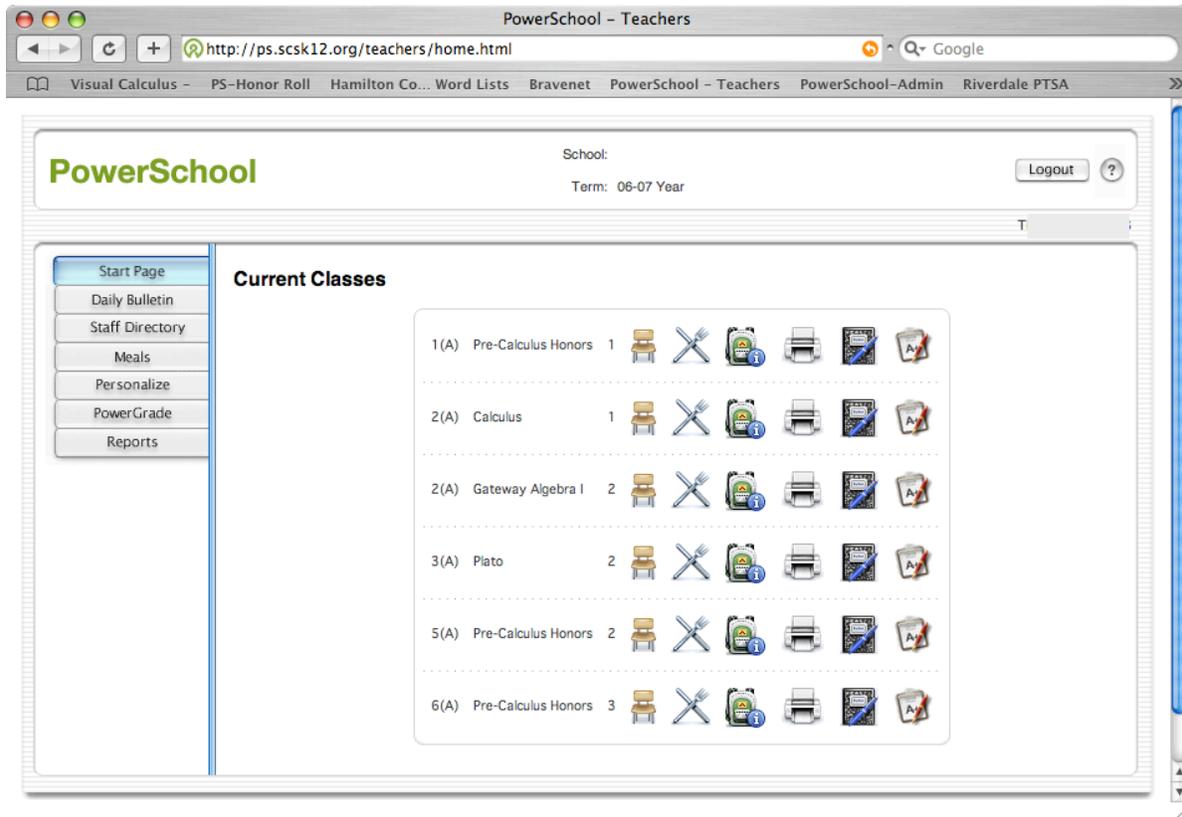


PowerSchool Teacher Portal



Shelby County Schools
Fall 2006

PowerSchool Teacher provides access to student information and makes it possible for teachers to perform several record keeping tasks from any computer connected to the Internet. An overview of this portal and directions to take advantage of the capabilities it provides are found in this guide. If at any time page-specific help is needed, remember to click on the help icon next to the logout button.

How to log in to *PowerSchool Teacher*:

1. Open an Internet browser: **Safari or Firefox**
2. Enter: <http://ps.scsk12.org/teachers> in the address bar. When the *PowerSchool Teacher* page loads, the log in screen is displayed.



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3. Enter the username and password. *The username has been set to the first part of the teacher's e-mail address (the part before the @ sign), the password has been set to the last four digits of the teacher's social security number.*

How to log out of *PowerSchool Teacher*:

When finished working in *PowerSchool Teacher*, it is important to logout rather than just quit the browser.

1. Click Logout in the navigation bar.



2. When the Log On page appears, it is safe to quit the browser.

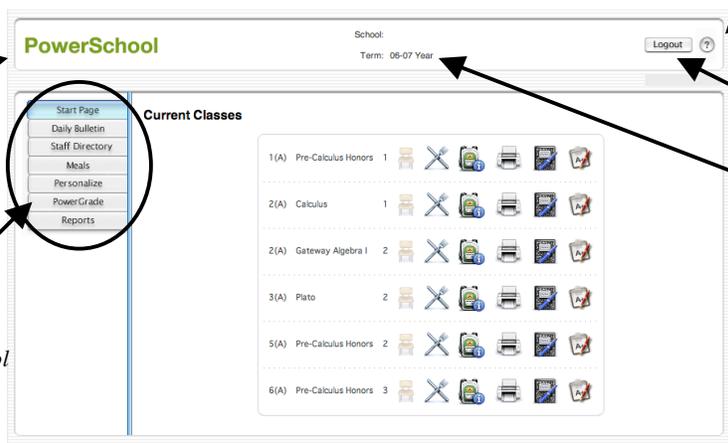
The *PowerSchool Teacher* Start Page:

Navigation Bar

Home link
Clicking here from any page in *PowerSchool Teacher* returns to the Current Classes Page.

Main Menu

This vertical menu is available on every main page within *PowerSchool Teacher* and allows for ease of navigation between pages.



1. The Help icon provides page specific answers while working in *PowerSchool Teacher*.
2. The Logout button is available from any *PowerSchool Teacher* page.
3. The school name and term are displayed in the center.

The Main Menu

1. Reading the Daily Bulletin.

Daily Bulletin

Germantown High Bulletin for Monday, November 6, 2006

PLAN TEST The PLAN TEST will be given on November 9, at 7:30 am. This is a great diagnostic/practice for the ACT for sophomores. Students can sign up Oct. 30 - Nov. 3 in the Guidance office during 4th period.

Comments? Something to put in the bulletin?
Email to germantown.hs@scsk12.org

11/5/06 11:16/06 11/7/06

The Daily Bulletin is entered from the admin side. The Daily Bulletin page displays announcements for the current day, links to bulletins for other days, and includes an e-mail link for PowerSchool users to contact the school.

2. Viewing the Staff Directory.

Staff Directory

Listing options: [All](#) - [Teachers](#) - [Staff](#) - [Lunch Staff](#) - [Substitutes](#)

#	Name	Room	Email	Home #	School #
1	A		ps@scsk12.org	CE	33
2	A		ps@scsk12.org	85	
3	A		ps@scsk12.org	85	
4	A	it Delete			
5	A		ps@scsk12.org	75	
6	B	A	skel@scsk12.org		
7	B		ps@scsk12.org	62	
8	B		ps@scsk12.org	75	
9	B		ps@scsk12.org		

Information found in the Staff Directory is entered from the admin side. Click on the e-mail address to e-mail that staff member.

3. * Shelby County Schools is not currently using the Meals module in PowerSchool.
4. Personalize PowerSchool Teacher

Personalize - Tr

Click here to change the log in password for PowerSchool Teacher. *****Please do not change the password.**

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.

- a. Click Change Password *** Please do not change the password.
Note: It is important to select a new password that is easy to remember; if forgotten, it will have to be reset by the PowerSchool administrator. Please do not write the password down; this might allow an unauthorized user to find it and gain access to PowerSchool.

Change Password

Old Password

New Password

Verify New Password

- Click 'Submit' to accept the password change, a confirmation page will be displayed, click 'Back' 

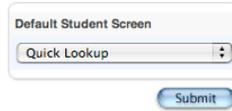
The changes have been recorded.

Back

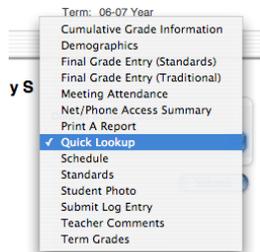
- Click Personalize from the Main Menu

B. Click 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.

- * Shelby County Schools is not currently using the PowerGrade option in PowerSchool that allows users to download the latest version of the PowerGrade program.

6. Click Reports

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

Reports for All Students

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.

- 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) 5160	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. 



The Current Classes Page



The icons on this page open different pages where the teacher can perform different types of activities.

1. Taking Attendance: 

(Note: Shelby County Schools is only using PowerSchool for attendance during the first meeting period or homeroom period of each school day.)

- A. Choose attendance code from the pop-up menu.
- B. Click in the box next to the student's name to assign the attendance code.
- C. Continue this process until the appropriate codes have been assigned to all absent students.
- D. Click Submit. The Current Classes Page reloads meaning that the attendance has been processed in the PowerSchool system.

2. Lunch Count: 

(Note: Shelby County Schools is not using the lunch count feature of PowerSchool at this time.)

3. Student Page: 

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

- A. Click on the backpack icon at the class whose student pages are to be viewed. The class roster appears.

Pre-Calculus Honors 1(A)	
Al	ina
Ar	
Ba	
Bc	
Cl	
Di	rdace
Et	ael
Gr	ia
Hi	i
Jc	dy
Jc	n
Kl	1
M	
M	lan
M	
Sc	
Sr	an
Sr	
St	
Ti	
Tr	an
W	
W	

Change Class:

- 2(A) Gateway Algebra I
- 5(A) Pre-Calculus Honors
- 6(A) Pre-Calculus Honors
- 2(A) Calculus
- 3(A) Plato

[Standards Summary \(m\)](#)

- B. Click the last name of the student whose record is to be viewed. The page that opens should be the Default Student Screen that was set in the Personalize PowerSchool section. (Note: This page is view only, no changes can be made.)

Quick Lookup Select screens

Exp	Last Week		This Week		Course	Q1	Q2	Absences		Tardies	
	M	T	W	F				06-07	06-07	06-07	06-07
HR(A)					Homeroom 11 Gilbert, Lynnette M			0	1	1	0
1(A)					Pre-Calculus Honors Thomas, Melody S	A 97 E	B 90 E	1	1	0	0
2(A)					AP US History Sanders, Michael O	A 93 E	B 90 E	1	1	0	0
3(A)					Human Anatomy & Physiology Kiesel, Jenny S.	A 95 G	A 94 E	1	1	0	0
4(A)					Study Hall Drogmiller, Christopher			1	1	0	0
4(A)					Study Hall Drogmiller, Christopher			0	0	0	0
5(A)					AP English 11 Lang. & Comp. Pullen, Billy M.	A 95 E	B 91 E	1	1	0	0
6(A)					Spanish 1 Honors Steele-Yue, Stacye Suzanne	A 100 E	A 98 E	1	1	0	0
Attendance Totals								7	7	0	0

[Show dropped classes also](#)

- a. On the quick look up screen, clicking on the term average for a class will cause the score page to appear:

Scores Select screens

Course	Teacher	Expression	Final Grade
Pre-Calculus Honors		1(A)	B 90%

Due Date	Category	Assignment	Score	%	Grd
10/16/2006	Classwork	Circle Radian Conversion	35/35	100	A
10/17/2006	QUIZ	Dep-Rad Quiz	30/30	100	A
10/18/2006	HW	Label Unit Circle	32/32	100	A
10/19/2006	QUIZ	Trig Ratio Quiz 1	9/14	64.29	F
10/20/2006	QUIZ	Trig Ratio Quiz 2	9/14	64.29	F
10/23/2006	QUIZ	Trig Ratio Quiz 3	9/14	64.29	F
10/24/2006	Admin	College Fair Visit	10		
10/24/2006	QUIZ	Trig Ratio Quiz 4	8/14	42.86	F
10/24/2006	HW	Page #17	20/20	100	A
10/25/2006	QUIZ	Trig Ratio Quiz 5	9/14	64.29	F
10/26/2006	QUIZ	Big Trig Quiz	97/100	97	A
10/30/2006	Admin	Chapter 5 S 1-3 Test	84/100	84	C
11/01/2006	QUIZ	Chapter 5 Section 4 Quiz	20/24	83.33	C

Grades last updated on 11/3/2006

- b. 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.
- C. Special alert icons appear after the student name if applicable.
- The birthday candle will appear when the student's birthday is approaching; clicking on the candle will open a window with the student's birthday listed. 
 - The medical alert icon will appear when the student has a medical condition on file at the school. Clicking on this icon will open a detailed description of the student's medical needs. 
 - The guardian alert icon will appear when the student has a guardian alert on file at the school. Clicking on this icon will open a window listing specific information regarding the guardian alert. 
 - The scales icon will appear if the student's discipline record has been entered into PowerSchool. Clicking on this icon will open a window with a summary of the student's discipline history. 
 - The money icon will appear if the student owes money to the school. Clicking on this icon will open a window with the balance due from the student. 
 - The other alert icon will appear if the student has an alert entered in PowerSchool that does not fit into one of the other categories. Clicking on this icon will open a window with the details of the alert listed. 

- D. Cumulative Grade Information displays the cumulative grade information for the selected student.
- E. Demographics displays all the demographic information on file for the selected student.
- F. Final Grade Entry (Traditional) displays the final term grade and allows the teacher to change this average if necessary. Note: Saving a class in PowerGrade will overwrite any changes made here.
- G. Meeting Attendance displays the attendance to date for the selected student.
- H. Net/Phone Access Summary displays the access summary for the selected student and for the parents of the selected student.
- I. 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.
- J. Schedule displays the daily schedule for the selected student.
- K. Submit Log Entry displays the entry screen used by the teacher for discipline referrals. When the 'submit' button is clicked, the discipline referral is sent via e-mail to the appropriate administrator. The teacher does not have a record of this referral after clicking 'submit'.

- L. Teacher Comments displays comments entered by teachers for the selected student.
- M. 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.

4. Run Class Reports:



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 students in the selected class.

- A. Choose the report to be printed
- B. 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.
- C. When to print allows the teacher to choose when the report selected will be run.
- D. Click 'Submit'. Depending on the report, either the report or the report queue appears.

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

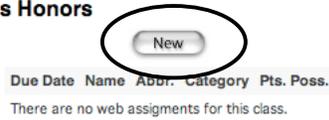
5. Enter Web Assignments:



This feature allows teachers to enter new assignments via the Internet. These assignments will automatically appear in PowerGrade the next time PowerGrade is open.

A. Click 'New' to enter the assignment.

Web Assignments - Pre-Calculus Honors



B. Enter the assignment

Web Assignment - Pre-Calculus Honors

Choose the correct category for this assignment. Note: Categories must be set up in PowerGrade prior to entering an assignment with *PowerSchool Teacher*.

Enter a name and abbreviation for the assignment. Note: The abbreviation is not automatic in *PowerSchool Teacher*.

Enter points possible, assignment weight and due date.

Note: The assignment weight must be set to 1 in order for the grades to average correctly.

Enter student scores for the assignment.

Due Date	Name	Abbr.	Category	Pts. Poss.
There are no web assignments for this class.				

Category	Classwork
Name	Trig Graph Discovery
Abbreviation	GraphDis
Points Possible	20
Weight	1
Due Date	11/3/2006
Description	

	Scores
A iryn	16
A e	17
E	20

6. Verify Q1 Term Averages:



This displays a class list with term averages for Q1. This icon may be deleted from *PowerSchool Teacher* since the information it causes to be displayed is outdated.