PowerTeacher 2016 Summer Classes

PowerTeacher Gradebook 2.8

PowerTeacher Mobile v2.0
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PowerSchool Programs

PowerSchool Servers

Admin Users  Teachers  Parents & Students
PowerSchool Administrator
/admin

- Access the system from any Inter-linked location
- View, add, and change student and staff information
- Enroll students and create schedules
- Print reports and forms
Parents and Students
/public

• Access the system from any Internet-linked location
• View grades and attendance
• Email teachers
• View student graduation progress
• Request classes
**PowerTeacher**

/teachers

- Access the system from any Internet-linked location
- Submit attendance
- View student information
- Make class recommendations
- Read the daily bulletin
- Access PowerTeacher Pro
Getting Started

How to log in to PowerTeacher

Use PowerTeacher anywhere you have access to the Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day.

To Sign In To PowerTeacher:

- Open a web browser (such as Google, Safari, Firefox, or Internet Explorer)
- In the browser address bar, enter the address of your PowerSchool server followed by /teachers (https://powerschool.billings.k12.mt.us/teachers/pw.html) – you can find a link to the sign in page on the BPS staff portal on the 'Quick Links' page.
- On the Teacher Sign In page, enter your username and password
- Press Sign In to get to the PowerTeacher Start Page

Navigating PowerTeacher

The PowerTeacher Start Page serves as the central point for where you begin your PowerTeacher session. The Start Page consists of the following areas: the header, the navigation toolbar, the navigation menu, and the Current Classes area.
**PowerTeacher Start Page**

- Access PowerTeacher Pro
- View the Daily Bulletin
- Schedule
- Email directory for staff at your school
- Meals (not used by BPS)
- Personalize (change password, Default Student Screen, & Display section number)
- Reports
- Recommendations

**Access PowerTeacher Pro (Gradebook)**

![Navigation Menu](image1)

- Open gradebook OR go to a specific section of the gradebook

**Daily Bulletin:** If your school uses the PowerSchool Daily Bulletin, you are able to view the Bulletin with this link.

The daily bulletin is an online bulletin board. Administrators, secretaries, counselors, teachers, and staff use the daily bulletin to post announcements, messages, and reminders to other staff, students, and parents.

- On the Start Page, click **Daily Bulletin**
- View the current day’s bulletin message(s)
- To view bulletin items from other days, click one of the calendar icons on the page and select a date
- To submit a new bulletin item, click the administrator email address at the bottom of the page.
Schedule: will display teacher schedule in a matrix view – for school that use ‘Multi Day Schedules’ this will be display the different schedule used for each day.

Staff Directory: Teachers access the staff directory through PowerTeacher. The Staff Directory defaults to a list of all staff members, but it can be sorted by staff type. The directory may contain each staff member’s name, room number, email address, and school phone number – if you find inaccurate information. Please report to the PowerSchool support team.

Filter the List of Staff Members:

- On the Start Page, click Staff Directory
- Click All to view a list of all staff members
- Click Teachers to view a list of teachers
- Click Staff to view a list of staff members, such as office staff and administrators
- Click Lunch Staff to view a list of lunch staff
- Click Substitutes to view a list of substitute teachers and staff members
Email a Staff Member:
Click the email address link next to the person’s name.

Email a Group of Staff Members:
Use the Group Email field, found at the bottom of the list, to copy and paste all the email addresses into your email client.

Meals – BPS does not use lunch
If your school uses PowerLunch, then use the Meals page to view your current meal balance and meal transactions. This is a view-only page. On the start page, click **Meals**.

Personalize
Changing Your Password
- Change your own password if you are having a substitute teacher or a student teacher
- Only 1 person can be logged into an account at a time

Default Student Screen: select the default student screen you would like to view when selecting a student. Use the pull down menu to select option and then submit. Detailed information on each student screen is listed under ‘Viewing Student Information’.
Display Section Number: If you teach elementary Music, Art, PE, or you are a reading or math specialist – you have many sections of the same course and no way to distinguish one class from another. You can view the classes by section number which will give you the teacher name.

You will have to log out and then log back in to enable this option – you will be able to view both the course name and ‘section number’ for each class – the elementary schools use teacher name and/or teacher name and grade level as the section number for Music, Art, and PE classes as well as Resource Room and Math & Reading Specialists.

Reports: there are a limited number of reports that can be printed from PowerTeacher—reports from this area can be printed for active students only – this includes the Elementary Report cards.
**Recommendations (multiple students):** There are two places to create recommendations for students, from the start page or by selecting the Backpack icon and then the student. If you are selecting several students to make recommendations for at the same time – this would be the most efficient way. You can also view and edit recommendations you have made.

Select **Create Recommendations**

- Step 1: Select Students from classes
• Step 2: Select courses you are recommending the student to take and enter a comment

You can now review or edit the recommendations you have made. Some classes require ‘Teacher Recommendation’ in order for the student to register for the class.

Current Classes Window

Taking Attendance
As soon as teachers take attendance, student attendance information becomes available to school administrators, parents, and students. When taking attendance
by ‘Single Day’, you can also view any alerts associated with your students – make sure you **DO NOT** take attendance on an overhead projector or in a way that other students can see alerts associated with students.

**Single Day Attendance**

- On the Start Page, click the chair icon next to the class for which you want to take attendance
- You may take attendance for only the current day
- Select ‘Single Day’, ‘Multi-Day’, or ‘Seating Chart’
- **If** the class runs multiple periods, you can switch between periods by using the pull down menu for ‘Date’
- **If** you have multiple classes during the same period, you can take attendance for all classes at the same time by selecting ‘Show Multiple Sections’
  - Select the attendance code - limited to A (absent) or T (tardy) dependent upon your schools preference
  - Click the cell next to a student’s name to assign that code
  - Click the comment icon to enter a comment about the attendance code
  - Click **Submit**
  - Even if all students are present, click the chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that you have taken attendance.

**Multi-day Attendance** – BPS Can take attendance for the current day ONLY

- Use the Multi-Day tab to record planned absences in advance and **mass fill attendance codes**.

**Mass Fill Attendance**

- On the Start Page, click the grid icon next to the class for which you want to take attendance
- Select the attendance code
- BPS policy allows you to only take attendance for the current day. The chosen attendance code appears in the cells for every student in the class, but the code will not overwrite attendance codes submitted from PowerSchool Administrator.
- Click **Submit**
**Note that the mass fill function works only to record attendance; you cannot enter comments from this screen.

**Record Advance Absences:** (Multi-Day tab – BPS district policy does not allow you to take attendance for future or past days)
- On the Start Page, click the grid icon next to the class for which you want to take attendance
- Edit the date range
- Select the attendance code
- Find the day the student will be absent
- Click the individual student's cell to assign that code
- Click **Submit**

**Attendance using Seating Chart:** (Must populate seating chart in order to use this option)
- On the Start Page, click the chair with grid icon next to the class for which you want to take attendance
- You may take attendance for only the current day
- If the class runs multiple periods, you can switch between periods by using the pull down menu for 'Date'
- If you have multiple classes during the same period, you cannot create a seating chart that includes multiple classes
- Select the attendance code - limited to A (absent) or T (tardy) dependent upon your schools preference
- Click the cell next to a student’s picture to assign that code
- Click the comment icon to enter a comment about the attendance code
- Click **Submit**
- Even if all students are present, click the chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that you have taken attendance.
Creating a Seating Chart

Use the seating chart feature to configure a chart that matches your classroom. Start by adding students to the chart so that you can use the seating chart immediately. Then, use the chart to record attendance by selecting a code from the menu and clicking any student photo.

- On the Start Page, click the grid and chair icon
- Click OK
--The first time you access your seating chart, a prompt to pre-populate the layout appears. Click OK to fill the page with a default seating chart or click Cancel to begin with a blank layout.
- Click the Seating Chart Design tab
- Use the Seats and Objects options to make a seating chart that matches your classroom
  - Add rows of chairs
  - Add individual chairs
  - Add chairs in a table format
  - Add objects, such as a door or whiteboard
➢ Add text to identify a classroom object
➢ Drag and drop student photos to different locations Or select ‘Populate’
➢ In the upper-left corner of each photo, click x to remove a student from the seating chart
  ▪ The student now appears in the Add Students section.
  ▪ Click Undo if you made a change accidentally.
➢ Click Save when your chart is complete.

Submitting Lunch Counts – BPS does not use the lunch count
Whether you submit the lunch count for your students during homeroom or for yourself during another class, the count is included in the PowerLunch Class Counts report.

• On the Start Page, click the utensils icon next to the class for which you want to submit a lunch count
• Enter the number of students ordering breakfast, lunch, a la carte, and milk
• Enter the number of adults ordering breakfast, lunch, and a la carte
• Enter the number of other orders
• Click Submit
Viewing Student Information
Access the student information screens by clicking the backpack icon for a class, then clicking a student’s name. More than a dozen student screens are available through the "Select screens" menu.

**Note:** Clicking the first name of a student displays the same page that opened for the previous student. Clicking the last name of a student displays the default student page.

Student Alert Icons
You will find Alert Icons on many pages throughout PowerTeacher – click on the icon to view further information concerning the alert.

**Birthday** – Icon will appear 1 week prior to student’s birthday

![Birthday Alert]

**Medical Alert**
- Emergency Information ONLY
- Allergies
- Medical conditions
- Medication

![Medical Alert]

**Discipline Alert**
- Severe or dangerous behavior
- Chronic behavior issues

![Discipline Alert]

**Guardian Alert**
- Restraining order
- People of concern
- Contact Alert

![Guardian Alert]
Other Alert

- Loss of parent
- Legal name change
- Student excuse notice
- Carry-over of attendance from previous school

504/Special Education accommodations

- Must use expiration date - should be the date the IEP expires or is up for renewal

Editing an Accommodation – Special Education teachers ONLY

This is done in PowerSchool Administrator. Start Page > select student > Academics: Accommodations

- Click on View to view a current or past accommodation
- Click on Edit to edit a current or past accommodation
- Click on new to create a new accommodation
## Edit Accommodation

**Start Date:** 02/01/2016

**End Date:** 01/31/2017

**Labels:**
- CD - Cognitive Delay
- HI - Hearing Impairment
- SL - Speech or Language Impairment
- VI - Visual Impairment
- ED - Emotional Disturbance
- OI - Orthopedic Impairment
- D - Deafness
- DD - Developmentally Delayed
- Autism
- TBI - Traumatic Brain Injury
- OHI - Other Health Impairments
- DB - Deaf-Blindness
- MD - Multiple Disabilities
- SLD - Specific Learning Disabilities

**Accommodations:**
- Pref seating
- Repeated/Clarified directions
- **Speech Therapy 2 times per week**

**Accommodations Preview:**
- Pref seating
- Repeated/Clarified directions
- Speech Therapy 2 times per week

**Created On:** 02/11/2016
**By:** Martin, Cheryl

**Last Modified On:** 02/11/2016
**By:** Martin, Cheryl

**Submit**
**Student Screens descriptions**
The following table provides a brief explanation of the student information screens available in PowerTeacher.
- On the Start Page, click the backpack icon next to the class you wish to view
- Click a student’s last name
- Select a screen

<table>
<thead>
<tr>
<th>Student Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Grade Information</td>
<td>Displays the student’s GPA and class rank information. Schools decide what information appears on this page.</td>
</tr>
<tr>
<td>Demographics</td>
<td>Displays the student’s basic demographic information. It also contains an email link to the parent or guardian.</td>
</tr>
<tr>
<td>Final Grade Entry</td>
<td>All grades must be entered through Gradebook – you may view only on this page.</td>
</tr>
<tr>
<td>Graduation Plan Progress</td>
<td>Shows the student’s progress toward graduation based on his or her chosen graduation plan.</td>
</tr>
<tr>
<td>Historical Grades</td>
<td>Displays all stored grades for the student.</td>
</tr>
<tr>
<td>Meeting (or Daily) Attendance</td>
<td>Displays a student’s attendance record for the entire term for every course in which he or she is currently enrolled.</td>
</tr>
<tr>
<td>NWEA Graphs (custom)</td>
<td>Displays NWEA scores for the student in a Graph format</td>
</tr>
<tr>
<td>Net Access Summary</td>
<td>Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet.</td>
</tr>
<tr>
<td>Print a Report</td>
<td>Used to select a school-created report to print for the student.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Quick Lookup</td>
<td>Displays a summary of the student’s current grades, teachers, and attendance for each class. Click the blue links to access additional information.</td>
</tr>
<tr>
<td>Recommendations</td>
<td>Displays the teacher’s course recommendations for the student.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Displays the student’s current class schedule.</td>
</tr>
<tr>
<td>Student Contacts (custom screen)</td>
<td>Displays the student’s contacts as listed in PowerSchool.</td>
</tr>
<tr>
<td>Student Photo</td>
<td>Displays the student’s photo if available.</td>
</tr>
<tr>
<td>Submit Log Entry (not used by BPS)</td>
<td>Used to create a log entry for discipline or other anecdotal information for the student’s permanent record.</td>
</tr>
<tr>
<td>Teacher Comments</td>
<td>Displays comments entered by the student’s teachers. Comments can be free form or selected from a comment bank. Parents or students can view comments that are published via the PowerSchool Student and Parent Portals. Your school decides whether the Teacher Comments page is active.</td>
</tr>
<tr>
<td>Term Grades</td>
<td>Displays the student’s stored grades for the current year.</td>
</tr>
<tr>
<td>Test Scores</td>
<td>Test scores as entered into PowerSchool along with a custom graph showing NWEA scores.</td>
</tr>
</tbody>
</table>
Cumulative Grade Information

Demographics
Lists the students primary address, phone, age, days in your class, date of birth, mother & father information, race/ethnicity – **Student Contacts** will provide you with more detailed information concerning addresses & phone numbers.

Graduation Plan Progress: A Graduation Plan must be selected for the student in order for this screen to display.
### Historical Grades

Select 'Detailed View' to view grades from lower grade levels.

Lists all stored grades for the grades levels at your school.

<table>
<thead>
<tr>
<th>Year/Semester</th>
<th>Course</th>
<th>Course Level</th>
<th>Course Number</th>
<th>Course</th>
<th>Earned Credit</th>
<th>S1</th>
<th>S2</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-15</td>
<td>ADV ACTIVITIES</td>
<td></td>
<td>0.50</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-15</td>
<td>ALGEBRA 2</td>
<td></td>
<td>0.50</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-15</td>
<td>CHEMISTRY</td>
<td></td>
<td>0.50</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-15 S1</td>
<td>EN101A</td>
<td></td>
<td>0.50</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-15 S1</td>
<td>SS310A</td>
<td></td>
<td>0.50</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-14 S2</td>
<td>AR111</td>
<td></td>
<td>0.50</td>
<td>.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-14 S1</td>
<td>SC210A</td>
<td></td>
<td>0.50</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-14 S2</td>
<td>SC210B</td>
<td></td>
<td>0.50</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-14 S1</td>
<td>EN210A</td>
<td></td>
<td>1.00</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Meeting Attendance:

View the student’s attendance for the current term (all classes).

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Class</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>H</th>
<th>F</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>H</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/27-5/1</td>
<td>CHEMISTRY</td>
<td>1(A)</td>
<td>M</td>
<td>O</td>
<td>-</td>
<td>M</td>
<td>M</td>
<td>-</td>
<td>M</td>
<td>T</td>
<td>W</td>
<td>H</td>
</tr>
<tr>
<td>4/27-5/1</td>
<td>ENGLISH 3</td>
<td>2(A)</td>
<td>M</td>
<td>O</td>
<td>-</td>
<td>M</td>
<td>M</td>
<td>-</td>
<td>M</td>
<td>T</td>
<td>W</td>
<td>H</td>
</tr>
</tbody>
</table>
NWEA Graphs
This is a custom designed graph of the student’s NWEA scores that have been recorded in PowerSchool – Test Scores can be accessed on this page by selected the ‘PowerSchool Test Scores’ tab

Net Access Summary
Display of login information for PowerSchool Parent and Student Portals
Print A Report
Same reports as the Current Class page, but prints for just one student

Quick Lookup
Same screen as views in PowerSchool Admin, and Parent & Student portals. All text in blue are links to detailed information. Standards Grades by also be viewed (elementary schools only) as well as any classes the student has exited from.

Recommendations
Use the Recommendations List page in PowerTeacher to make course recommendations for a student.
- On the Start Page, click the backpack icon
- Click a student’s last name
- From the "Select screens" menu, select Recommendations
- On the Recommendations List page, click Create New Recommendation
- Enter the course number of the recommended course and choose the course
- Select the scheduling year for which the recommendation applies
- Enter comments about or reasons for the recommendation
- Click Submit

Schedule
Listing of the student’s current schedule
Student Contacts
Custom Screen used by BPS – this screen may provide greater details on the contacts related to this student. If you find errors, please contact your school office.

Test Scores
Test Scores as well as the NWEA score Graph can be accessed. By clicking on the text in blue, you can view the information in great detail.
Printing PowerSchool Reports

PowerSchool users can create reports in PowerSchool and make the reports accessible to teachers in PowerTeacher. A teacher can use the Print A Report student screen to print reports such as form letters, report cards, and mailing labels for individual students; the Print Class Reports page to print reports for all students in one course section; and the "Reports for All Students" page to print reports for all students in all of the teacher’s course sections.

Print PowerSchool Reports for an Individual Student:

- On the Start Page, click the backpack icon
- Click a student’s last name
- Select the Print A Report student screen
- Select which report you would like to print
- Select the watermark text, if applicable
- Select the watermark mode, if applicable
- Select when to print the report
- Click Submit
Print PowerSchool Reports for One Section of Students:
- On the Start Page, click the printer icon next to the section for which you want to print reports
- Select which report you would like to print
- Select whether to run a test print and, if so, enter the number of pages to print
- Select the watermark text, if applicable
- Select the watermark mode, if applicable
- Select when to print the report
- Click Submit

Printing Report Cards K-5 (from PowerTeacher)
Elementary Report Cards are printed in PowerTeacher – teachers can print for active students only, if a student has been exited, the report card will need to be printed by the school Principal or secretary.

- To Print Report Cards – Select Reports from the PowerTeacher screen – select the appropriate grade level report card from the pull down menu:

**If you have students who have a homeroom class other than your own, or if you teach a combo class -- click on the Printer icon for the class of student you would like to print report cards for and select the appropriate grade level report card from the pull down menu."
Emailing Students
Select the envelope icon to generate a list of current students in the selected class.

- Compose an email in your email account
- Copy and paste the email addresses
- please use Bcc when emailing

Accessing PowerTeacher Pro (Gradebook)
To get to PowerTeacher Pro:
Sign in to PowerTeacher Pro link on the main menu or on the Current Classes page

To return to PowerTeacher from PowerTeacher Pro:
Click on OR to open PowerTeacher in a different window
Welcome to PowerTeacher Pro

PowerTeacher Pro combines an intuitive user interface with robust functionality for managing the classroom. In addition to providing advanced features for both standards-based and traditional grading, PowerTeacher Pro improves tremendously on the previous gradebook. It also provides the same great user experience and full functionality from any computer or tablet, including Mac, Windows, iOS, Android, and Chromebooks.

New features include:
- Easy-to-use progress graphs and charts
- Enhanced single student views, giving a 360-degree view of performance
- Quick access to assignment scoring
- New incomplete and absent score attributes
- And many more of the most highly requested enhancements
**Tips and Tricks**

- To magnify or reduce the PowerTeacher Pro pages, you can use keyboard shortcuts or use the browser View menu. Remember that changing the view will affect all other websites you view with the browser.
  
- Find these under
  - Windows
    - Ctrl+ to magnify
    - Ctrl- to reduce
    - Ctrl0 (zero) to restore the default view
  - Mac
    - Command+ to magnify
    - Command- to reduce
    - Command0 (zero) to restore the default view

**Scroll Bars Invisible**

- If you are using a Mac, you may not be able to see scrollbars on certain pages of PowerTeacher Pro
  - To change this: Apple menu > System Preferences > General, and then set the Show scroll bars setting to **Always**

**Hot Keys**

- Use keyboard shortcuts, or hot keys, to enter score attributes quickly. Press **Enter** to view the indicator in the cell.

<table>
<thead>
<tr>
<th>Hot Key Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO or ()</td>
<td>Marks an assignment collected.</td>
</tr>
<tr>
<td>LA or (*)</td>
<td>Marks an assignment late.</td>
</tr>
<tr>
<td>MI or ()</td>
<td>Marks an assignment missing.</td>
</tr>
<tr>
<td>EX</td>
<td>Marks an assignment exempt.</td>
</tr>
<tr>
<td>AB</td>
<td>Marks an assignment incomplete due to student absence.</td>
</tr>
<tr>
<td>IN</td>
<td>Marks an assignment incomplete.</td>
</tr>
</tbody>
</table>
Gradebook Settings

Class Description

- PT Pro > Settings > Class Description
- Add a class description or other information about the class that will be visible in PowerSchool Student and Parent Portals, and in PowerSchool Mobile. Example include grading policy, class syllabus, links to class resources, and more.

Display Preferences (courses)

Class Names

- PT Pro > Settings > Display Settings > Class names
View sections by Course Name ‘Period/Day’

View section by ‘Section Number’ – If you teach elementary Music, Art, PE, or you are a reading or math specials – you have many sections of the same course that are also set up in the same Expression (period). To help you distinguish one class from another, our elementary schools assign the grade level & teacher name as the ‘Section Number’ to help you distinguish one class from another.

**Grading Type: Traditional or Standards**

- For Traditional Grading select which values to view
  - Grade
  - Percent
  - Points
- For Standards Grading select
  - Show Standards Pages and Links
    - To use the standards grading features
  - Show Standards on Assignments
    - To show standards aligned to assignments
  - Auto-calculate Assignment
• – New Assignments Start **Checked**
  – Navigation Links Sort Order
  • – Standards, Traditional OR Traditional, Standards
  – Professional Judgements Indicator
    • – **check both** Show on Grading: Standards & Show on Students: Standards Progress
Many of these options are set by default by the district office

![Image of BPS PowerTeacher Training interface]

**Students**

• How a student’s name is displayed
  • Last, First
  • Last, First, M.
  • Last, First, Middle
  • First last
  • First M. Last
  • First Middle
• LastSort order for Students
  • Last Name
  • First Name
  • Grade Level, then Last Name
• Grade Level, then First Name
  Option to list newly enroll students at the bottom
  Hide pre-registered students

**Traditional Grade Calculations**
• PT Pro > Settings > Traditional Grade Calculations
  – To view all your classes at one time, select ‘Expand All’
  – Traditional Calculations is set to **Total Points** by default, if you would
    like to calculate by **Weighted Categories**, select
    • Select Category Weighting
    • Select which category
    • The percentage will calculate automatically
    • To modify the percentage, change ‘Weight’
Drop Low Scores

- You may also select to drop low scores by overall low scores or by category
- You may also select the number of scores to drop

Standards Grade Calculation

- PT Pro > Settings > Standards Grade Calculations
  - To view all your classes at one time, select ‘Expand All’
  - Allows you to calculate by:
Grade Calculations Example

- The Student earned these grades: 2, 3, 3, 3, 4
- The Final Grade Calculations would be as follows:

<table>
<thead>
<tr>
<th>Calculation Method</th>
<th>Calculated Score Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean (average of the scores)</td>
<td>3</td>
</tr>
<tr>
<td>Weighted Mean average of the scores, weighted by total value (points possible x weight)</td>
<td>3 (but depends on the weighted points possible for the assignments)</td>
</tr>
<tr>
<td>Median (middle score)</td>
<td>3</td>
</tr>
<tr>
<td>Mode (most frequently occurring score)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Note:</strong> When there is more than one mode, this score will be the highest of the modes.</td>
<td></td>
</tr>
<tr>
<td>Highest (highest score)</td>
<td>4</td>
</tr>
</tbody>
</table>
| Most Recent (average of the most recent scores) | Most Recent 1 score: 4  
Most Recent 2 scores: 3.5  
(average of 3 and 4)  
Most Recent 3 scores: 3.33  
(average of 3, 3, and 4)  
You can also set a weight for each of the most recent scores on the Preferences dialog.  
For example, set the most recent calculation to use the last 3 scores. You want the most recent to be 50%, and the 2 before to each be 25% of the calculation. |

Number of score to include in the calculation

- Select

![Most Recent Scores Calculation](image)
Standards Important Usage Note:

- In PT Pro – you can mark any standards score as **Exempt**
  - The calculations will then ignore that score and use the other scores
  - If you have set to calculate the most recent 3 scores & you exempt the final score, it will ignore this score and use the 3 previous to this score
  - If a student is ill prior to the final score being entered & their performance on the assignment does not reflect their mastery of the standard, you could exempt the score

Calculating Higher level Standards

- At this time BPS is not recording Higher Level Standards – selections on this item will not affect report cards

### Calculating Higher Level Standards

<table>
<thead>
<tr>
<th>Automatically calculate higher level standards grades from lower level standards grades.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="checkmark" alt="Auto-Calculate" /></td>
</tr>
</tbody>
</table>

### Use This Metric

- Mean
- Next

---

**Example of Higher Level Standards**

- MA(A) Math 3 - 15-16

<table>
<thead>
<tr>
<th>Standards</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.M Mathematics (No Grade Collected)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.OA Operations and Algebraic Thinking (No Grade Collected)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.OA.01 Interpret products of whole numbers</td>
<td>2</td>
<td>2</td>
<td>2*</td>
<td>3</td>
</tr>
<tr>
<td>3.OA.02 Interpret whole-number quotients of whole numbers</td>
<td>1</td>
<td>1*</td>
<td>1*</td>
<td>1*</td>
</tr>
<tr>
<td>3.OA.03 Use multiplication and division within 100 to solve word problems</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3.OA.04 Solves for the unknown in a multiplication or division equation</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3.OA.05 Apply properties of operations as strategies to multiply and divide</td>
<td>1</td>
<td>1</td>
<td>1*</td>
<td>1*</td>
</tr>
<tr>
<td>3.OA.06 Understand division as an unknown-factor problem</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3.OA.07 Fluently multiply and divide within 100</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3.NBT Number and Operations in Base Ten (No Grade Collected)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.NBT.02 Fluently add and subtract within 1000</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3.NBT.03 Multiply one-digit whole numbers by multiples of 10</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3.NF Numbers and Operations - Fractions (No Grade Collected)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.NF.01 Understand a fraction 1/b as the quantity formed by 1 part of b equal parts</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.NF.02 Understand a fraction as a number on the number line</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.NF.03 Explain equivalence of fractions in special cases</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Assignment Categories**

- New features in PT Pro
  - You can now 'hide' categories you are no longer using
  - Make a category available to one, some, or all of your classes
- Category attributes:
  - Select whether or not to include in final grade
  - Scoring or weight of assignments in the category
- denotes district created category

**View or Edit current Categories**

**Hiding Categories**

- Do you want to hide a category you are no longer using?
  - Select
  - Select
  - Save
  - To view categories you have hidden – Check
Organizing Categories
• Select the order in which you would like your categories to appear by using the Order arrows

Review Categories

Assign/Limit category to specific Classes
• Select the Category tab to assign or limit the category to specific classes
• Select edit, select the Category tab, & then Select Classes to assign or limit the category to specific classes
Creating a New category

- On the navigation bar, Select
- Create Category information in the Category tab:
  - Color aligns the selected color with the category and provides a visual representation of the category in PowerTeacher Pro
  - Active and Inactive make the category available or unavailable, but does not impact assignments where it has already been used
  - Describing can include detailed information about the category. This information may be shared with administrators, parent, and students. Enter the description of the category using plain text, HTML, or a combination of both
- On the Assignments Defaults tab: Select Score Type
  - Enter Scoring: Use the Score Type menu to select the default score type for this category. The fields change specific to your selection
  - By default, score in the category will be published to administrators, parents, and students
  - By default, new assignments will be included to **Count in Final Grade**
  - Save
Assignments

Viewing Assignments
- You can view assignment on both the Assignments and Scoresheet pages
  - New feature in PT Pro – you can sort or view assignments by due date
    - allowing you to easily view the most recent assignments first

Creating an Assignment
- Set up assignments at the beginning of the school term or at any time during the term. When you access PowerTeacher Pro, you see the Assignment page by default
- The assignments are listed by the most recent due date by default
- If you teach multiples different courses – you may want to use the ‘Class Selector’ to select a group of courses to create an assignment for:
• Once you select the term, PT Pro will Group courses with the same name, courses that meet the same period/day, or courses taught at the same school – as well as ‘All Classes’

• Select to go directly to the Scoresheet for a class

• Select to go directly to the grades progress for a class

These same options are available using the ‘Groups’ tab to view the Scoresheet or grades progress for the selected group.

Creating an assignment – Step by Step

1. Are you creating an assignment for one class or a group of classes? Use the Course Selector to choose

2. Select:
3. View the ‘Create Assignment page

4. Once your Category is selected, the default settings for the category will auto fill in. You may change values if you wish

5. Due Date – the due date must fall within the term dates of the course. If you have selected classes with different term dates or you are creating the assignment for classes that meet on different dates, select
6. Enter a Description if desired

7. If you need to assign an assignment to only a select group of students, attach or review standards for this assignment, or need to modify your Publish date... select one of the following tabs:

8. If the assignment is NOT to be assigned to all of the students in your selected class, go to the students tab and select
9. If you are assigning Standards to the assignment, select the Standards tab

- De-select students you do not want the assignment to apply to.

- Check the standards you want to apply to the assignment.
10. All assignments are set to Publish Immediately by default – if you want to change this, select the Publish tab.

11. When you are finished make sure you save your changes.

**Editing an Assignment**

- Select an assignment in either Scoresheet or Assignment list.
- Select **Save** or select **Save** from the Assignment list page.
- Update all information and then select **Save**.
  - You have new options to:
    - Assign to multiple classes
    - Assign to select students
    - Duplicate all the attributes of an assignment & then change title and date for assignments that occur multiple times throughout the term.
Using a Filter to find an assignment

- PT Pro > Grading > Assignments: Basic Filter
  - Select + to add filter setting for the student list. Use the pop-up menus to choose the filter options
  - Select **Apply** to execute the filter options
  - Select a column heading to change the sort order of assignment scores
  - Select a cell to the right of a student name to display the assignment summary informant and the Score Inspector

---

Go to the Assignment tab to Edit:

- classes the assignment is assigned to
- Assignment Name
- Category
- Score Type
- Value
- Change exemption status
- Due date
- Description
Go to the Students tab to:
  • Add or Remove students from the assignment

Go to the Standards tab to Edit:
  • Add or Edit Standards attached to the assignment
Go to the Publish tab to Edit:
• When the assignment will be published
  - Immediately
  - On Specific date
  - Days Before Due Date
  - On Due Date
  - Never

Duplicating an Assignment
• PT Pro > Grading > Assignments
  - Find the assignment you would like to duplicate
  - Select
  - At the bottom of the page, select
    • The only ‘required’ field you will need to change is the Assignment Name, but you do have the options to change:
      » Classes assigned to
      » Category
      » Score Type
      » Due Date(s)
      » Etc.

Working with Grades
Assignment List

• Can be sorted by:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ASSIGNMENTS</th>
<th>SCORED</th>
<th>DUE DATE ▲</th>
<th>SCORE TYPE</th>
</tr>
</thead>
</table>

• Assignments may also be Edited from this page

Assignments

• Click on the assignment title to enter scores
  – Can be used when entering scores 1 assignment at a time
Scoresheet

- will display all assignments for selected term

Assignment Scores

Score Inspector: Once you click on a cell for which you want to enter a grade, the Score Inspector will appear

- Use the arrow buttons to navigate to a different student, or to a different score column
- Enter the score in the score field, or select the score using the keypad. Select the < or X button to the right of the score to remove it
• When you modify a final grade, the original calculated grade appears on the Score Inspector directly under the grade input field. Select the Undo button to revert to the original calculated grade.

**Entering a Score**

![Image of a calculator](image)

**Assignment Score Type**

![Image of an assignment score type](image)

• Once you select a cell to enter a score into, the scoring details for that assignment will appear above the list of assignments. If a student score has been entered, it will also display their score information.

![Image of a score alert](image)
Fill Scores
Use the Fill Scores functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment score for one student.
To fill students’ score vertically for one assignment:
• Enter the score or select the score attribute in the Sore Inspector
• Select the Fill icon with the vertical arrows
To fill multiple assignment score for one student:
• Enter 4the score or select he score attribute in the score Inspector
• Select the Fill icon with the horizontal arrows
Scores will be filled in cells that do not already have scores. Additionally us the fill scores functions to fill comments
NOTE: Fill will modify fields that will accept the filled value. For example, if you have a 10 point POINTS assignment and a 10 point PERCENT assignment, fill 10 would score both assignments with 10, so the student would receive a 10/10 for the POINTS assignment and 1/10 for the PERCENT assignment as it is 10% of the assignment value.

Comments
As you enter scores or indicator for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the
To enter comments manually:
- Select the text field at the bottom of the Score Inspector, or select the Comment icon on the Score Inspector and select the larger text field
- Enter Comment text. A comment icon appears in the score field, indicating that a comment exists for that score

To select comments from the Comment Bank:
- Select the Comment icon on the Score Inspector
- Select the Comment Bank button
- To limit the comments that appear in the Comment Bank, enter information in the Filter field and then select Apply
- Select the star next to a comment in the bank to set it as one of your favorite comments. You can then sort the list to display your favorite comments at the top of the list
- Select the checkbox next to one or more comments you want to add to the score
- Choose if you want comments separated by a line break or a space
- Select Insert Comment. A blue Comment icon appears in the student’s score cell. Click the icon to read the comment

Smart Text in Comments
- You can use smart text to automatically insert specific student information such as the student’s name.
  - Example: if you type a student’s name into a comment or a pronoun, you can then use auto fill to insert the same comment for all students in the class

Once a comment is entered, select  and you will have the option to auto fill the same comment to every student using Smart Text.
Score Attributes or Indicators:
- Score attributes can add more detail about the student’s performance
  - Was the assignment:
    - Late
    - Missing
    - Incomplete
    - Exempt
    - Was the student absent
- When used, the icons appear on your scoresheet as well as the Quick Lookup details viewable from PowerTeacher, PowerSchool Administrator, and the Parent/Student Portals

Any time a score appears in purple, it designates that the score is exempt for the final grade. If the Assignment title and all score appear in purple, the assignment is set to not be included in the final grade by the assignment settings. If the score is purple for just one a few students, the individual score is marked as exempt

Final Grades
- Final grades are updated automatically throughout the term as you enter assignment scores
  - After reviewing the grades at the end of a term, you may want to modify a final grade based on:
    - Effort
    - Participation
    - Or other performance factors
Traditional Grades
PT Pro > Grading > Grades: Traditional
To View the traditional grades for an entire class, along with the summary of how many absences, tardies, missing assignments, late assignments and incomplete assignments each student has.

Traditional Final Grades

You may also review and edit Final Grades from the Category Totals screen.
Overriding Final Grades

- To edit the final grades, select a field in the first column and edit the data in the Score Inspector. The grades correspond to the reporting term you select in the reporting term select. To see for a different reporting term, select a different term.
- In the Summary area, select **Show More** to view further details of the grade.
- Override any grades on this page as needed. A black triangle appears in the upper left corner of the grade field that was changed.
- Select **Save**.
Standards Grades

Teachers select the appropriate standards to be assessed on each assignment. When they enter student scores for the standards on that assignment, PowerTeacher Pro automatically calculates a standards final grade. At any point, you can manually override the calculated standards final grade when appropriate.

The standards grades page is useful for preparing for report cards. You can view all of the standards grades for all students for a reporting term. You can quickly go through the list of standards grades, and make any changes manually.

- To edit the standards score, select a field corresponding to the student and the standards score to be changed and edit the data in the Score Inspector. The grades correspond to the reporting term you select in the reporting term select. To see for a different reporting term, select a different term.
• Override any grades on this page as needed. A black triangle appears in the upper left corner of the grade field that was changed
• Select **Save**

**Recalculate Final Grades**

• Although final grade are calculated automatically, you can for a recalculation, if necessary.
  
  – Use the recalculate tool after making significant changes in the gradebook
  
  – If the PowerSchool administrator changes a setting that affects the gradebook, such as the grade calculation formula

**Report Card Comments**

![Report Card Comments Image]

**Review or Comment Verification**

Use this page when you are getting ready to complete grades for report cards. View all comments for a selected class and term.

PowerTeacher Pro > Grading > Comment Verification
Elementary Report Card Comments:
- Elementary Report Cards allow only comments for the grade level class to print
Comments entered for subject level classes will display in the Parent/Student portals

**Viewing Category Totals**
View students’ final grades data, aggregated by category.

Use this page to assess how students performed in one assignment category versus another, or to analyze the difficulty of one category type versus another. For example, if students received significantly lower scores on assignments in the Homework category than in the Test category, you might revisit the homework assignments and analyze the difficulty.
Viewing All Reporting Terms
Use this page to work with the final grades for all reporting terms. Each column represents a reporting term. The column that corresponds the current term is highlighted.

Progress
Viewing Class Progress
- Select the class or classes you would like to view by using the Class Selector
- Then use the Progress charm to select either Traditional or Standards
Traditional Grades Class Progress
The graph on the Traditional Grades Progress pages shows the distribution of grades for the class(es) for the selected reporting term. It also shows the aggregate totals for missing, late, or incomplete assignments.
- Can view by individual class or class group
- Displays progress for single term

The Traditional Grades Progress screen provides a graphical view of the grade distribution across the selected class.

The column on the left lists the number of students who have earned each traditional grade in the grade scale. The colors in the graph correspond to the grade scale color levels. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers in the column on the right show the total number so students who have passing grades versus the total number of students who have failing grades.

To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.
Traditional Grades Distribution

The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

If you are working with stands, this is the primary page you can use to manage standards and student progress for your class. The page provides an overall view of all the standards for the class. From the Standards Progress page, you can assess which standards you may need to focus on to assure proficiency for the students in your class.

PowerTeachr Pro > Progress > Standards
All of the standards aligned to the class are listed in the Standards column. To the right of each standard, view a graph that displays the distribution of the scores for the class. The colors in the graph correspond to the grade scaled color levels. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers in the column on the right show the total number so students who have passing grades versus the total number of students who have failing grades.

The graphical display makes it easy to see whether or not students in the class are demonstrating mastery of the standard, and helps you consider your instructional response. If, for example, you find that most of the students have failing scores, you may decide to reteach the concept or provide more opportunities for practice.
Standards Assignment Trend

From the Standards Progress page, select a grade distribution graph to view the Standards Grades Distribution screen.
**Students**
View student progress, manage communication, and work with assignments. The individual student pages provide more detailed information on an individual student. This is particularly useful for entering multiple of scores for a single student, and during parent-teacher conference to explain why a student earned a particular grade.

**Viewing Assignments by Student**
View a summary of the student’s grades and assignments for the selected reporting term.

**Analyzing Performance (Standards)**
Viewing Individual Student Standards Progress. The Standards Progress pages shows the student’s standards grades for each standard that was assessed by reporting term The column that corresponds to the selected reporting term is highlighted. Compare the grades the student received in each term to assess his or her progress.
Progress Screen

Professional Judgment Indicator
• designed to assist you in assessing standards grades
• Alerts you that the student’s calculated grade might not align with their proficiency level
• Here’s an example of when the indicator appears......
  ❖ If there were 10 assignments used to assess the standard and your calculation method was to include only the last 3 assignments
    • Grades on the assignments were 2, 2*, 3, 3, 3, 3, 2, 2*, 3 – you would just average the final 2 scores giving the student a 2*
    • Is the 2* an accurate measurement of the student’s mastery of the standard?
  • The programs is just suggesting you may want to take a deeper looks at this grade and give your Professional Judgement!
**Student Standards Progress Graph**
Standards progress graph page shows how the student performed over time on the standard.

If you select the Assignment icon

To View one standard at a time

- To view/compare up to 4 different standards at the same time –
  - Select
  - Check up to 3 more standards to view
  - You may view the graphs individually or overlay them by selecting
Students View - you can also see

- **Comment Log for student**: review all comments entered for a student. Depending on the types of comments you’ve entered for the student, the comment log may show course grade comments, standards grades comments, and assignment score comments.
• **Student’s Demographics** page: This page shows the student demographic information as entered in PowerSchool.

![Student’s Demographics](image)

• **Quick Lookup Standards View**: This page is the same page that parents, students, and administrators see in PowerSchool. It will include student’s attendance for the last two weeks, current schedule, current grades and a summary of total absences and tardies, and current GPA.

![Quick Lookup Standards View](image)
- **Quick Lookup Traditional View**: This page is the same page that parents, students, and administrators see in PowerSchool and shows the student’s standards grades for all classes in the selected year.
Reports

- Individual Student Report
- Multi-Function Assignment Report
- Student Roster

NOTE: When you select Run Report when using most browsers, the PDF file automatically downloads to your computer. When using Safari browser, the report output appears in a window. Choose File > Export as PDF to download the report to your computer.

Individual Student Report

- View or print a summary of the class activity by student
- Report for parent conferences or midterm report
- Missing or Late Assignment Report
- Choose whether or not to include course grade & attendance, assignments, category totals, and comments
- Print the report for a few student or a group

Criteria

Enter Report Title such as "Midterm Report" or "Missing Assignment Report"

Select an individual class or a group of classes

Sort Order
All of this information is currently included on the report, to remove some areas, use pull down menu to change data.

Select date range or reporting term.

Current Filter settings:
- Missing
- Any Scores
- Any Category
- Any Course Grades

Use the Students tab to select students.

Option to print for dropped students.

Show Selected Students
Use the Format tab to set page preferences, as well as including page breaks between students, top and/or bottom notes, and a signature line.

Missing Assignments Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Assignment</th>
<th>Score</th>
<th>Pts Poss</th>
<th>%</th>
<th>Grade</th>
<th>Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2016</td>
<td>Assignments</td>
<td>Missing Assignment</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td>Mi</td>
</tr>
<tr>
<td>02/04/2016</td>
<td>Chem Folder</td>
<td>Chem Folder chapter #10</td>
<td>0</td>
<td>4</td>
<td>0%</td>
<td>F</td>
<td>Mi</td>
</tr>
<tr>
<td>02/02/2016</td>
<td>Quiz</td>
<td>Quiz on Reaction Types</td>
<td>0</td>
<td>4</td>
<td>0%</td>
<td>F</td>
<td>Mi</td>
</tr>
<tr>
<td>02/01/2016</td>
<td>Activities</td>
<td>Replacement labs (2)</td>
<td>0</td>
<td>4</td>
<td>0%</td>
<td>F</td>
<td>Mi</td>
</tr>
<tr>
<td>01/27/2016</td>
<td>Quiz</td>
<td>Quiz on Balancing</td>
<td>0</td>
<td>4</td>
<td>0%</td>
<td>F</td>
<td>Mi</td>
</tr>
</tbody>
</table>

Category Summary

<table>
<thead>
<tr>
<th>Rpt. Term</th>
<th>Category</th>
<th>Points Earned</th>
<th>Points Possible</th>
<th>Percent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2</td>
<td>Classwork</td>
<td>20</td>
<td>25</td>
<td>80%</td>
<td>B</td>
</tr>
<tr>
<td>S2</td>
<td>Quiz</td>
<td>36.7</td>
<td>47</td>
<td>78.09%</td>
<td>C</td>
</tr>
<tr>
<td>S2</td>
<td>Test</td>
<td>188.4</td>
<td>240</td>
<td>78.5%</td>
<td>C</td>
</tr>
<tr>
<td>S2</td>
<td>Activities</td>
<td>17.7</td>
<td>28</td>
<td>63.21%</td>
<td>D</td>
</tr>
<tr>
<td>S2</td>
<td>Assignments</td>
<td>75.6</td>
<td>76</td>
<td>99.47%</td>
<td>A</td>
</tr>
<tr>
<td>S2</td>
<td>Chem Folder</td>
<td>70.8</td>
<td>88</td>
<td>80.45%</td>
<td>B</td>
</tr>
</tbody>
</table>
Midterm Report

Multi-Function Report
- Report to view or print a list of student and scores per assignment
- Use to find missing, late, or incomplete assignments
- Grades
  - List of all assignments and the associated scores, attributes, and grade for each reporting term, by student
- Help to target students who need extra help
- Gauge which assignments present the most challenges to students

Student Roster
- Printable roster
- Some preset options of columns to add from student demographics page
- Can add blank columns that allows you to fill in custom column name
- Columns can be sorted
PowerTeacher Mobile v2.0

**Works on iPhone, iPod, and iPad-iOS8.0+
Designed to work with the PowerTeacher Gradebook

^Hate to start with the “what it can’t do” but ..

- View Custom Alerts – such as Special Education
- View Student Contacts – our student contact page is a custom page, the information from this page will not display on the mobile app. The information you see when selecting on the Students Dash Board, will display a phone number but does not indicate who the phone belongs to, the ‘Guardian’ listed may or may not be current contacts for the student – please use caution if using this information.
- View sections by Section number/name – you must use ‘Custom name’ to view by anything other than course name
- Switch between schools, you must sign out of one school and then sign into the next school

**Alerts:** only alerts built into PowerSchool will appear – custom alerts such as Special Education will not display. The icon on most of the mobile app screens, may look different than you are familiar with in PowerSchool

Guardian Alert

Other Alert

Medical Alert
**Login and Onboarding:** Here are some tips if you have issues trying to log in to PowerTeacher Mobile. You need the correct district code (**NMHT**) – mobile apps are case sensitive, your username should be all lowercase letters.

The district code is valid ONLY if you see a green check to the right of the district code you enter. If a red X appears, the code is invalid.

**Announcements:** View school announcements and linked content

- Tap the main menu icon or swipe the screen to view the main menu
- Tap ‘School Announcements’ to view the announcements screen
- Tap a date link to create an event on the native iPhone or iPad calendar
- Tap a hyperlink to open Safari and view the link content
- Swipe to view additional announcements

**Current Term:** Select the term you want to work with from the Current Term menu. Sections for the selected term appear on the main menu
• Tap the side menu icon or swipe the screen to view the menu
• Tap Current Term to view the menu. A checkmark appear next to the current term
• Tap a term. The sections and data for the selected term appear on the main menu

Classes:
Once you have selected a class, you have many options when working this the class. Once you have
selected a screen, to return to the mail screen, select

Student Roster: View a list of students enrolled in the class, see their assignment scores, review
their contact list and demographic details on the student Roster screen
• Tap the main menu icon or swipe the screen to view the main menu
• Tap a class listed under Classes
• Tap Student Roster under the applicable class to view the Student Dashboard screen. Flick or
drag to scroll through the list
• Tap Show to include those student who have dropped the class in the list. Tap Hide to remove
those students from the list
• Tap the student photo to view the Student Scores screen
• Tap Grades to view the Student Grades Screen
• Tap Details to view the Student Details screen

Student Scores
• Tap on a student name, and then tap Scores located at eh bottom of the screen
• Tap an assignment to view the Score screen
• Tap the score box to enter or change a score. Tap Back to return to the Score screen
• Tap an attribute to add the attribute (Collected, Late, Missing, Exempt) to the assignment score.
A color dot appears on the assignment on the Student Scores screen to indicate which
attributes you have applied
• Tap the Comments box to add comments for this score. A blue dot appears on the assignment
on the Student Scores screen to indicate that a comment has been added to the assignment
• Tap Previous or Next to view or edit other assignment scores for the selected student
• Tap Back to return to the Student Scores screen

Student Final Grades
• Tap on a student name, and then tap Grades located at the bottom of the screen
• Tap a grade to view the Final Grade screen
• Tap Manual Override to allow for manual override of the Grade and/or Percent
• Tap the blue Grade box to change the grade
• Tap the blue Percent box to change the percentage
- Tap the **Comments** box to add comments for this final grade. A blue dot appears on the final grade on the Student Grades screen to indicate a comment has been added to the final grade.
- Tap **Back** to return to the Student Grades screen.

**Student Details**
- Tap a student name, and then tap **Details** located at the bottom of the screen.
- Tap an item in any of the following sections to view more details: Alerts, Contacts, Grade Scale.
- Tap **Back** to return to the Student Details screen.
**Attendance**: take attendance and view student alerts on the Attendance screen

**Enter Attendance**
- Tap the side menu icon or swipe the screen to view the menu
- Click the class under **Classes**
- Tap **Attendance** under the applicable section to view the Attendance screen
- Tap the **Attendance Code** menu to choose a default attendance code. Tap an attendance field to enter the default code. Alternately, tap an attendance field and select the attendance Code from the menu
- Once an Attendance Code is entered in the Attendance field, tap the icon to enter or edit a comment
- Tap **Submit** to save the attendance entries

**Change the Attendance Date**
- Tap on a date in the Date menu to enter attendance for a different date – THIS FUNCTION IS NOT ALLOWED FOR BPS

**Multiple Section Attendance**
- Tap **Show Multiple Sections** to take attendance for another section
- Tap **Show Single Section** to take attendance for a single section
- View Alerts
- Tap an icon in the **Alerts** column to view the alert content
**Assignments:** Create new assignments or view existing assignment details on the Assignments screen.

- Tap the side menu icon or swipe the screen to view the main menu
- Tap a class listed under ‘Classes’
- Tap Assignments under the applicable class to view the Assignments Dashboard screen
  - Flick or drag to scroll through all assignments
- Tap the assignment to view assignment score by student on the Assignment Scores screen
- Swipe right on the Assignment Scores screen to view the Assignments screen

**View and Edit Individual Assignment Details**

- On the Assignments screen, tap the icon to view the Assignment Details screen
- Tap Edit to make changes to the assignment details
- To remove the assignment, tap Delete at the bottom of the screen
- Tap Done to return to the Assignment Details screen

**Add Assignments**

- On the Assignments screen, tap the icon to add an assignment
- Enter the assignment details on the new Assignment screen
- Tap Done to save the new assignment and return to the Assignments screen. Or, tap Revert to cancel your changes

**View Assignment Scores**

- On the Assignments screen, tap the assignment. The Assignment Scores screen appears
- Tap on a student name. The Score detail screen appears
• Tap the blue score to enter or change a score
• Tap an attribute to add the attribute (Collected, Late, Missing, Exempt) to the assignment. The color dot appears on the assignment on the Student Scores screen to indicate which attribute you have applied
• Tap the Comments box to add comments to this score. A blue dot appears on the assignment on the Student Scores screen to indicate that a comment has been added to the assignment
• Tap Previous or Next to view or edit the assignment scores for other students in the section

**Fill Assignment Scores**

- On the Assignments screen, tap the assignment. The Assignment Scores screen appears
- Tap Fill. The Fill Assignment Scores screen appears
- Tap the scores you want to fill, either Items with No Score, or Replace All
- Use the switched to select the scores or attributes you want to fill. If you switch the Score select On, enter the score in the blue box
- Tap Fill Now to submit your selections

**Final Grades**: Review or manually override final grades on the Final Grades screen

**View and Override Final Grades**

- Tap the side menu icon or swipe the screen to view the menu
- Tap a class under Classes
- Tap Final Grades under the applicable class. The Final Grades screen appears. The scores Dashboard displays aggregated data for the section
- Tap Sort at the bottom of the screen to set the student sort for the screen
- Tap Display at the bottom of the screen to set how the student names appear on the screen
- Tap a grade to view the Final Grade detail screen
- Tap the Manual Override to allow for manual override of the Grand and/or Percent
  - Tap the blue Grade box to change the grade
  - Tap the blue Percent box to change the percentage
- Tap the Comments box to add comments for this final grade. A blue dot appears on the final grade on the Final Grades screen to indicate a comment has been added to the final grade.

**Student Groups:** Student groups are made up of a hierarchical structure: a set, groups within that set, and students with those groups. Student groups are class-specific. You can create a group to filter the list of students that appear on the scoresheet. You can also view which students are associated to each group on the Student Groups screen.

**View Groups for a Section**
- Tap the main menu icon or swipe the screen to view the main menu
- Tap **Student Groups** under the applicable class to view the Student Groups screen
- Tap a group to view students in that group

**Add a Set**
- On the Student Groups screen, tap **Add Set**
- To select the set you want to associate this group to, tap **Associated Set**, then tap the applicable set
- Enter a **Group Name** in the field provided
- Tap the students to add to this group. A checkmark appears next to the selected students. Students who are already associated to different groups in the selected set are unavailable for selection
- Tap **Done**
**Edit a Set Name**
- On the Student Groups screen, tap the arrow button to view the list of students associated with that set
- Tap **Edit**
- Edit the **Set Name** in the field provided
- Tap **Done**

**Edit a Group**
- On the Student Groups screen, tap the arrow button to view the list of students associated with the group
- Tap **Edit**
- Tap on the students you want to remove from the group, or tap students you want to add to the group
- If needed, edit the **Group Name** in the field provided
- Tap **Done**

**Delete a Set or Group**
- On the Student Groups screen, tap the Set or Group you want to delete
- Tap **Delete**. The set and associated groups are deleted, or the group is deleted
**Section Information:** View Section Information or enter a custom name or description on the Section Information screen

- Tap the side menu icon or swipe the screen to view the main menu
- Tap a class under **Classes**
- Tap **Section Information**
- Tap **Edit** to enter a Custom Name or Description for the section
- Tap **Done** to submit the changes
- Tap **Final Grade Setup** to set the final grade calculations for the section. See Final Grade Setup for further instructions
- Tap **Reload Section Data** to sync date from the server. A message appears when the sync is complete

**Final Grade Setup:** Set up final grades on the Section Information screen. Manually override grades on the Final Grades screen

- Tap the side menu icon or swipe the screen to view the menu
- Tap a class under **Classes**
- Tap **Section Information** under the class. The Section Information screen appears
- Tap **Final Grade Setup** in the bottom right corner to view the Final Grade Setup – Calculations dialog
- Tap a Reporting Term to select the type of calculation for the section
  - Tap **Points**, and then tap the blue box to enter the number of score to discard from the calculation
  - Tap **Term**, and then tap the blue box in the Weight column to enter the values.
  - Tap **Add Category** in the lower left corner of the screen to add a new category for the calculation
- Tap **Save** to submit your changes
- Tap **Cancel** to revert your changes
- Tap **Done** when all changes are complete

**Scoresheet:** The scoresheet displays students, scores, grades, and assignments. The scoresheet link only appears when using PowerTeacher Mobile on an iPad.

**Setup the Scoresheet View**

- Tap the side menu icon or swipe the screen to view the menu
- Tap a class under **Classes**
- Tap **Scoresheet** under the applicable class to view the Scoresheet screen
- Tap to select how you want the student sorted on the scoresheet
• Tap to select how you want the student names to appear on the scoresheet

• Tap to sync the scoresheet date in the background. When sync is completed, updated data appears on the scoresheet

• Tap to select how you want assignments sorted on the scoresheet

• Tap Reporting Term to choose the reporting term data you want to appear on the scoresheet

Student Details
• Tap on a student name, and the Student Details screen appears

  • Tap an item in any of the following sections to view more details: Alerts, Contact, Grade Scale

  • Tap Done to return to the Scoresheet screen

Student Scores
• Tap on a student name, and then tap Scores located at the bottom of the screen

  • Tap an assignment to view the Score screen

  • Tap the score box to enter or change a score. Tap Back to return to the Score screen

  • Tap an attribute to add the attribute (Collected, Late, Missing, Exempt) to the assignment score. A color dot appears on the assignment on the Student Scores screen to indicate which attributes you have applied

  • Tap the Comments box to add comments for this score. A blue dot appears on the assignment on the Student Scores screen to indicate that a comments has been added to the assignment

  • Tap Previous or Next to view or edit or the assignment scores for the selected student

  • Tap Back to return to the Student Scores screen

  • Tap Done to return to the Scoresheet screen

Student Final Grade
• Tap a student name, and then tap Grades located at the bottom of the screen

  • Tap a grade to view the Final Grade screen

  • Tap Manual Override to allow for manual override of the Grand and/or Percent

    o Tap the blue Grade box to change a grade

    o Tap the blue Percent box to change a percent

  • Tap the Comments box to add comments for this final grade. A blue dot appears on the final grade on the Student Grades screen to indicate a comment has been added to the final grade

  • Tap Back to return to the Student Grades screen

  • Tap Done to return to the Scoresheet screen

View and Edit Individual Assignment Details
• Tap the side menu icon or swipe the screen to view the menu

  • Tap a class under Classes

  • Tap Scoresheet under the applicable class to view the Scoresheet screen
• Tap the icon on an assignment across the top of the screen to view the Assignment details screen
• Tap Edit to make changes to the assignment details
• To remove the assignment, tap Delete at the bottom of the screen
• Tap Done to return to the Scoresheet screen

Add Assignments

• On the Scoresheet screen, tap to add an assignment
• Enter the assignment details on the New Assignment screen
• Tap Done to save the new assignment and return to the Scoresheet screen. Or, tap Revert to cancel your changes

View Assignment Scores

• On the Scoresheet screen, tap the assignment score. The Score screen appears
• Tap the blue score to enter or change a score
• Tap an attribute to add the attribute (Collected, Late Missing Exempt) to the assignment. A color dot appears on the assignment on the Student Scores screen to indicate which attributes you have applied
• Tap the Comments box to add comments to this score. A blue dot appears on the assignment on the Student Scores screen to indicate that a comment has been added to the assignment
• Tap Previous or Next to view or edit the assignment scores for other students in the section

Fill Assignment Scores

• On the Scoresheet screen, tap the assignment at the top of the screen, The Fill Assignment Scores screen appears
• Tap the scores you want to fill, either Items with No Score, or Replace All
• Use the switches to select the scores or attributes you want to fill. If you switch the Score selector On, enter the score in the blue box
**Miscellaneous:**

**Assignment Categories:** Create new or view existing assignment categories on the Assignment Categories screen

- Tap the side menu icon or swipe the screen to view the menu
- Tap **Assignment Categories** under Miscellaneous to view the Assignment Categories screen
- Tap the category to view the category details

**Edit Individual Category Details**

- On the Assignment Categories screen, tap the category
- Tap **Edit** to make changes to the category details
- To remove the category, tap **Delete** at the bottom of the screen — a category **CANNOT** be deleted if it is attached to any assignments, even those from previous years
- Tap **Done** to return the Assignment Categories screen

**Add Assignment Categories**

- On the Assignment Categories screen, tap the icon to add a category
- Enter the category details on the New Category screen
- Tap **Done** to save the new category and return to the Assignment Categories screen

**Change an Assignment Category**

- On the Assignments screen, tap the icon to view the Assignment Details screen
- Tap **Edit**, and then tap the Category. The Category screen slides out
- Tap the category you want for the assignment. The selected category appears on the Assignment Details screen
- Tap **Done** to save the changes
**Virtual Chalkboard:** Use the Virtual chalkboard to illustrate concepts or ideas to your students

- Tap the main menu icon or swipe the screen to view the main menu
- Tap Virtual Chalkboard
- Tap BG to select a background color for the chalkboard. Tap a color to select
- Tap Size to select a chalk/pen color. Tap a color to select
- Tap 🗑️ to erase the chalkboard
- Tap 📸 to take a screen shot. The file saves to Photos on your device
- Tap ✗ to exit Virtual Chalkboard

**User Settings:** Set various PowerTeacher Mobile app controls on the User Setting screens

- Tap the main menu icon or swipe the screen to view the main menu
- Tap User Settings

**Passcode Lock**

- Tap Passcode Lock
- Tap the Enable Passcode switch to enable/disable setting a passcode to lock the PowerTeacher Mobile app

**Grading**

- Tap Rounded or Truncated to determine how your calculated grade values appear in the app
- Tap the number of decimal places used when calculating grades

**Assignment Sort**

- Tap the assignment sort method you want to appear in the app. A check mark appears next to your selection
- Options are:
  - Due Date Ascending
  - Due Date Descending
  - Assignment Name Ascending
  - Grouped by Category

**Student Sort**

- Tap the student display method you want to appear in the app. A check mark appears next to your selection
- Options are:
Student Display

- Tap the student display method you want to appear in the app. A check mark appears next to your selection
  - Options are:
    - First Last
    - First M. Last
    - First Middle Last
    - Last, First
    - Last, First M.
    - Last, First Middle

Pull to Refresh

- Tap the switch to enable/disable the feature on specific screens in the app

Sounds

- Tap Sounds
- Tap the switch to enable/disable sounds, such as alert chimes and tap-clicks when using the app

Photos

- Tap Photos
- Tap the Student Photos switch to enable/disable the display of student photos
- Tap Clear Student Photo Cache to delete all previously loaded student photos from your device

Student Settings

- Tap Student Setting
- Tap the Show Dropped Student switch to enable/disable the display of dropped students when viewing a list of student for a section

Help Center: Descriptions of how to use the features of this app

Sign Out: Select to Sign Out of the PowerTeacher Mobile app
**PowerSchool Parent & Student Portals**

Schools can print the ‘Web ID and Password Letter’ to distribute to parents, this form has both the parent access account information as well as the student ID and Password – some schools have also created their own student password letter to give to just students.

Most Screens are the same for Students and Parents.

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**Create a Parent Account**

The Parent Access ID and Access Password are used to create an account, it is not connected to the parent’s username or password they enter once the account has been created.

Once ALL information has been entered properly – the screen will direct to the normal Parent Sign in screen for them to sign into the account.
Grades and Attendance screen is above – it looks the same as the Quick Lookup screen for PowerSchool Administrator and PowerTeacher.

Grade History: will display the stored grade for the current year

Attendance History: Same attendance grid as Academics: Attendance in PowerSchool but without links to make changes.

Email Notification: This is where parents can sign up to receive email updates for their students on a daily, weekly, or monthly basis for Attendance, Grades, and School Bulletin.
School Bulletin: If they school uses the Daily Bulletin, it may be viewed here.

Class Registration: If your school uses the Online Class registration, the student can register for their classes here (only when registration window is open) and can also view the requested classes.

School Information: Contact information for the school

Account Preferences: This is where parents can change their Name, Email, Username, and password. There is also a ‘Students’ tab where they can add additional students. They will need the Web Access letter for each one of their students.

**Mobile Access for Parents and Students**

Once the account is set up, a parent or student may also use their mobile devices to access their PowerSchool account. They will need to know the District Code to find our school district – this code is listed on the bottom of the main menu of the Parent Portal page –

Billings Public School’s District code is: NMHT

Select the PowerSchool Mobile app from the app store on your device:

![PowerSchool Mobile App](image)

Follow the instructions for your device to download the PowerSchool Mobile app.

The app will have different features and have screens that appear slightly different on each device. Some features that may be available on an iPhone may not be available on an Android or an iPad.

**Tablet**

Signing in:

** You can not log into the mobile apps until you have an active account. Student accounts are activated for them, parents must create a PowerSchool account on a computer prior to using the PowerSchool mobile app.

The green checkmark by District Code indicates you have entered a valid code. If you get a red X, the code is not valid.

Your username and password are both case sensitive – remember your password must contain 7 characters, have an upper and lower case letter, a number, and a special character.
Dashboard

The Dashboard provides quick links to the most up-to-date student data. If you are signed in with a parent account, tap the arrows to view data for other students associated to your account.

- Tap **Filter** to filter information by periods, course name, and terms. Tap **Done** when you have finished.
- Drag the term column left or right to view additional data.
- Pull-down to refresh the data on the screen.

Course

- Tap a course name to view the Course Details screen. From this screen you can also access the Grades, Attendance, and Assignments screen.
- Tap **Back** to return to the Dashboard.

Grades

- Tap a grade to view the Course Details screen. From this screen you can also access Teacher Details and Assignment Details screens.
- If the grade has gone up since the last time the grade was updated in the app, a green arrow appears to the left of the grade. If the grade has gone down, a red arrow appears to the left of the grade.

Attendance

- The **Abs** column displays the total count of absences that has been recorded for the course. Tap the number to view the Attendance screen.

Grades

- Tap **Grades** to view the Grades Screen. Flick or drag to scroll through all grades.
  - If the grade has gone up since the last time the grade was updated in the app, a green arrow appears to the left of the grade. If the grade has gone down, a red arrow appears to the left of the grade.
• Tap a grade to view the Grade Details screen
• The Grade Details screen displays:
  o Class name
  o Teacher name
  o Grade
  o Percent
  o Reporting Term

While in the Grades Details screen:
View Teacher Details
• Tap the course name to view the Teacher Details Screen
• Tap the teacher’s email to send an email to the teacher
• Tap Back to return to the main grades screen

View Assignment Details
• Tap an assignment to view the Assignment Details screen
• Tap Back to return to the main grades screen
While in the Grades Screen Switch Grade View

- On the Grades screen tap **Final Grades** to view traditional final grades. Tap **Standards** to view the final standards grades. Tap **Citizenship** to view the citizenship grade.
- On the Grades screen, tap **Filter** to filter the grades by terms or groups. Tap **Done** when you are finished.

Assignments

Work with Assignments

- Tap **Assignments** to view the Assignments screen.
- Flick or drag to scroll through all assignments.

- The Assignments screen displays:
  - Assignment name
  - Class period
  - Assignment category
  - Assignment score and points possible
  - The following assignment attributes may also appear:
    - ✔ Collected
    - ▲ Late
    - ▼ Missing
    - ☢ Excluded from final grade
    - ☑ Comment entered

- Tap **Filter** to filter the assignments by group or reporting term. Tap the sort options(s) you want. Tap **Done** when you are finished.
- Tap an assignment to view the Assignment Details screen. Tap **Back** to return to the Assignments screen.

The Assignment Details screen provides more detailed information about the assignment and displays any teacher comments.
Attendance

Tap **Attendance** to view the Attendance screen. Flick or drag to scroll through all attendance information.

- The Attendance screen displays:
  - Attendance code
  - Class name
  - Class period
  - Attendance codes that appear in **Black** do not count against the student’s attendance tracking – attendance in **Red** does count against student’s attendance tracking

- Tap **Filter** to filter attendance. Tap the sort option(s) you want. Tap **Done** when you are finished

- To view a list of attendance codes, **Tap More > Settings > Attendance Codes**

Schedule

- Tap **Schedule** to view the schedule
- Tap **Filter** to filter information by period or course name, and filter information by terms. Tap **Done** when you are finished select the display settings
- Tap any course to view the Course Details screen. Flick or drag to scroll through the course information, including description, grades, attendance, and assignments
- Tap **Back** to return to the Schedule screen
Fee/Meals – not used by Billings Public Schools

Teachers

• Tap Teachers to view the Teacher screen. Flick or drag to scroll through all teacher listings
• Tap a teacher listing to view the Teacher Details screen
• Tap the email address to send an email to the teacher
• Tap a course name to view the Course Details screen
• Tap Back to return to the Teachers screen

Activities – not used by Billings Public Schools

Email Alerts

• Tap Email Alerts to view the Email Alerts screen
• Tap the switch controls to select the notification emails you want to receive
• Tap Email Alerts to select when you will receive notification emails
• Tap Email Distribution List to add/remove email addresses from the distribution list
• Your changes are automatically saved
Live Feed
PowerSchool mobile provides a Live Feed of various items related to each student

- Tap  Live Feed to view the Live Feed screen
- Tap Refresh to update the screens as needed. Content automatically updates every 30 minutes
- Tap an item listed to view the details screen
- Tap the Back button to return to the Live Feed screen

When more than one student displays on this screen, data is sorted by date, then by announcements, and groups by student (Oldest to youngest)

Summaries
The student Summaries screen displays the current absences, GPA, and fees for each student (BPS does not use fees).

- Tap  Student Summaries to view summary information for each student, including the number of absences, total fee (not used by BPS), the meal balance (not used by BPS) and the current GPA.
- Tap on a student photo to change or view the photo, or set the preferred name for the student.

Announcements

- Tap  Announcements to view all current bulletins. Flick or drag to scroll through all announcements
- Tap a date link to create a calendar event on the native iPhone calendar
- Tap a hyperlink to open Safari and view the linked content
Calendar

- Tap Calendar to view the Calendar. Use the arrows to navigate to a different month.
- ‘Add’ dot on a date indicates an item is associated with that date. Tap the date to view the item(s). Tap the item(s) to view details. Tap Back to return to the Calendar screen.
- Tap Filter & a Filter Settings screen appears. Tap the control switch for the item you want to display on the calendar. Tap Done when finished.

School Map – not used by Billings Public Schools

Settings

- Tap Settings to view the settings screen. Through Settings you can:
  - Enable Passcode Lock
  - Enable Notifications for Final Grand and/or Attendance
  - Disable Features
  - View Attendance Codes and what they mean
  - Add or Delete Student Photos (on your device)
  - Change Student name (on your device)
  - View System Logs,
  - View FAQs
Help Center

- Tap **Help Center** to view help options for this app. Of particular interest would be the **Getting Around the App** option.

- Included in this sections is information about Tab Bar:
  - The tab bar provides quick navigation links to various screen in the app
  - Tap on an icon to display the corresponding app screen. Tap **More** to navigate to other screens
  - By default, Grades, Assignments, and Attendance appear on the tab bar. You can customize which icons appear on the bar
  - Depending on how you have customized the tab bar, a red circle appears next to the icon to notify you of updated information that is available since the last date update from PowerSchool. The number displays the number of updated items available to view. Tap the icon to view the updated items. When you tap another icon to view a different screen, the circle disappears from the icon on the tab bar
  - To view the latest data from PowerSchool, tap and drag the screen toward you

- **Customize the Tab Bar**
  - You can add icons to the tab bar to provide shortcuts to anywhere in the app
  - Tap More. On the More screen drag and drop any icon to the tab bar. The More icon cannot be removed from the tab bar
  - When finished customizing the tab bar, tap Done

- **Parent View**
  - Parents using the PowerSchool Mobile app may have more than one student in a PowerSchool district
  - If you see your student’s name with an arrow on each side, swipe left or right to view additional students

Logout
Phone

Many screens and options are the same for both Tablets and Phones.

Logging In:

Once logged in, to navigate between screens, select the - in the top right corner of the screen. A drop down for you to select which screen to view.

If you haven’t added Grades to your tab bar(iPhone only), tap More.

Dashboard

- Clicking on the icon returns you to the Dashboard screen.
Grades

• Clicking on the button to view the Grades screen (also Standards for K-5)
• If it has a red badge, it is indicating there is updated grade information since the last update from PowerSchool.

Assignments

• Assignments include:
  o Assignment Name
  o Due Date
  o Class
  o Class period
  o Letter grade
  o Assignment score and points possible
  o Assignment category

Attendance

Schedule

Fees/Meals – not used by Billings Public Schools

Teachers

Activities – not used by Billings Public Schools

Email Alerts

Live Feed

Summaries
Announcements

Calendar

School Map – not used by Billings Public Schools

Settings
## School Calendar 2016-2017

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**Graduation Dates**
- Skyview: 10:00 - May 28
- Senior: 2:00 - May 28
- West: 6:00 - May 28

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### Billings Public Schools

**First and Last Day of School**
- August 25, June 2

**Early Release - All Students**
- June 2

**E**
- Elementary Early Out

**MS**
- Middle School Early Out
- Sept. 28, Dec., 8 - 9

**P**
- Field Days
- Aug. 22 - 24, Oct. 20 - 21, Jan. 15, Apr. 3

**T**
- Elementary Parent Teacher Conf.
- Nov. 2, 3, 4

**H**
- End of Quarter
- Oct. 28, Jan. 13, Mar. 24, June 2

*****
- Vacation or Holiday

**+**
- Six-Week Grading
- Oct. 7, Nov. 23, Jan. 13, Mar. 3, Apr. 21, June 3

**H**
- High School Early Out
- Jan. 12 - 13, June 1 - 2