

Shelby County Schools
July 2010

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BEST KEPT SECRETS



Staff Directory

Staff Directory					
Listing options: All - Teachers - Staff - Lunch Staff - Substitutes					
#	Name	Room	Email	Home #	School #
1	Agnew, Phyllis G		pagnew@scsk12.org	693-9044	
2	Andrews, Phyllis Marie		pandrews@scsk12.org	710-6026	
3	Argiro, Mary Suzanne		margiro@scsk12.org	469-4036	
4	Babcock, Debra J		dbabcock@scsk12.org	783-4221	
5	Barber, Margaret B		mbarber@scsk12.org	802-5123	
6	Barbour, Anna		abarbour@scsk12.org	513-3103	853-3337
7	Barry, Ellen		ebarry@scsk12.org	640-6948	

Information found in the Staff Directory is entered from the administrative side. Click on the e-mail address to e-mail that staff member. If your email address is not listed please advise your PowerSchool administrator.



Personalize PowerTeacher

Click here to change the log in password for *PowerSchool Teacher*.

***Please do not change the password during this class.

Click here to set the Default Student Screen to display when the backpack is chosen from the Current Classes Page.

Function	Description
Change Password	Change current password to a new one.
Default Student Screen	Sets the initial student screen.
Display Section Number	Show or hide the Section Number on the Teachers home page

It is not recommended that you choose to Display Section Number on the home page. Displaying the section number will prevent other icons from displaying correctly.

How to **Change Password** from the Main Menu

It is important to select a password that is easy to remember or personally meaningful. It must have a minimum of eight characters and contain both letters and numbers. To change a password, from the **Start Page**, choose **Personalize** from the main menu then click **Change Password**. The Old Password is the current password; enter a New Password then verify by typing the New Password again and click **Submit**. If the username and/or password is entered incorrectly three (3) times, the user's access will be locked. To unlock an account or reset a forgotten password, contact Betty Rodgers at 321-2654, brodgers@scsk12.org or Melisa Loutfi at 321-2513, mloutfi@scsk12.org.

Change Password

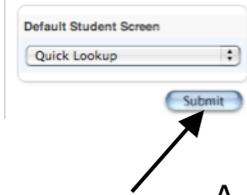
Old Password

New Password

Verify New Password

***Password NOTE: Student information is confidential. NEVER share your password, choose to save your password, or write the password down. This will increase the potential for an unauthorized user to gain access to PowerSchool and compromise that confidentiality.**

Select **Default Student Screen**



- Click the arrow in the screen selection box to see the options.
- Choose the screen to display when the backpack is selected from the Current Classes Page.
- Click 'Submit'. The Current Classes Page will appear. From now on, when the backpack is selected, the designated page will be displayed when a student's name is selected.

A description of each choice is contained in item #4.



3 Reports from the Main Menu

Note: Choosing **Reports** from the Main Menu will print reports for all students in all classes. To run a report for students in a particular class, see 'Current Classes' on the Start Page.

NOTE: The reports available to teachers are created on the admin side. If there is not a list of reports available here, contact the school's PowerSchool administrator.

Reports for All Students

- Choose the report to be printed.
- Verify that the number of students for which the report will be printed is accurate.
- Click the Test Print checkbox the first time a report is run to make sure the report is correct. Some reports take a long time to run; it would be very frustrating to wait for an incorrect report.
- Watermark text can either be one of the standard phrases available in PowerSchool or a custom statement.
- Watermark mode determines whether the watermark is printed over or behind the print of the report.
- When to print allows the teacher to choose when the report selected will be run.
- Click 'Submit'. Depending on the report, either the report or the report queue appears.

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
11/04/2006	Labels (Last/First Name) S160	11/04/2006 5:08 PM	11/04/2006 5:08 PM	Completed 

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 4 days. Click on the trash icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

- If the report queue does not automatically appear, click the Report Queue icon on the navigation bar.

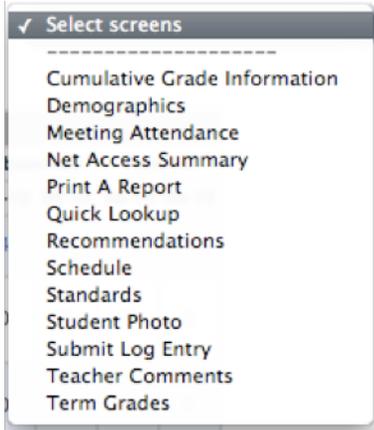


4

Student Page/Select Screens

This is probably the most helpful feature of PowerTeacher. Teachers are able to see much of the same information about their students that is available to administrators.

- Click on the backpack icon of the class whose student pages are to be viewed. The class roster appears.
- Select the last name of the student whose record is to be viewed. The page that opens will be the Default Student Screen that was set in the **Personalize** section.



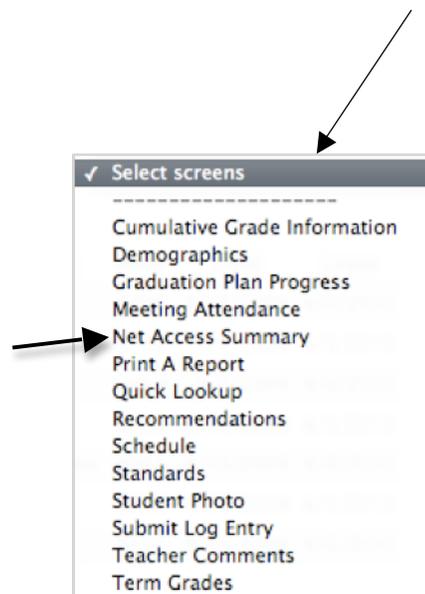
- **Cumulative Grade Information** displays the cumulative grade information for the selected student.
- **Demographics** will display all the demographic information on file for the selected student.
- **Meeting Attendance** displays the attendance to date for the selected student.
- **Net/Phone Access Summary** displays the access summary for the selected student and for the parents of the selected student.
- **Print a Report** displays the report dialogue. This works like the Reports feature available in the Main Menu but rather than printing the report for all students, the report is generated only for the selected student.
- In the **Quick Lookup** screen, clicking on the term average will open the score page. This page details assignments, dates and scores.
- **Schedule** displays the daily schedule for the selected student.
- **Submit Log Entry**-The technology staff is working on a solution with Student Services to better match SCS business practices for reporting discipline.
- **Teacher Comments** displays comments entered by teachers for the selected student.
- **Term Grades** displays averages for each class the student was enrolled in for that term. Clicking on the average causes the score page to appear for that term.

TIP: Clicking on the last name of any student displays the default student screen. Clicking on the first name of any student displays the same page that opened for the previous student.

5 Net Access Summary

Select a backpack and student within a class. Click **Select screens**.

- You may view the date, time and duration of visit for the student/parent access of the PowerSchool site.
- After selecting a backpack from the Start page, select a student on the left.
- From the Select Screens pull down menu choose Net Access Summary.
- By selecting the FIRST name of each student you will see this selection for each. To revert to the Default Student Screen, select a LAST name.



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Student Page/Run Reports by Class

This report feature works like the Reports feature available in the Main Menu but rather than printing the report for all students, the report is generated only for the selected class of students.

- Choose the report to be printed.
- Click the Test Print checkbox the first time a report is run to make sure the report is correct. Some reports take a long time to run, it would be very frustrating to wait for an incorrect report.
- When to print allows the teacher to choose when the report selected will be run.
- Click 'Submit'. Depending on the report, either the report or the report queue appears.

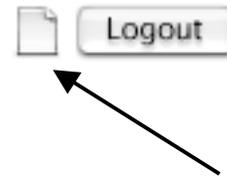
Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
11/04/2006	Labels (Last/First Name) S1 60	11/04/2006 5:08 PM	11/04/2006 5:08 PM	Completed

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 4 days. Click on the trash icon to immediately delete an individual job, or you can [delete all completed or canceled jobs](#).



- If the report queue does not automatically appear, click the Report Queue icon on the navigation bar.

7

Student Page/Verify Term Averages

Each term you will be asked to verify grades.

- Select the Printer icon from the **Start Page**.
- Choose the appropriate term.
- Follow the directions given by your Administrator.
- Verify **ALL** terms **EACH** term. You are verifying that the average in the GRADEBOOK matches the STORED grade.

Print Class Reports

Grade Verification

All Terms Within S1

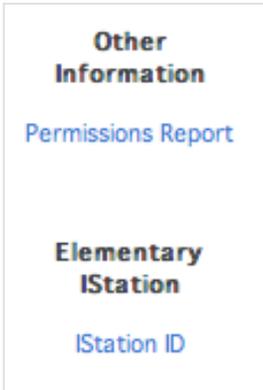
S1 Terms (Q1, Q2, E1, G1, S1)

All Terms Within S2

S2 Terms (Q3, Q4, E2, G2, T1, S2, Y1)

8 Student Page/Additional Information

Select the printer icon from the **Start Page**.



The Permissions Report will provide a list of students in a section and the web permissions and printed report card option recorded for each student.

The Elementary iStation report will provide a list of students and their iStation id.

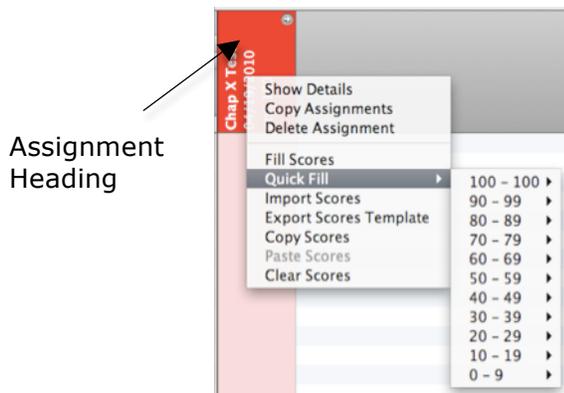
9 Gradebook Quick Launch



New Quick launch option requires fewer "clicks" to launch the gradebook

Security Note: It is recommended that you quit the Gradebook and log out of PowerTeacher when not in use. Users are timed out when the portal or Gradebook is idle for a period of time.

10 Quick Fill



Assignment Heading

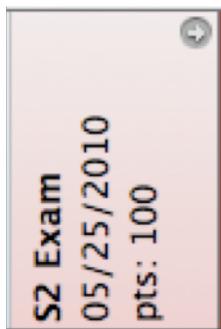
The Quick Fill feature allows the teacher to fill all scores based on the points possible for an assignment category.

- Ctrl>click on an assignment heading within the Scoresheet tab.
- Select Quick Fill.
- Choose the score from the provided list.

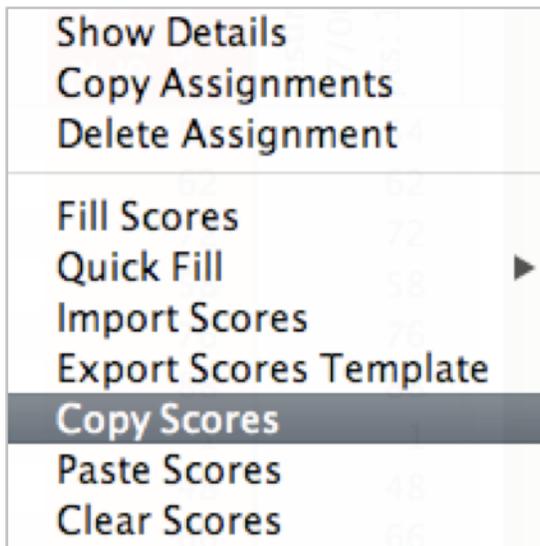
11

Copy and Paste Scores

Ctrl>click on the assignment heading of the scores you want to copy. Select **Copy Scores** from the menu. Ctrl>click on the heading of the assignment to which you want to paste scores. Select **Paste Scores** from the menu.



Assignment heading



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Revert Scores

The student average changes as grades are entered to allow a preview of grade changes. If scores have been entered but not yet saved you may revert to the last saved scores by choosing **Revert** rather than **Save**.



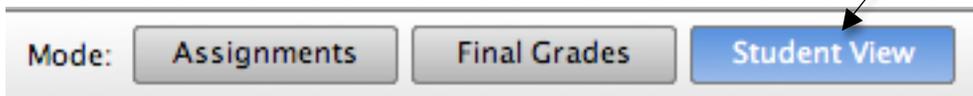
13 Conference View

For a conference you can choose to display the grades of one student while hiding the remainder of the class. From the **Student Groups** pane, select a name from the active list and change the filter to **Filter Selected**. To return the entire list change the filter back to **Highlight Selected**.

The screenshot shows the 'Student Groups' interface. A dropdown menu is set to 'Filter Selected'. Below it, a list of 'Active (23)' students is shown, with 'Bledsoe, Jeremy' selected. To the right, a table displays data for this student.

Students (1)	(Q4) Final Grade	p. 52 03/2 pts: -	p. 53 03/2 pts: -
Bledsoe, Jeremy	75 75%	4	4

14 Quick Filter



The screenshot shows the 'Assignments (51)' table in 'Student View' mode. The 'Asmts' tab is selected. The table lists various assignments with their scores and percentages.

Assignments (51)	Scores	
p. 526, #16-36	100	100.0%
p. 533, #14-43	100	100.0%
C10.1-3 Quiz	70	70.0%
p. 540, #11-35	100	100.0%
p. 549, #8, 10,14,16,...	100	100.0%
C10 Voc Quiz	87	86.7%
p. 556, #8-20	100	100.0%
C10.4-6 Quiz	40	40.0%

In the **Student View Mode** there are new options. By selecting **Asmts**, you get a list of all assignments within the chosen term.

***NOTE:** Unless you have selected a student from the **Student Groups** pane the scores you see are the class average for each assignment. Select a student from the group and you receive scores for only that student. This is another option for conferences.

Assignments (0)	Scores / Grades	
Q1	79	79.0%
Q2	84	84.0%
G1		
E1	94	94.0%
S1	84	84.0%
Q3	79	79.0%
Q4	75	75.0%
G2		
E2		
T1		
S2	77	77.0%
Y1	77	77.0%

By selecting **Terms**, you see the term averages in a list.

***NOTE:** Unless you have selected a student from the **Student Groups** pane the averages you see are the class averages. Select a student from the group and you receive the average for only that student.

15 Dynamic Birthday List

Teachers can now select Birthdays from the Tools menu to display a list of current student birthdays. All birthdays are shown, with special focus on the current week and current month. Two days forward and back from the current day are always called out, so weekend birthdays are not missed, even when they cross over weeks or months. Information can be printed or exported as needed.

16 Attendance Information for Teachers

Select a backpack (class) and scroll to the lower left corner under the list of student names. Listed here are attendance reports to assist with exam exemption and perfect attendance tracking.

[Standards Summary \(m\)](#)
[Attendance Summary](#)
[Daily Attendance Report](#)

[High School Reports](#)
[BoHS Section Grades](#)
[BoHS Attendance](#)

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ADDITIONAL FEATURES and FIXES

NEW highly requested features and fixes were added to the most recent PowerTeacher Gradebook update. *You will receive additional information regarding these features during training with your CTT at the beginning of school.*

COPY GRADE SETUP TO ANY OR ALL CLASSES – Because each school may have specific needs, the Grade Setup will be covered within your school. The teacher portal will re-open August 2nd. Please wait for directions from your Principal.

ASSIGNMENT SCORE CODES WITHIN THE GRADEBOOK – There has not yet been a determination of which codes will be used by SCS. Please wait for additional information from your Principal.

STUDENT REPORTS – Students who drop and re-enroll mid-term now show all data on reports.

Additional information is available on the SCS website for Student Information System at <http://www.scsk12.org/psinfo/teachers.html>.

If you have questions you may call or email Karen Dew @321.2685 or kdew@scsk12.org.