

Pearson PowerTeacher

An introduction to taking attendance
and using gradebook

Launching PowerTeacher

- Our PowerTeacher page:
<https://ps.csgk.org/teachers/pw.html>
- Login credentials:
 - Username= first initial + last name (ex: rcox)
 - Password= Outlook password
- Use launch icon found on your desktop

Taking attendance

- On the start page, click the chair icon in the upper right-hand corner.
- Select the date (if other than today)
- Select the attendance code (blank for present, A for absent, no comments)
- Click the cell next to the student's name to assign code
- Click submit

Creating a seating chart

- On the start page, click the grid and chair icon
- Click OK to prepopulate the layout
- Click the seating chart design tab
- Create your classroom using the seats and objects:
 - Drag and drop students to different locations
 - Add rows or individual chairs
 - Add chairs in a table format
 - Add objects and text to identify objects
 - Click Save when finished

Viewing Student Information

- On the start page, click the backpack icon next to the class you would like to view
- Click on a student's last name
- Select a screen
 - Cumulative grade information
 - Demographics
 - Graduation Plan Progress
 - Meeting Attendance
 - Net Access Summary
 - Print a Report
 - Quick Lookup
 - Recommendations
 - Schedule
 - Student Photo
 - Submit a log entry

Printing Reports

- PowerTeacher gives the option to print many different kinds of reports from the choices provided when viewing student information
- Reports can be printed regarding one student, one section of students, or all students

Printing individual student reports

- On the start page, click the backpack icon
- Click on student's last name
- Select the Print a Report student screen
- Select the report you want to print
- Select watermark if applicable
- Select when to print
- Click submit

Printing reports for one section of students

- On the start page, click the printer icon next to the section you want to print reports on
- Select the report to print
- Select test print and number of pages, if needed
- Select watermark, if applicable
- Select when to print the report
- Click submit

Printing reports for all students

- On the start page, click reports
- Select the report to print
- Select test print and number of pages if needed
- Select watermark, if applicable
- Select when to print the report
- Click submit

Using Gradebook

- Access student information
 - In the classes pane (upper left hand corner), select a section. Click Student Info, then select a student.
 - This gives you access to student medical conditions, family situations, disciplinary actions, phone numbers, guardian emails, student grade scale, preferred name, and a space for personal teacher notes that only you have access to.
- Personalizing class column
 - - Add extra columns to record additional information
regrading book numbers,
locker numbers, lab partners, etc.

Creating categories

- Gradebook comes with 4 pre-defined categories:
Homework, Project, Quiz, and Test
- You can create your own categories as well
 - From the Tools menu (at the top), select categories
 - In the lower-left corner, click +
 - Name the category, give it an abbreviation, and possible points
 - Select color, score type, and publish
 - Check the box for Include in Final Grade, if appropriate
 - Click OK to save

Entering Assignments

- Click Assignment, at the bottom click +
- Enter a name, abbreviation, category, and score type
- Enter number of points possible, any extra points, weight, and due date
- Check the box Include in Final grade
- Add a description for students and parents
- Click the publish tab
- Choose when to publish the assignment
- Check the box Publish Scores
- Click the standards tab
- Select appropriate standards for the assignment
- Click Save

Copying Assignments

- You have the option to copy assignments from one class to another, one school to another, or even one year to another
- Select the class you want to copy the assignment from
- From the Tools menu, select Copy Assignments
- Check the assignments you want to copy, click Next
- Check the class or classes to copy the assignments to
- Select the appropriate due date
- Click OK

Entering Scores

- Click Scoresheet, and click the cell that you want to place the grade into
- Enter the score, either as a number or a letter (this is the same type of score that you set up your assignment with)
- Press Enter to advance to the next student or Tab to advance to the next assignment
- Once finished entering scores, click Save

Additional resources

▫ Check out

<https://powersource.pearsonschoolsystems.com> for tons of resources, templates, reports, and trainings.