displays the assignments and scores entered for students
 Assignments	Displays the details of the assignments you have created
 Students	Displays demographic data for each student in the class
 Grade Setup	Displays the final grade setup for each term
 Class Info	Displays the basic information about the selected course
 Reports	Provides an interface to designate and format reports

Using PowerTeacher Gradebook in the Classroom

Gradebook Preferences

Use the preferences window to indicate how you want grades to be calculated, stored, and displayed. Also, choose how to distinguish your different sections. Preferences can be found in the **Tools** menu at the top of the screen.

Class Info

The Class Info tab contains basic information about the course you selected in the Classes pane. You can enter text in the Custom Display Name field to personalize your class list and enter text in the Description field to communicate with parents about class rules and your expectations of students, or give an overview of the course and any other information that would be of interest to parents.

Setting up Student Groups

PowerTeacher Gradebook provides tools for creating sets and groups and choosing students to include in the groups so that teachers can adapt instruction to the needs of subgroups of students. Student group assignments are flexible; they can be modified any time.

Definitions

- Entire Class – default PowerTeacher Gradebook group.
- Set – a collection of groups, i.e. Math or Reading. You must create the Set before you can create a Group.
- Group – a small collection of students, i.e. Math1 and Math2 or Bluebirds and Redbirds.

Activity 5 – Create Sets and Groups

Practice adding one set and two groups.

1. Click the **Students** tab.
2. Click the Plus **(+)** in the lower left-hand corner of the PowerTeacher Gradebook window. An Untitled Set 1 and Untitled Group 1 will appear.
3. Right-click on Untitled Set 1 and choose edit, & enter a name for the set. Press **Enter**.
4. Right-click on Untitled Group 1, Chose edit, & enter a name for the group. Press **Enter**.
5. Click the Plus **(+)** again and choose **Add Group**.
6. Enter a name for your group and press **Enter**.
7. Click on a student's name and drag it into a group. Use Ctrl-click to add multiple students.

Notes: (Possible groups for your class)

Setting up Categories

Categories are broad classifications in which similar types of assignments are grouped. Examples of categories are homework, tests and quizzes. The PowerTeacher Gradebook comes with four pre-defined category types. Teachers can add additional categories and/or modify the default categories.

The following table provides an explanation of the fields used to set up categories.

Icon	Information to Add
Name	Enter the name of the category
Abbreviation	Enter an abbreviation for this category
Color	Choose the color for the category on the Scoresheet.
Points Possible	If there are a typical number of points possible for the category, enter the number of points possible.
Score Type	Choose the Score Type for the category
Include in Final Grade	Very important! Select the check box if scores for assignments in this category are to be used in the calculation of the final grade for the course. If this box is not checked, the scores will not count. Not including an assignment in the final grade calculation would be appropriate for an assignment like "turn in permission slip."
Description	Category descriptions are displayed in the Administrator and Parent Access areas of PowerSchool.

Activity 6 – Add Categories

Add two categories to your PowerTeacher gradebook.

1. From the Tools menu, choose **Categories**. The Categories window will appear, displaying the pre-defined assignment categories.
2. Click the Plus (+) in the lower left-hand corner of the Categories window to add a new category.
3. Enter information into the appropriate fields.
4. Click the Plus (+) to add the second category.
5. Click **Close** to save and close the Categories dialog box.

Notes: (Categories for your class)

Setting Up Final Grade Calculations

After teachers create assignment categories, they need to determine how the students' final grades will be calculated for each term. The options for final grade calculations are discussed in the next three sections.

- **Total Points**- This method calculates the student's final grade by dividing the points the student has accumulated by the total number of points possible. Total Points is the default setting for all terms.
- **Term Weights**- This method multiplies a term grade by some value (or weight) to calculate a grade in another term. For example, Semester 1 might be worth 40% of the final grade and Semester 2 worth 60%. Percents can also be entered with decimal points, such as 33.33%.
- **Category Weights**- This method multiplies the total number of points by the value (or weight) of each category. It allows you to set up the weights for each category according to your personal plan or school requirements.

Activity 7 – Format Final Grades

Set up final grade weighting for the 3rd and 4th quarters and the 2nd semester.

1. Click the **Grade Setup** tab
2. Click a term.
3. Select the final grade setup method that you will use in your classroom: total points, term weights, or category weights. Then format the specifics.
4. Click **Save** and repeat for the remaining terms.

Assignments

Teachers can set up assignments at the beginning of a school term or at any time during the term, and can make assignment information available to parents and students.

After you create an assignment in the Assignment tab, it is displayed on the Scoresheet. The name, point value, and date due for each assignment appear above the column in which you will enter student scores. Double-clicking the assignment heading (or clicking the arrow at the top) opens the assignment definition window, where you can modify the assignment or publish criteria.

As you enter assignments you will notice a demarcation line that separates future assignments from past assignments. Posting assignments before entering scores does not skew how grades appear. The Final Grade that appears next to the student's name on the Scoresheet reflects an average grade for only the assignments that have already been scored. The following table provides a brief explanation of the fields used to set up assignments.

Field Name	Information
Name	Enter the assignment title.
Abbreviation	The abbreviation will be auto filled with the name of the assignment. You can change the abbreviation.
Category	Assign a category to the assignment from the list of categories created previously. If the assignment does not fit into any of the categories, create a new one.

Score Type	The PowerTeacher Gradebook automatically displays the score type you selected for this category. You can change the score type.
Points Possible	The PowerTeacher Gradebook automatically fills in the default value designated for this category. You can change this value.
Weight	Assign a weight to an assignment if it is worth more than other assignments. CAUTION! Keep a record of changes you make to the weighting of individual assignments, and note how assignment weighting interacts with category weighting. A good rule of thumb is that if the assignment counts more toward the final grade, make the assignment worth more points rather than changing its weight
Due Date	Enter a due date for the assignment, if appropriate. Some assignments may not have a due date. The default due date for assignments is today's date.
Include in Final Grade	Select this check box if the assignment counts toward the final grade.
Description	Enter a description and instructions for the assignment. Students who missed school the day the assignment was given can reference this information to complete the work. If students need to use the Internet as part of the assignment, you can link to online resources by using this HTML code: <code>click here</code>

Publishing Assignments

Publishing an assignment makes it possible for parents and students to see it in PowerSchool Parent Access. You can publish an assignment at the same time you create it or at any point afterward. PowerTeacher Gradebook defaults to publishing assignments to the Parent Portal as soon as they are created. The Publish tab is located in the assignment pane.

If an assignment is part of the student's final grade, it must be published at some point to the Parent Portal. You will receive an error message if you choose the **Never** publish option for an assignment that is to count toward the final grade.

Refer to the table below as you enter information into the fields:

Field Name	Information to Add
Publish Assignment	Choose whether you want to Publish Immediately, On a Specific Date, or Days Before Due.
On Date	Choose the date you want the assignment published.
Days Before Due	Choose the number of days before the assignment is due that you want the assignment published
Publish Score	Place a checkmark in this box if you would also like to publish the scores for the assignment.

Activity 8 – Create a New Assignment

Create three homework 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 a name for the homework assignment and choose Homework as the category. Set a due date and determine whether you wish to accept the default values for score type and points. Choose whether to include the homework assignment in the final grade. Enter a brief description.
3. Click the **Publish** tab. Choose when to publish the assignment.

Copying Assignments

You can copy assignments from one class to another from current or previous term. **Copy Assignment** can be found in the **Tools** menu at the top of the screen. The gradebook window contains a menu to change classes, but also to select previous classes. This will allow you to access any assignment no matter the date.

Weighting Assignments

When creating an assignment, the Weight field can be used to help keep grading practices flexible, yet consistent. For most assignments, keeping the Weight at the default value of 1.00 and using Points Possible to adjust how the assignment contributes to the overall term grade is appropriate.

When scoring assignments with a letter grade score type, you do not need to be concerned with points. Simply enter the letter grade for each assignment, and weighting will automatically take care of the relative value for each assignment.

Activity 9 – Weighting Assignments

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

1. Create three or more quiz-type assignments. Use information in the grid below to fill in the number of points and weighting fields.
2. Based on the information in the grid, fill in the last column.

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

3. Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet. Repeat the steps for a second and third homework assignment.

Notes:

Recording Scores

As you record scores, match the type of score you enter to the type you set up when you created the assignment; numbers for points and percentage, letters for letter grades. Scores can be entered individually or by using the following quick-entry methods:

- To mark an assignment Exempt, type EX into the cell on the spreadsheet.
- Click the equals sign (=) to assign the maximum points possible.
- Enter MI or a forward slash (/) to mark an assignment as missing.
- Enter LT or an asterisk (*) to mark an assignment as late.
- Enter COL or a period (.) to mark an assignment as collected.
- Choose **Fill Scores** to mass fill a specific score.

Changing the number of Points Possible on an Assignment

Occasionally, after creating an assignment, you may determine that you need to change the number of points that are possible on the assignment. Edit and save the assignment. This will cause a warning will to appear. You may choose to keep the scores you already entered, or have the computer adjust them based on the new points possible.









Activity 10 – 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. Then, enter the score.
3. Press **Enter** (Windows) to advance to the next student, or **Tab** to advance to the next assignment. Leave a few score cells empty.
4. Use the Mass fill option for one of the assignments by choosing **Fill Scores**.
5. When you have finished entering scores, click **Save**.

Using the Score Inspector

The Score Inspector provides the ability to add notes to yourself about a student's performance on an assignment. You can note if an assignment was received late, if the student is exempt from completing the assignment, if the assignment is missing or if you have collected the assignment without entering a point value. You can also use the score inspector to enter a public comment. The following table provides a brief explanation of the assignment indicators displayed in the teacher's gradebook.

Indicator Description	Indicator Meaning
Small "c" in blue dot next to score 	There is a comment attached
Small "L" in red dot next to score 	Assignment turned in late
Small "M" in orange dot next to score 	Assignment is missing
Green check in a cell 	Assignment turned in but not graded
Italicized faint score <i>Ex</i>	Assignment does not count toward final grade OR was marked as exempt after scoring.
Small Hourglass in assignment heading 	Assignment published on certain date
Circle with line through it in assignment heading 	Assignment is never to be published
Small red exclamation mark next to italicized final grade 	Final grade changed by manual override
Yellow exclamation mark in the assignment heading 	Scores are not published

Activity 11 – 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. On the Scoresheet, click in the assignment column in the first empty cell next to the appropriate student. In the Score Inspector, select the **Collected** box instead of entering a score. You can replace the check mark with a score later. Mark a few more empty cells as **Collected**.
3. Click the down arrow to move to the next student. Select the **Late** box.
4. Click the down arrow to move to the next student. Select the **Missing** box.
5. Navigate to the student you have been assigned. Select the **Exempt Score** box for one assignment. Exempt a few more of the empty cells.
6. Click the right arrow to move to another assignment. Enter a comment in the Score Inspector.
Note: The Clear button on the Score Inspector clears the score completely, not just the comment or a Collected check.
7. Click on the term grade for your assigned student. Use the Score Inspector to enter a comment. Note the Reporting Term here: _____ (Later in the class you will look at your comments and the exempt indicator in PowerSchool Parent Access.)
8. Click **Close** and then click **Save** to retain the changes.

Assignment Statistics

The PowerTeacher Gradebook provides tools to view trends and to analyze student scores mathematically. Assignment statistics provide information on each assignment you enter into the gradebook. To view the Statistics Summary, click **Summary** in the lower left corner of the Scoresheet to see the mean, median, and mode values for each assignment. These may also be viewed for the final grades.

Manually Override a Final Grade

Occasionally, teachers need to modify a student's final grade in a course, based on the student's effort, participation, or other classroom factors. The Score Inspector allows you to change a final grade with the Manual Override tool.

Activity 12 – Manually Override a Final Grade

Manually override a student's final grade that should be higher than the grade that was calculated.

1. Double-click the final grade to open the Score Inspector, and then select the **Manual Override** check box.
2. Change the percent and grade. Then, add a comment and click **Close**.

Notes:

Reporting Features

The reports available through PowerTeacher Gradebook allow you to have a paper or electronic copy of information. You have the ability to personalize each report by entering a custom title or include a top note, bottom note, and signature line. There are eight types of reports available in the following three output types:

- PDF – a cross-platform file that can be read and printed by Adobe Acrobat Reader
- HTML – a file that can be read by a browser such as Internet Explorer, Firefox, or Safari.
- Text Export (CSV) – a text file consisting of the data, separated by commas. This file can be opened with Excel or other spreadsheet software.

The following table provides a brief description of the reports:

Report Name	Description
Attendance Grid	Student/date grid template for taking attendance
Category Total	Report Summarizes category total
Final Grade and Comment Verification	Displays final grades for students and teacher comments by term
Individual Student Report	Displays a summary of the class activity per student
Missing Assignment	Displays assignments that are missing per assignment or per student
Scoresheet	Displays a copy of the teacher's gradebook
Student Multi-Section Report	Includes grades from all of a student's sections
Student Roster	Displays demographic information by class

Activity 13 – Explore the Reports

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, and then click the type of report you would like to view. The report options will become available in the lower pane on the screen.
2. Select the Output Option you would like. This is not necessary for the Attendance Grid. Then, select the appropriate sections, students, sort order, and date range for the report.
3. Click the **Layout** tab. Enter a custom title, top note, bottom note, or signature line.
4. Click **Run Report** in the lower right corner of the screen.
5. Select to Open the report or Save the report. If Save is chosen, the report will be saved in the output option and in the location you chose on your computer.

Notes:

PowerSchool Parent Access

Parent Access provides parents or guardians round-the-clock access to real-time information about their child's attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events, assignments, and ways they can help their child at home. Teachers' email addresses are linked on the front page. Parents and guardians can elect to receive periodic emails with attendance and grade updates. To log on to Parent Access, parents need the following information from the PowerSchool Administrator:

- Address of the PowerSchool server
- Their username and password

Activity 14 – PowerSchool Parent Access

Log in as a parent and click through the screens in PowerSchool Parent Access to become familiar with the information parents can access. Now, locate the comments that were entered via the PowerTeacher Student Screen and via the PowerTeacher Gradebook.

1. Click **Teacher Comments** at the top of the PowerSchool Parent Access Window. The comment you entered via the PowerTeacher Teacher Comment screen appears in the comment column.
2. Click **Grades and Attendance**. Click the term for the class in which you entered assignments and scores. The comment you entered on the term grade appears under the table containing the grade information.
3. Notice that the score for the assignment you marked the student exempt has a caret (^) next to it. This sign indicates that the score is exempt from the final grade.
4. Click the score of an assignment for which you entered a comment. The comment you entered appears in the score comment pages.