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## PowerTeacher 2016 Summer Classes

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Billings Public  
Schools

PowerSchool

Teacher Sign In

Username

Password

Sign In



### PowerTeacher Gradebook 2.8



### PowerTeacher Mobile v2.0

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## PowerSchool Programs



PowerSchool Servers



Admin Users



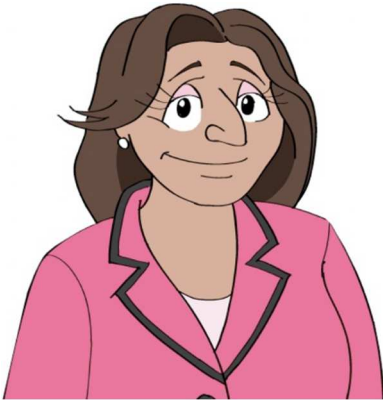
Teachers



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

**PowerSchool** Welcome, Cheryl Martin | [Help](#) | [Sign Out](#) | Server: PS2  
**School:** Billings Senior High School **Term:** 14-15 Semester 2

**Functions**  
Attendance  
Daily Bulletin  
Enrollment Summary  
Master Schedule  
Dashboard  
Special Functions  
Teacher Schedules

**Reports**  
System Reports  
ReportWorks

**People**  
Student Search  
Staff Search  
Parent Search  
Enroll New Student  
New Staff Entry  
New Parent Entry

**Setup**  
School  
System  
Personalize

**Applications**  
PowerLunch  
PowerScheduler  
PS Administrator  
PT Administrator  
ReportWorks Developer  
Enhanced CPM

### Start Page

Students | Staff | Parents | District Search | Phone Search

☐ Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections Secondary Students Pre-Registered

#### Current Student Selection (0)

The current selection is empty.

[?]

#### What's New

See what's new in the latest feature release of PowerSchool. [Read more...](#)

## Parents and Students

/public

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



PowerSchool

Welcome, [Name] | Help | Sign Out | Server: PS1

If you have multiple students they are listed at the top

**Grades and Attendance:** [Student Name]

Grades and Attendance

Exp	Last Week					This Week					Course	S1	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F					
1(A)	ET	ET				ET					PRE-ALGEBRA Taylor, Brock			6	37
2(A)											CULINARY Mankin				0
3(A)											HLTH ENH Hammer				0
4(A)										U	ART 2 Jette, Kimberly - Rm: 133			10	0
5(A)											ENGLISH 1 Jochems, TerraBeth - Rm: 126	A		9	1
6(A)											EARTH SCIENCE S2 McNelly, Patrick - Rm: 306	B		10	0
OL(A)	.	.	.	.	.	.	.	.	.	.	Activity Lord, Sarah - Rm: 305	-		0	0
<b>Attendance Totals</b>													<b>46</b>	<b>38</b>	

Same Quick Lookup!

District Code: NMHT

Download on the App Store

GET IT ON Google play

Current BPS GPA Added Value GPA (S2): [Value]

Show dropped classes also

## 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



PowerTeacher

Welcome, Linda Bertelson | [Help](#) | [Sign Out](#)

School: Boulder Elementary School Term: 14-15 Quarter 4

Navigation

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Gradebook
- Reports
- Recommendations

New Gradebook Launch

Run Installer once, then

[Launch](#)

Or use the old [Launch](#)

PowerTeacher Mobile for the iPad

Available on the App Store

### Current Classes

AM-PM(A)	3-Third Grade	<input type="radio"/>						
MA(A)	Math 3	<input type="radio"/>						
LA(A)	English Language Arts 3	<input type="radio"/>						

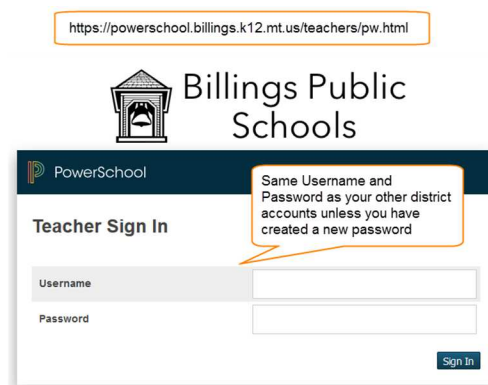
# Getting Started

## 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.

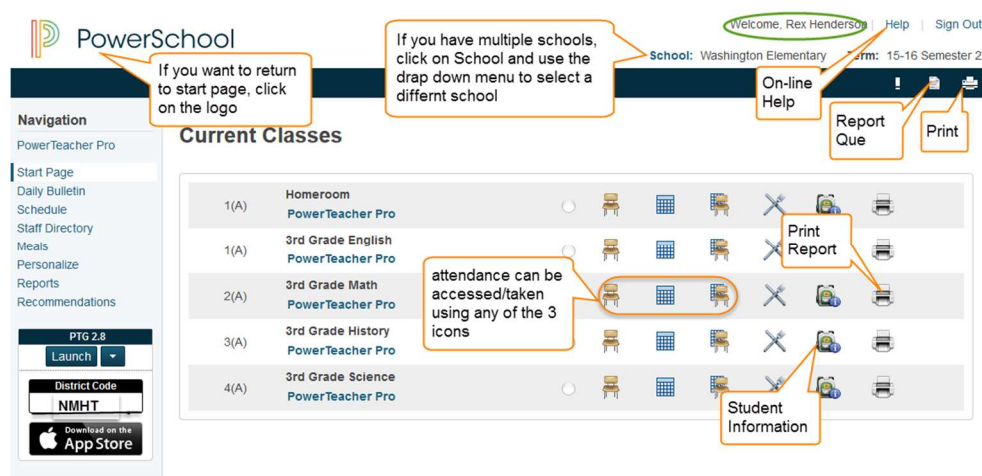
### To Sign In To PowerTeacher:

- 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

### Navigation

PowerTeacher Pro

Start Page

Daily Bulletin

Schedule

Staff Directory

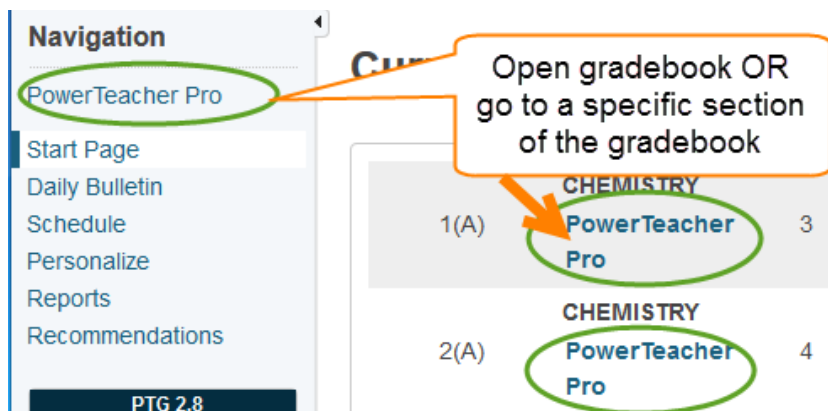
Meals

Personalize

Reports

Recommendations

## Access PowerTeacher Pro (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.

**View Daily Bulletin**

**Will James Middle School Bulletin for Tuesday, May 26, 2015**

**PowerSchool District Code: NMHT**

**June 5th-Last Day of School**

**June 5th - Last Day of School - Dismiss at 12:30**

**June 4th - Awards Assemblies** 8th Grade: 9-10:30 a.m.; 7th grade 12:00-1:30 p.m.; 6th Grade: 2:00-3:00 p.m.; All are welcome to attend!!!

**Delivered student Lunches!** Please have your student purchase lunch in our cafeteria or BRING a lunch from home in the morning!!! It is highly disruptive to have these brought to the school and have us deliver to your child!!!!

**Week at a Glance - May 26 - June 5** May 26>7N Field trip to Audubon Cntr; May 27>Orch. Tour; May 29 Dance 3:20-4:45; June 3>All grades on grades Field Trips; June 4>Awards Assemblies; June 5>Dismissal at 12:30

Comments? Something to put in the bulletin? Email to [frizzellk@billingssschools.org](mailto:frizzellk@billingssschools.org)

View other dates:

**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.

#### Schedule

**Filter**

Co-Teacher Sections:  Only Display Current Sections:

**Schedule**

Sections for current school only.

Day	Terms	1	2	3	4	5	6	7	8	HR	AM	PM
A	14-15	Q1	6-Sixth Grade 6.3 Room: 134	Reading ELREAD.3 Room: 134	Language ELLANG.3 Room: 134	1ST LUNCH LU701.20 Room: 134	7 TEACHER PREP TP700.43 Room: 134	Science ELSCI.1 Room: 134	Science ELSCI.2 Room: 134	Science ELSCI.3 Room: 134		
		Q2	1(A) 14-15 30/30	2(A) 14-15 25/30	3(A) 14-15 25/30	4(A) 14-15 35/200	5(A) 14-15 0/0	6(A) 14-15 24/30	7(A) 14-15 30/30	8(A) 14-15 28/30		
	S2	Q3										
		Q4										

**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

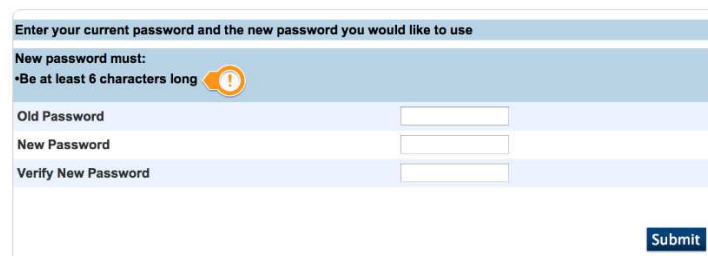
If your school uses PowerLunch, then use the Meals page to view your current meal balance and meal transactions. This is a view-only page. On the start page, click **Meals**.

## Personalize

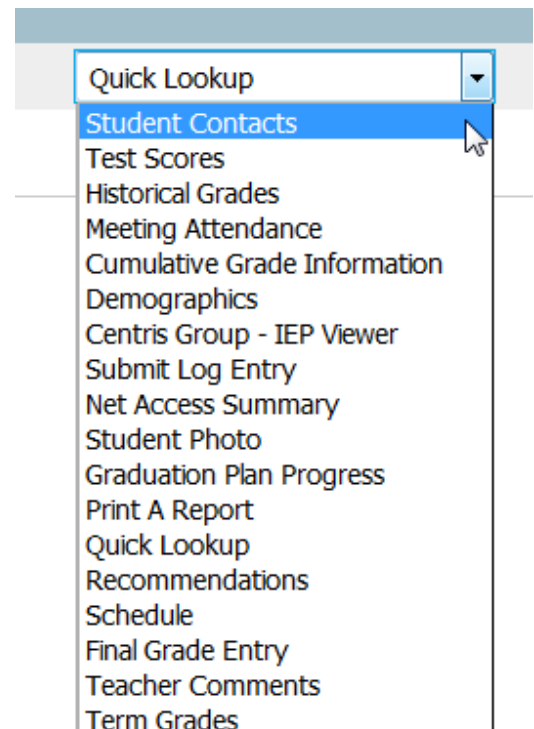
### Changing Your Password

- 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

#### Personalize - Change Password



**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.

## Personalize - Verlanic, Mark

**Display Section Number on the PowerTeacher Home Page** Yes ▾

Note: This setting will be effective the next time you sign into PowerTeacher.

Submit

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.

### Current Classes

	Course Name	Section Number								
ART(A)	Art PowerTeacher Pro	5Truscott	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	4Hersel	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	5Barthule	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	6Huppert	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	4Martin	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	6Nason	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	CasasArt	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	4Estrada	<input type="radio"/>							
ART(A)	Art PowerTeacher Pro	WallaceArt	<input type="radio"/>							

**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.

## Reports for All Students

Which report would you like to print? Class Attendance Audit

For which students? Class Attendance Audit  
\*To the Parent or Guardian of A5160

Test print?


Watermark Text

Watermark Mode

When to print ASAP

Report Output Locale English

Submit

**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

Add Recommendation

Step 1: Select Students from Classes

Class(es)

Class(es)	Period / Day	Course Number	Course Name
<input checked="" type="checkbox"/> 1(A)	3	6-Sixth Grade	6
<input type="checkbox"/> 14(A)	3	Spelling	ELSPELL
<input type="checkbox"/> 2(A)	3	Reading	ELREAD
<input checked="" type="checkbox"/> 3(A)	3	Language	ELLANG
<input type="checkbox"/> 4(A)	20	1ST LUNCH	LU701
<input type="checkbox"/> 5(A)	43	7 TEACHER PREP	TP700
<input type="checkbox"/> 6(A)	1	Science	FLSCI

Students

Last Name	First Name	Student Number
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/> Arth...		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

1 / 2

Next

- Step 2: Select courses you are recommending the student to take and enter a comment

**Step 2: Select Courses and Enter a Comment**

Year for Recommendation: 15-16 Select school year recommendation is for

Courses to Recommend

Filter: 108 of 108 items ☐ Advanced

Search

Clear Apply

<input type="checkbox"/>	7 ASSIGNED TIME	AT700	
<input type="checkbox"/>	7 BAND	BA700	
<input type="checkbox"/>	7 CAPPS		
<input type="checkbox"/>	7 CHORUS		
<input type="checkbox"/>	7 ENGLISH		
<input type="checkbox"/>	7 ENGLISH	ESL700	EN
<input checked="" type="checkbox"/>	7 ENRICHED ENG.	EN701	EN
<input type="checkbox"/>	7 EXPLORATORY FOREIGN LANGUAGE	FL700	EL

Selected Courses: 7 ENRICHED ENG. (EN701)

Comments: student score above the 95th percentile on all standardized tests

Enter comment 447 characters left

Previous 2 / 2

Cancel Submit

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.

## Recommendations

Create Recommendation Create Recommendations

Filter: 1-3 of 3 items ☐ Advanced

Search

Sort recommendations by

Clear Apply

Year	Last Name	First Name	Course Number	Course Name	Created	Comment	Edit recommendation
15-16			EN701	7 ENRICHED ENG.	05/26/2015 03:15 PM	student score above the 95th percentile on all standardized tests	
15-16			EN701	7 ENRICHED ENG.	05/26/2015 03:15 PM	student score above the 95th percentile on all standardized tests	
15-16			EN701	7 ENRICHED ENG.	05/26/2015 03:15 PM	student score above the 95th percentile on all standardized tests	

Rows/Page 30

## 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

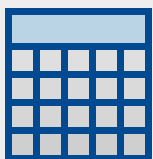
- On the Start Page, click the chair icon next to the class for which you want to take attendance
- You may take attendance for only the current day
- Select 'Single Day', 'Multi-Day', or 'Seating Chart'
- **If** the class runs multiple periods, you can switch between periods by using the pull down menu 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.

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code Date Classes

A (Absent) Fri 8/17 (Today) Show Multiple Sections Submit

Students	Alerts	Attendance: Friday, August 17, 2012
Adams, Julie		
Allred, Jacee L		A (Absent)
Anderson, Riley		
Cox, Carlos K		



### 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.

(Multi-Day tab)

#### 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**





## Seating Chart: 3-Third Grade - AM-PM(A)

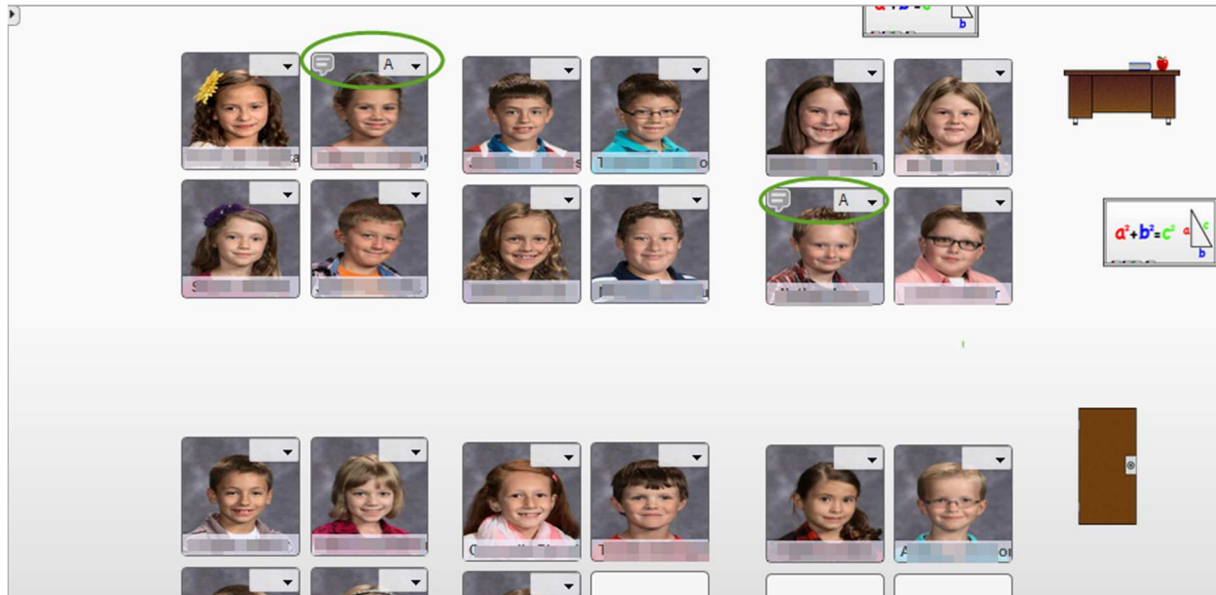
Single Day Multi-Day Seating Chart Seating Chart Design New Layout Edit

Random Student Selector Select

Attendance Code A (Absent)

Date Thu 5/28 (Today)

Period PAM Submit

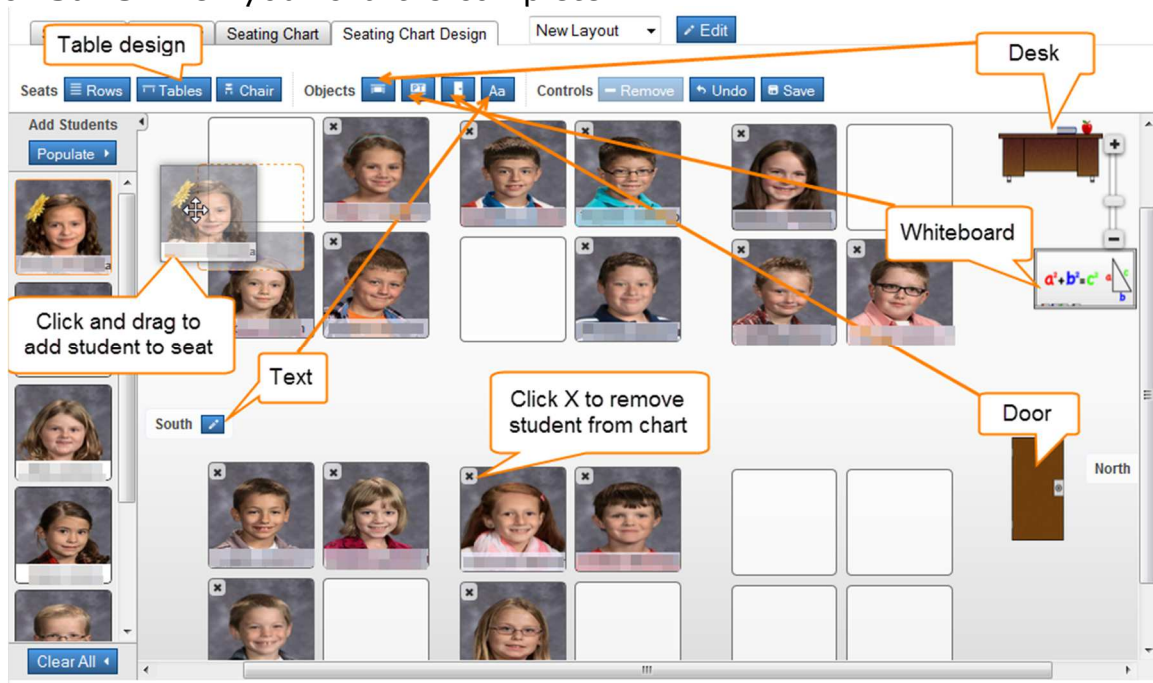


### Creating a Seating Chart

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**

### Submit Lunch Counts

Student Breakfast	<input type="text" value="15"/>	Adult Breakfast	<input type="text" value="0"/>
Student Lunch	<input type="text" value="23"/>	Adult Lunch	<input type="text" value="1"/>
Student A La Carte	<input type="text" value="1"/>	Adult A La Carte	<input type="text" value="1"/>
Milk	<input type="text" value="15"/>	Other 1	<input type="text" value="0"/>
		Other 2	<input type="text" value="0"/>
<b>Submit</b>			



## 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.

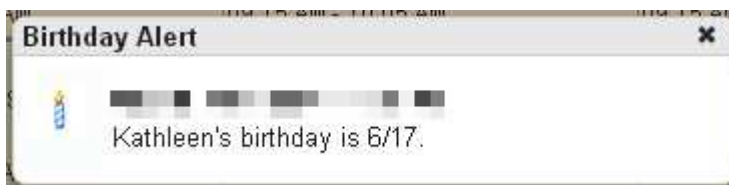
**Note:** Clicking the first name of a student displays the same page that opened for the previous student. Clicking the last name of a student displays the default student page.

## 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



## Medical Alert



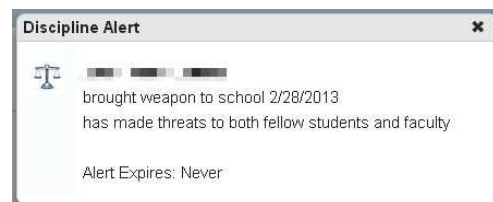
- ✓ Emergency Information ONLY
- ✓ Allergies
- ✓ Medical conditions
- ✓ Medication



## Discipline Alert



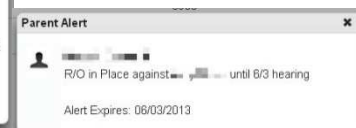
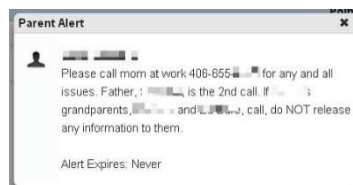
- ✓ Severe or dangerous behavior
- ✓ Chronic behavior issues



## Guardian Alert



- ✓ Restraining order
- ✓ People of concern
- ✓ Contact 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

**Accommodations Alert**

Start Date: 02/01/2016  
End Date: 01/31/2017  
Labels:

- Speech or Language Impairment
- Specific Learning Disabilities

Accommodations:

- Pref seating
- Repeated/Clarified directions

Speech Therapy 2 times per week

Start Page > Student Selection > 504/SpEd Accommodations

**504/SpEd Accommodations**

West 12  
State ID: Counselor: Spring

Book icon will appear for all students with current IEP/Accommodations

Most recent IEP is at top

Start Date	End Date	CD	AU	HI	TBI	SL	OHI	VI	DB	ED	MD	OI	SLD	D	DD	Actions
02/01/2016	01/31/2017					✓							✓			View Edit
02/05/2015	02/04/2016					✓							✓			View Edit
02/04/2014	02/03/2015												✓			View Edit

New

## 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 🏠 ⚠️ 🚫 📖

State ID: West 12  
Counselor: Spring, Dave

Enter date the IEP starts

Start Date: 02/01/2016  \* (Plan/IEP Start Date)

End Date: 01/31/2017  \* (Plan/IEP End Date)

Select the appropriate labels

Labels:

<input type="checkbox"/> CD - Cognitive Delay	<input type="checkbox"/> Autism
<input type="checkbox"/> HI - Hearing Impairment	<input type="checkbox"/> TBI - Traumatic Brain Injury
<input checked="" type="checkbox"/> SL - Speech or Language Impairment	<input type="checkbox"/> OHI - Other Health Impairments
<input type="checkbox"/> VI - Visual Impairment	<input type="checkbox"/> DB - Deaf-Blindness
<input type="checkbox"/> ED - Emotional Disturbance	<input type="checkbox"/> MD - Multiple Disabilities
<input type="checkbox"/> OI - Orthopedic Impairment	<input checked="" type="checkbox"/> SLD - Specific Learning Disabilities
<input type="checkbox"/> D - Deafness	<input type="checkbox"/> DD - Developmentally Delayed

Use these options to make an accommodation stand out

Accommodations:  
- use an empty line for a new paragraph  
- for a list  
- **bold**  
- *italicized*

Enter Accommodations

- View how the accommodations will appear as you are typing

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

Delete

Submit

BPS PowerTeacher Training – Summer 2016

24

## 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

<b>Student Screen</b>	<b>Description</b>
Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Final Grade Entry	All grades must be entered through Gradebook – you may view only on this page.
Graduation Plan Progress	Shows the student's progress toward graduation based on his or her chosen graduation plan.
Historical Grades	Displays all stored grades for the student.
Meeting (or Daily) Attendance	Displays a student's attendance record for the entire term for every course in which he or she is currently enrolled.
NWEA Graphs (custom)	Displays NWEA scores for the student in a Graph format
Net Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet.
Print a Report	Used to select a school-created report to print for the student.



Quick Lookup	Displays a summary of the student's current grades, teachers, and attendance for each class. Click the blue links to access additional information.
Recommendations	Displays the teacher's course recommendations for the student.
Schedule	Displays the student's current class schedule.
Student Contacts (custom screen)	Displays the student's contacts as listed in PowerSchool.
Student Photo	Displays the student's photo if available.
Submit Log Entry(not used by BPS)	Used to create a log entry for discipline or other anecdotal information for the student's permanent record.
Teacher Comments	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.
Term Grades	Displays the student's stored grades for the current year.
Test Scores	Test scores as entered into PowerSchool along with a custom graph showing NWEA scores.

## Cumulative Grade Information

### Cumulative Grade Information 📄

Select screens ▾

8 Lewis and Clark

Counselor: Mr. Brook

Middle School Honor Roll GPA - Q1	3.7143
Middle School Honor Roll GPA - Q2	3.7143
Middle School Honor Roll GPA - Q3	3.7143
Middle School Honor Roll GPA - Q4	

## 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.

### Demographics

Select screens ▾

3 Boulder

Teacher: Bertelson

Name (Last, First MI)	
Address	Billings, Mt 59106
Home Phone	406-
Age	9 years 3 months
Aggregate days of membership (YTD)	174
Area/neighborhood	
DOB	02/15/2006
Ethnicity	
Father's Employer	
Father's Home Phone	(406) -
Father's Name	
Father's Work Phone	(406) -
Gender	M
Grade Level	3
Graduation Year	2024
Guardianship	

**Graduation Plan Progress:** A Graduation Plan must be selected for the student in order for this screen to display

### Graduation Plan Progress 📄

Select screens ▾

11 West

Counselor: Petersen, Kimberly


Graduation Contracts					
Subject Group	Earned	Enrolled	Requested	Required	Progress
• BPS Graduation Plan	15	2.5	21	3.5	
• English	2.5	0.5	4	1	
• Mathematics	2		2		✓
• Social Studies	1.5	0.5	3	1	
• World History	1		1		✓
• American History	0.5	0.5	1		
• Government	0		0.5	0.5	
• Senior Social Studies			0.5	0.5	
• Science			2		✓
• Biological Science			1		✓
• Physical Science			1		✓
• Health Enhancement			1.5	1	
• Visual and Performing Arts	1		1		✓
• Practical Arts	0.5		1	0.5	
• Elective	5	1.5	6.5		

Progress Bar Legend: ■ Completed Credits ■ Current Enrollments ■ Requested Courses

clicking on blue link will provide details as to classes taken to earn credit



## Historical Grades



### Historical Grades

11 West

Counselor: Tocci, Beth

Select screens

lists all stored grades for the grades levels at your school

### Detailed View

Year/Term	Crd Lvl	Course number	Course	Earned Credit	S1	S2
14-15			ADV ACTIVITIES	0.50	4	.
14-15			ALGEBRA 2	0.50	3	.
14-15			CHEMISTRY	0.50	3	.
14-15 S1	11	EN310A	ENGLISH 3	0.50	3	.
14-15 S1	11	AR112	JEWELRY 1	0.50	4	.
14-15 S1	11	SS310A	US HISTORY	0.50	3	.
13-14 S2	10	AR111	ART 2	0.50	.	4
13-14 S1	10	SC210A	BIOLOGY 1 S1	0.50	4	.
13-14 S2	10	SC210B	BIOLOGY 1 S2	0.50	.	3
13-14 S1	10	HE210	CULINARY 1	0.50	4	.
13-14 S1	10	EN210A	ENGLISH 2	1.00	3	2
13-14 S1	10	MA112A	GEOMETRY S1	0.50	4	.

## Meeting Attendance: View the student's attendance for the current term (all classes)

E: 01/20/2015 L: 06/06/2015																								
ALGEBRA 2 McIlvain, Jody 263 E: 01/20/2015 L: 06/06/2015	4(A)			R						-	I							-	-					
US HISTORY Klaboe, Paul A-4 E: 01/20/2015 L: 06/06/2015	5(A)									-	I							-	-					
PERS FINANCE Bogunovich, Nicole 167 E: 01/20/2015 L: 06/06/2015	6(A)									-	I							-	-					
Course	Expression	4/27-5/1					5/4-5/8					5/11-5/15					5/18-5/22					5/25-5/29		
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W
CHEMISTRY Greene, Steve 204 E: 01/20/2015 L: 06/06/2015	1(A)	M	O			-	M	M														-		
ENGLISH 3 Repnak, Laura 107 E: 01/20/2015 L: 06/06/2015	2(A)	M	O			-	M	M														-		

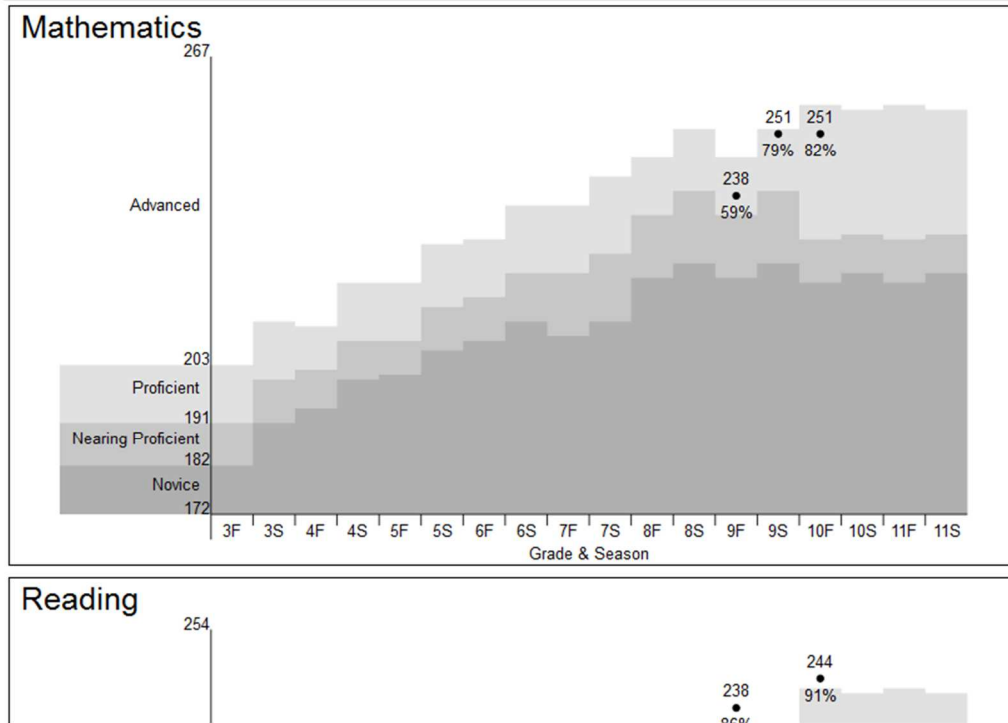
## NWEA Graphs

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

Counselor: Tocci, Beth


PowerSchool Test Scores NWEA Graphs

The X-axis shows the grade level and season (Fall or Spring). Each point has the RIT score above and the percentile below.



## Net Access Summary

Display of login information for PowerSchool Parent and Student Portals



### Net Access Summary

11 West

Counselor: Petersen, Kimberly

Parent Access Summary				
Parent	Date	Time	IP Address	Duration (minutes)
1. [User Icon]	09/10/2014	06:40 AM	10.20.0.52	0.65

Student Access Summary				
Student	Date	Time	IP Address	Duration (minutes)
1. [User Icon]	11/11/2014	08:59 AM	10.20.0.52	11.38

## 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.

Quick Lookup Standards Grades

Quick Lookup 11 West  
Counselor: Petersen, Kimberly

Select screens

Exp	Last Week				This Week				Course	S1	S2	Absences		Tardies		Missing Class
	M	T	W	H	F	M	T	W				H	F	S2	14-15	
1(A)											2 55.2	4	4	0	0	8
2(A)											3 83	4	4	0	0	8
3(A)											2 70	4	4	0	0	8
4(A)											2 72	4	4	0	0	9
5(A)											3 88	4	4	0	0	10
6(A)											3 83	7	7	0	0	11
CC(A)	-	-	-	-	-	-	-	-	-	-	--	0	0	0	0	0
OL(A)	-	-	-	-	-	-	-	-	-	-	--	0	0	0	0	0
Attendance Totals											27	27	0	0		

Current BPS GPA GPA (S2): 3.0000

[Show dropped classes also](#)

## 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

Exp	Trm	Crs-Sec	Course	Teacher	Room	Enroll	Leave
1(A)	S2	SC211B-2	CHEMISTRY	Greene, Steve	204	01/20/2015	06/06/2015
2(A)	S2	SS310B-6	US HISTORY	Klaboe, Paul	A-4	01/20/2015	06/06/2015
3(A)	S2	EN310B-9	ENGLISH 3	Lee, Jason	121	01/20/2015	06/06/2015
OL(A)	14-15	NC101-3	*Upward Bound	ETS, UB West	178	09/12/2014	06/06/2015
4(A)	S2	CCE102B-32	ENGINEER DESIGN	Anderson, Eric	CC	01/20/2015	06/06/2015
5(A)	S2	CCA214B-34	ALGEBRA 2	Maier, David	CC	01/20/2015	06/06/2015
6(A)	S2	CCV223B-34	ANIMATION LAB2 S2	Anderson, Kirby	CC	01/20/2015	06/06/2015
CC(A)	S2	CATGO2B-33	PART TIME CC	Schaaf, Darwin	West	01/20/2015	06/06/2015

## 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.

The screenshot shows a web interface for student contacts. At the top, there is a student profile section with a photo and a dropdown menu. Below this, a table lists contacts with columns for Contact, Relationship, and Addresses. Callouts provide specific information about the 'Lives With' and 'Mailing Address' fields.

**Callout 1:** shows if the student lives with this contact Full time, (points to the 'Lives With: Part Time' field)

**Callout 2:** shows if the contact is to receive mailings as the student's primary address is NOT the same as the contacts (points to the '\*Receives Secondary mailings\*' field)

Contact	Relationship	Addresses
Contact Priority #2	Relationship: Father	Home Address: [redacted] Email: [redacted] Mailing Address: [redacted] Home: (406) [redacted] *Receives Secondary mailings* Cell: (406) [redacted] Work: (406) [redacted] Employer: Yellowstone County
Contact Priority #1	Relationship: Mother	Home Address: [redacted] Email: [redacted] Mailing Address: [redacted] Home: (406) [redacted] Cell: (406) [redacted] Work: (406) [redacted] Employer: Yellowstone County
Contact Priority #3	Relationship: Other	Home: (406) [redacted]

## 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.

Test	Test Date	Grade Level	Description
MontCAS	03/05/2012	8	
NWEA	09/07/2012	9	
NWEA	04/03/2013	9	
NWEA	04/23/2013	10	

click the blue text to view the test details

Back to all tests

Test	MontCAS
Date	03/05/2012
Term	11-12 2011-2012
Grade Level	8

Score	Number	Percent	Alpha
Reading	282	0	3
Math	253	0	3
Science	241	0	2



## 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**

Which report would you like to print?

Watermark Text

Watermark Mode

When to print  (MM/DD/YYYY) /

## 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**

A screenshot of a web form for printing reports. The form has several sections: 'Which report would you like to print?' with a dropdown menu showing 'Class Attendance Audit'; 'For which students?' with the text 'All 52 students in my classes.'; 'Test print?' with a checkbox and the text 'Print only the first 2 pages.'; 'Watermark Text' with an empty text box; 'Watermark Mode' with a dropdown menu showing 'Overlay'; and 'When to print' with a dropdown menu showing 'ASAP' and a date field '(MM/DD/YYYY)'. A blue 'Submit' button is at the bottom right.

## 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:

### Reports for All Students

A screenshot of a web form for selecting a report card. The form has several sections: 'Which report would you like to print?' with a dropdown menu showing 'Class Attendance Audit', 'Class Attendance Audit \*To the Parent or Guardian of: A5160', '\*HS Progress Report 1st 6wk', '\*MS Progress Report', and '1st Grade Report Card'; 'For which students?'; 'Test print?'; 'Watermark Text'; and 'Watermark Mode'. A red callout bubble points to the '1st Grade Report Card' option in the dropdown menu.

Submit

**\*\*** 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.



## Report Queue - My Jobs

**Refresh**

You will be taken to your 'Report Queue' - if the report is 'Running', select 'Refresh' until the report shows Completed -- You may then view the report before printing

Created	Job Name	Started	Ended	Status
10/17/2011	1st Grade Report Card	10/17/2011 05:08 PM		Running
10/17/2011	1st Grade Report Card	10/17/2011 04:17 PM	10/17/2011 04:17 PM	Completed <a href="#">View</a>



## Emailing Students

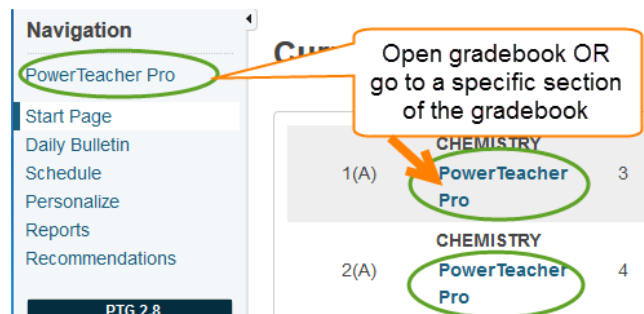
Select the envelope icon to generate a list of current students in the selected class.

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

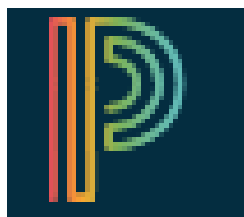
## Accessing PowerTeacher Pro (Gradebook)

### 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

PowerTeacher Portal



# Welcome to PowerTeacher Pro

The screenshot shows the PowerTeacher Pro interface. At the top, the user is logged in as Darcy McClenahan. The main navigation bar includes a 'Create' button, a 'Help' button, and a 'Q1' dropdown menu. The central area displays a 'Welcome to PowerTeacher Pro!' message. A large overlay window provides a detailed welcome message and lists new features. Callout boxes highlight specific interface elements: 'Enter Scores' (with a note 'q1 is already completed'), 'Select Students', 'Select Classes', and 'Create Assignments'.

**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 class 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

**Callouts:**

- Enter Scores:** q1 is already completed.
- Select Students:** No assignments currently
- Select Classes:** (Callout points to the 'Select Classes' button)
- Create Assignments:** (Callout points to the 'Create Assignments' button)
- Help:** Navigate to this page at any time by selecting '?' and 'Getting Started'



## 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

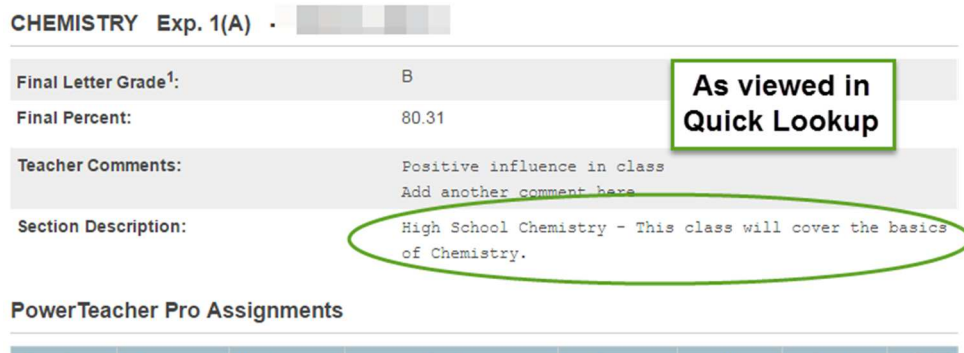
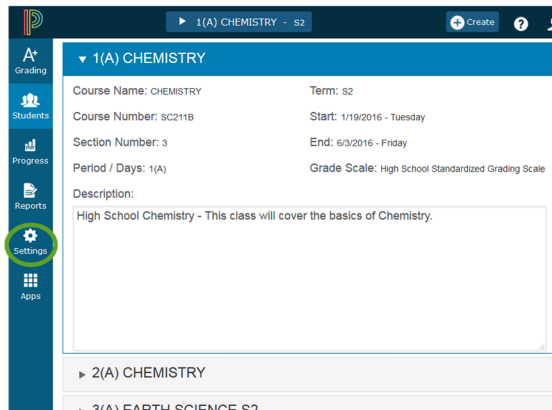
- Use keyboard shortcuts, or hot keys, to enter score attributes quickly. Press **Enter** to view the indicator in the cell.

Hot Key Code	Description
CO or (.)	Marks an assignment collected.
LA or (*)	Marks an assignment late.
MI or (/)	Marks an assignment missing.
EX	Marks an assignment exempt.
AB	Marks an assignment incomplete due to student absence.
IN	Marks an assignment incomplete.

# Gradebook Settings

## Class Description

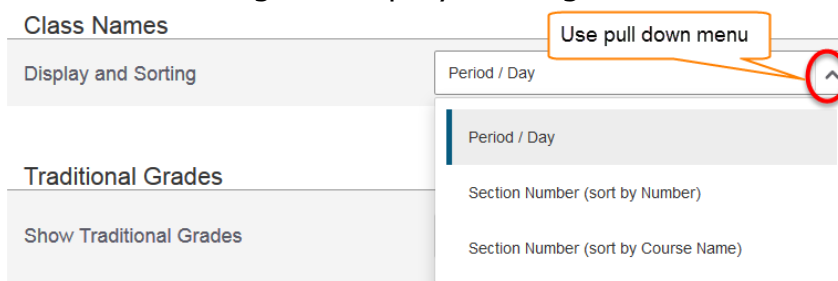
- PT Pro > Settings > Class Description
  - Add a class description or other information about the class that will be visible in PowerSchool Student and Parent Portals, and in PowerSchool Mobile. Example include grading policy, class syllabus, links to class resources, and more.



## Display Preferences (courses)













### Class Names

- PT Pro > Settings > Display Settings > Class names

















## View sections by Course Name 'Period/Day'

► [S2 \(2015-2016\)](#)

Classes	Groups	Settings
1(A) CHEMISTRY	S2	 
2(A) CHEMISTRY	S2	 
3(A) EARTH SCIENCE S2	S2	 
4(A) CHEMISTRY	S2	 
4(A) TEACHER AIDE	S2	 
6(A) CHEMISTRY	S2	 

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.

Classes	Groups	Settings
61 Art	15-16 (Will James)	 
62 Art	15-16 (Will James)	 
63 Art	15-16 (Will James)	 
64 Art	15-16 (Will James)	 
4Estrada Art	15-16 (Boulder)	 
4Hersel Art	15-16 (Boulder)	 
4Martin Art	15-16 (Boulder)	 
4Pogue Art	15-16 (Broadwater)	 

## 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

**Traditional Grades**

Show Traditional Grades ☒

Values to Show in the Traditional  

Grade Column Grade, Percent, Points


*Current selected value - use the pull down menu to change*

---

**Standards Usage**

Show Standards Pages and Links ☒


Show Standards on Assignments ☒

Auto-Calculate Assignment  

Standards Scores Initial State

*If you use Standards in grading, please select the following*

---

Navigation Links Sort Order  

---

Professional Judgment Indicator


☒ Show on Grading : Standards

☒ Show on Students : Standards Progress


## 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

**Student Names**

Display  

Example: Smith, John

Sort Students by  

☐ Add newly enrolled students to the bottom

☐ Hide pre-registered students


- 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'

ACTIONS 

S2 Reporting Term for 3(A) EARTH SCIENCE S2 x

Formula Drop Low Scores

Calculate Overall Class Grade ✔

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points	Total Points	1	100%	+

select to add each category

Total Points  
 Standards Weighting  
Category Weighting

Formula Drop Low Scores

Calculate Overall Class Grade ✔

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	1	33.33%	-
Category Weighting	Project	1	33.33%	-
Category Weighting	Test	1	33.33%	-

Formula Drop Low Scores

Calculate Overall Class Grade ✔

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	1	25%	-
Category Weighting	Project	1	25%	-
Category Weighting	Test	2	50%	-

Change Weight to adjust the %

## 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

The screenshot shows the 'Drop Low Scores' settings interface. A green circle highlights the 'Drop Low Scores' tab. An orange callout box points to the 'Low Scores' section with the text 'Select to drop by Overall or by Category'. Another orange callout box points to the 'Drop Lowest by Category' dropdown menu with the text 'If selecting by Category, select which Category(s) and how many scores to drop'. The interface includes a 'Formula' tab, a 'Low Scores' section, a 'Drop Low Scores' section, a 'CATEGORY' dropdown menu (currently set to 'Classwork'), a 'DROP LOW' button with a plus sign, and a text input field containing the number '3'.

## 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:

The screenshot shows a dropdown menu titled 'Most Recent Scores'. The menu is open, displaying a list of calculation options: 'Most Recent S...', 'Mean', 'Median', 'Mode', 'Weighted Mean', 'Highest', and 'None'. The 'Most Recent S...' option is currently selected.

## Grade Calculations Example


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

Calculation Method	Calculated Score Result
Mean (average of the scores)	3
Weighted Mean average of the scores, weighted by total value (points possible x weight)	3 (but depends on the weighted points possible for the assignments)
Median (middle score)	3
Mode (most frequently occurring score)	3 <b>Note:</b> When there is more than one mode, this score will be the highest of the modes.
Highest (highest score)	4
Most Recent (average of the most recent scores)	<p>Most Recent 1 score: 4</p> <p>Most Recent 2 scores: 3.5 (average of 3 and 4)</p> <p>Most Recent 3 scores: 3.33 (average of 3, 3, and 4)</p> <p>You can also set a weight for each of the most recent scores on the Preferences dialog.</p> <p>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.</p>

### Number of score to include in the calculation

- Select 

**Most Recent Scores Calculation**  
Set how many recent scores to include in the calculation, and their relative weighting.

Number of Scores  

Select # of Scores

SCORE	WEIGHT	PERCENT
1 (Most Recent)	<input type="text" value="1"/>	25%
2	<input type="text" value="1"/>	25%
3	<input type="text" value="1"/>	25%
4 (Least Recent)	<input type="text" value="1"/>	25%

adjust % by adjusting the weight of the score

## 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

Automatically calculate higher level standards grades from lower level standards grades.

Auto-Calculate ☒

Use This Metric Mean ▼

## Example of Higher Level Standards

▼ MA(A) Math 3 - 15-16 (Rose Park)

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



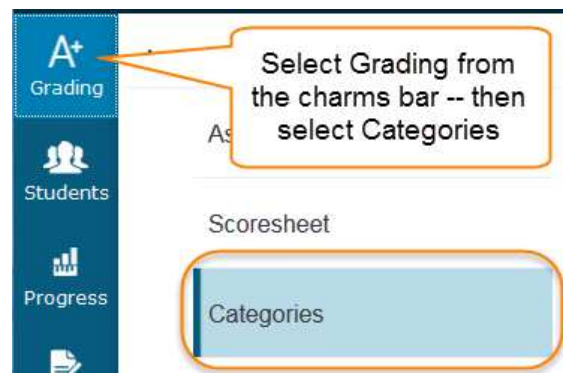
## Assignment Categories

- 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

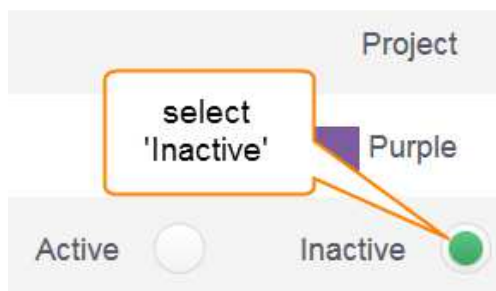


you

## Hiding Categories

- Do you want to hide a category are not longer using?

- Select



- Select

- Save

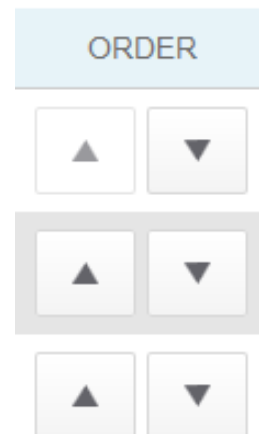
- To view categories you have hidden – Check

Show Inactive



## Organizing Categories

- Select the order in which you would like your categories to appear by using the Order arrows



## Review Categories

**Categories**

Do you want to change the order in which classes appear?

Are your categories assigned to the correct classes?

Show Inactive ☐

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
		Quiz	All Classes (15-16)		
		Test	All Classes (15-16)		
		Activities	7 Classes: 3(A) EARTH SCIENCE S2, CHEMISTRY [ 4(A), 5(A), 6(A) ], CHEMISTRY [ 4(A), 6(A) ], 6(A) TEACHER AIDE <a href="#">(Less)</a>		
		Assignments	All Classes (15-16)		
		Chem Folder	8 Classes: CHEMISTRY [ 1(A), 4(A), 5(A), 6(A) ], CHEMISTRY [ 1(A), 2(A), 4(A), 6(A) ] <a href="#">(More)</a>		
		Labs	All Classes (15-16)		

If a category is assigned to individual classes, select [\(More\)](#) or [\(Less\)](#) to view all classes it is assigned to

## 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

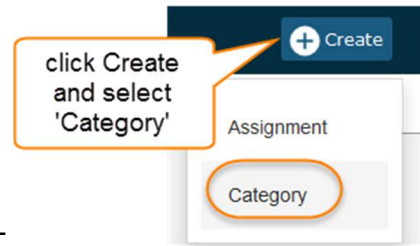
**Category** Assignment Defaults View All

Limit this category to these classes

Select Classes

Name*	Color	Status	Description
4(A) CHEMISTRY		S1	
4(A) CHEMISTRY		S2	
4(A) TEACHER AIDE		S2	<input type="checkbox"/>
5(A) CHEMISTRY		S1	
6(A) CHEMISTRY		S1	
6(A) CHEMISTRY		S2	
6(A) TEACHER AIDE		S1	

## Creating a New category



- On the navigation bar, Select
- Create Category information in the Category tab:

A screenshot of the 'Create: Parent signatures' form. The form has a blue header bar with the title 'Create: Parent signatures', a help icon, and a close icon. Below the header, there are three tabs: 'Category', 'Assignment Defaults', and 'View All'. The 'Category' tab is selected. The form contains the following fields: 'Limit this category to these classes' with a 'Select Classes' dropdown; 'Name\*' with the text 'Parent signatures'; 'Color' with a tan color swatch and a dropdown; 'Status' with 'Active' (selected) and 'Inactive' radio buttons; and 'Description' with the text 'Items sent home for Parent signatures'.

- ✓ 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

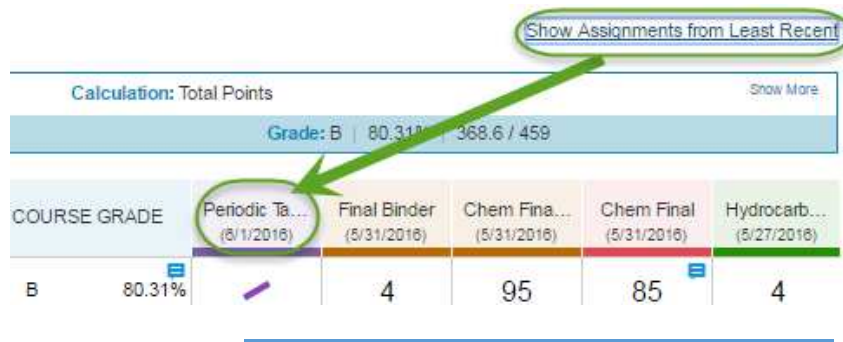
A screenshot of the 'Create: Parent signatures' form in the 'Assignment Defaults' tab. The 'Assignment Defaults' tab is selected and circled in green. The 'Score Type' dropdown menu is open, showing options: 'Points', 'Percent', 'Grade Scale', and 'Collected Only' (which is circled in green). A green arrow points to the 'Select Score Type' dropdown. A callout box with an orange border points to the 'Collected Only' option, containing the text 'If you select 'Collect Only' -- Scoring and Count in Final Grade options disappear'.

- 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



Calculation: Total Points Show More

Grade: B | 80.31% | 368.6 / 459

COURSE GRADE	Periodic Ta... (6/1/2016)	Final Binder (5/31/2016)	Chem Fina... (5/31/2016)	Chem Final (5/31/2016)	Hydrocarb... (5/27/2016)
B 80.31%		4	95	85	4

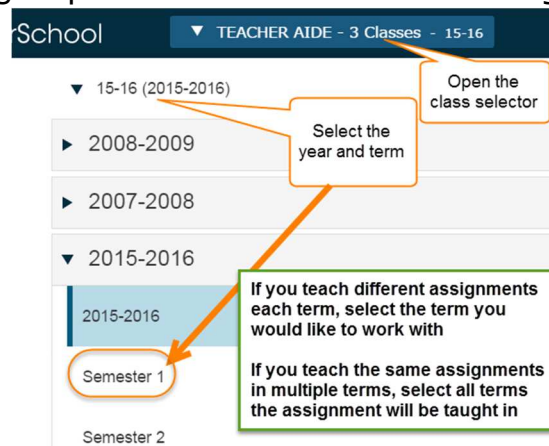
### Scoresheet

### Assignment Page

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE ▼	SCORE TYPE
Act	1. Periodic Table	1 / 18	6/1/2016	Points pts: 4
Test	2. Chem Final	18 / 18	5/31/2016	Percent

### 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:



School ▼ TEACHER AIDE - 3 Classes - 15-16

▼ 15-16 (2015-2016)

► 2008-2009

► 2007-2008

▼ 2015-2016

2015-2016

Semester 1

Semester 2

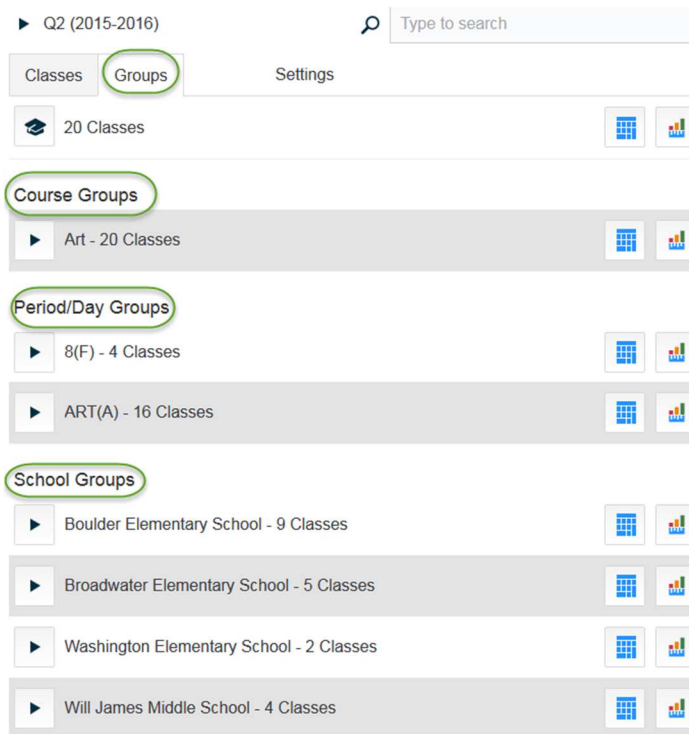
Open the class selector

Select the year and term


If you teach different assignments each term, select the term you would like to work with

If you teach the same assignments in multiple terms, select all terms the assignment will be taught in

- 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'



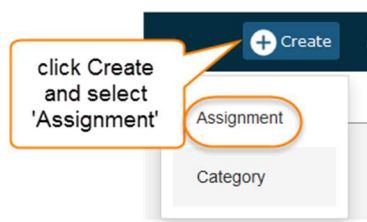
- Select  to go directly to the ScoreSheet for a class

- 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

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



- Select :

### 3. View the 'Create Assignment' page

The screenshot shows the 'Create Assignment' page with the following elements and callouts:

- 1** (Blue callout): Points to the 'Classes\*' section, which lists 8 classes: CHEMISTRY [ 1(A), 4(A), 6(A) ] (M) and CHEMISTRY [ 1(A), 2(A), 4(A), 6(A) ] (M). The callout asks, 'Are these the classes you want to create an assignment for?'.
- 2** (Orange callout): Points to the 'Select Classes' dropdown menu. The text says, 'If the proper classes are not displaying, use pull down menu to select the correct classes'.
- 3** (Orange callout): Points to the 'Assignment Name\*' field, which contains 'New Assignment Name'. A red error message 'Missing required field' is visible. The callout says, 'Title your assignment'.
- 4** (Orange callout): Points to the 'Select Category' dropdown menu. The text says, 'Select Category'.
- 5** (Red circle): Points to the top navigation bar.

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

The screenshot shows the assignment settings section with the following elements and callouts:

- Category \***: A dropdown menu showing 'Classwork'.
- Score Type**: A dropdown menu showing 'Points'.
- Score**: Two buttons, '+ Extra Points' and '+ Weight'.
- Score Entry Points\***: A text input field containing '25'.
- Count in Final Grade**: A checkbox that is checked (indicated by a green checkmark).
- Due Date\***: A text input field containing 'Friday 1/15/2016' and a calendar icon.

A callout box explains: 'Score Type, Score value (Extra Points, Weight), Entry Points, to Count in Final Grade may all be modified from the default settings you set up for the category'. Arrows point from this callout to the 'Score Type', 'Score Entry Points\*', and 'Count in Final Grade' fields.

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

**Due Date\*** + Per Class

**Due Date\*** Single Due Date

enter due date for each section

1(A) CHEMISTRY Friday 1/15/2016

1(A) CHEM 1/15/2016

You will get a warning if assign a date that is not within the term for the selected course

Date must be on or between 1/19/2016 and 6/3/2016

2(A) CHEMISTRY Friday 1/15/2016

6. Enter a Description if desired

Description

Chapter 5 page 74 - Questions 1-25

Save

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:

Assignment Students Standards Publish

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



## Add/Remove Students

Assignment
 **Students**
 Standards
 Publish

Classes  
 4 Classes: CHEMISTRY [ 1(A), 4(A), 5(A), 6(A) ] (More)

Show Selected Students
 **Add/Remove Students**

The assignment applies to 77 out of 79 students.

FILTER  X

	5(A) CHEMISTRY	<input type="checkbox"/>
	6(A) CHEMISTRY	<input checked="" type="checkbox"/>
	6(A) CHEMISTRY	<input checked="" type="checkbox"/>
	4(A) CHEMISTRY	<input type="checkbox"/>
	5(A) CHEMISTRY	<input checked="" type="checkbox"/>
	6(A) CHEMISTRY	<input checked="" type="checkbox"/>

De-select students you do not want the assignment to

9. If you are assigning Standards to the assignment, select the Standards tab

Assignment
 Students
 **Standards**
 Publish

Classes  
 1 Class: MA(A) Math 3

Show Selected Standards
 **Add/Edit Standards**

FILTER  X

3.OA.01 - Interpret products of whole numbers	<input type="checkbox"/>
3.OA.02 - Interpret whole-number quotients of whole numbers	<input type="checkbox"/>
3.OA.03 - Use multiplication and division within 100 to solve word problems	<input type="checkbox"/>
3.OA.04 - Solves for the unknown in a multiplication or division equation	<input checked="" type="checkbox"/>
3.OA.05 - Apply properties of operations as strategies to multiply and divide	<input checked="" type="checkbox"/>
3.OA.06 - Understand division as an unknown-factor problem	<input type="checkbox"/>
3.OA.07 - Fluently multiply and divide within 100	<input checked="" type="checkbox"/>
3.NBT.02 - Fluently add and subtract within 1000	<input type="checkbox"/>

Check the standards you want to apply to the assignment



Classes  
1 Class: MA(A) Math 3

Show Selected Standards Add/Edit S

Select to Auto-Calculate Assignment Standards Scores & review attached standards

Auto-Calculate Assignment Standards Scores ☒

STANDARDS	COUNT IN GRADE
3.OA.04 - Solves for the unknown in a multiplication or division equation	<input checked="" type="checkbox"/>
3.OA.05 - Apply properties of operations as strategies to multiply and divide	<input checked="" type="checkbox"/>
3.OA.07 - Fluently multiply and divide within 100	<input checked="" type="checkbox"/>

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

Assignment Students Standards **Publish**

Publish Assignment

Publish Scores



Assignments are always set to publish Immediately - you may change when an assignment is set to publish with these options

Immediately  
On Specific Date  
Days Before Due Date  
On Due Date  
Never

11. When you are finished make sure you



## Editing an Assignment

- Select an assignment in either Scoresheet or Assignment list
- Select **Edit Assignment** or select  from the Assignment list page
- Update all information and then select 
  - 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

Assignment Students Standards **Publish**

Publish Assignment

Never

**Warning:** The assignment is set to count in final grade yet never publish.

If you set the assignment to publish Never and it is to be included in the Final Grade you will get this warning  
**Any assignment included in the final grade calculation should ALWAYS be published**

Publi N/A

## 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

**Assignments** S2 ▾

Basic Filter

Show ☐ Needs Scoring ☐ Due +

Due Date ▾ = ▾ MM/DD/YYYY +

Category ▾ Apply Clear Apply

Use the pull-down menu to select from the following options

SCORED	DUE DATE ▾	SCORE TYPE	EDIT
18 / 18 ✓	6/3/2016	Points pts: 20	

Enter an assignment title or Press the + button to add additional search criteria

**Edit: new assignment** ? ×

**Assignment** Students Standards Publish

Classes\* Select Classes ▾

1 Class: MA(A) Math 3

Assignment Name\*

Category \* Daily Work ▾

Score Type Points ▾

Score Remove Extra Points + Weight Score Entry Points\* 7

Extra Points\* Score Entry Points 7 + Extra 5 = Max Entry 12

Count in Final Grade ☐

Due Date\* Monday 9/14/2015

Description

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

The screenshot shows the 'Edit: new assignment' window with the 'Students' tab selected. The 'Classes' section shows '1 Class: MA(A) Math 3'. Below this are buttons for 'Show Selected Students' and 'Add/Remove Students'. A message box states 'The assignment applies to all students.' Below this is a 'FILTER' input field and a table of students. A green arrow points to the first student's checkbox, which is checked.

FILTER	
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Go to the Standards tab to Edit:

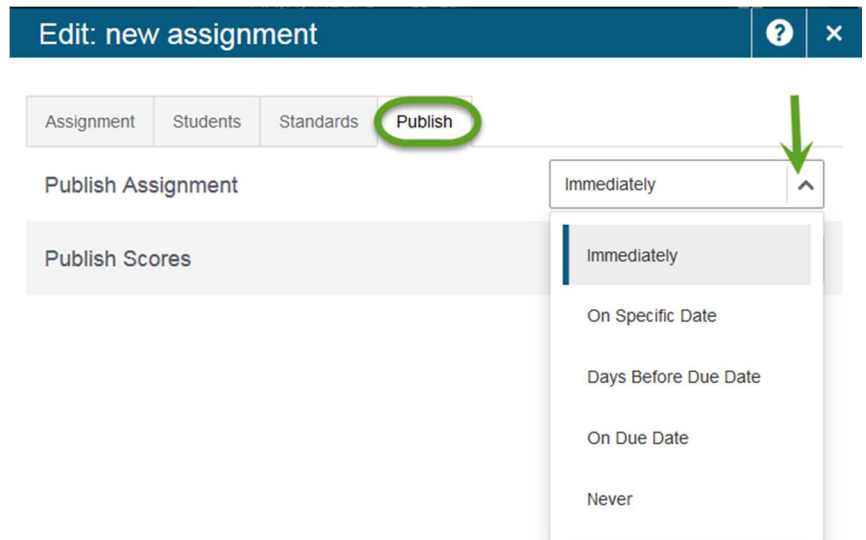
- Add or Edit Standards attached to the assignment

The screenshot shows the 'Edit: new assignment' window with the 'Standards' tab selected. The 'Classes' section shows '1 Class: MA(A) Math 3'. Below this are buttons for 'Show Selected Standards' and 'Add/Edit Standards'. A section titled 'Auto-Calculate Assignment Standards Scores' has a checked checkbox. Below this is a table with 'STANDARDS' and 'COUNT IN GRADE' columns. The first standard, '3.NBT.02 - Fluently add and subtract within 1000', is checked in the 'COUNT IN GRADE' column.

STANDARDS	COUNT IN GRADE
3.NBT.02 - Fluently add and subtract within 1000	<input checked="" type="checkbox"/>

Go to the Publish tab to Edit:

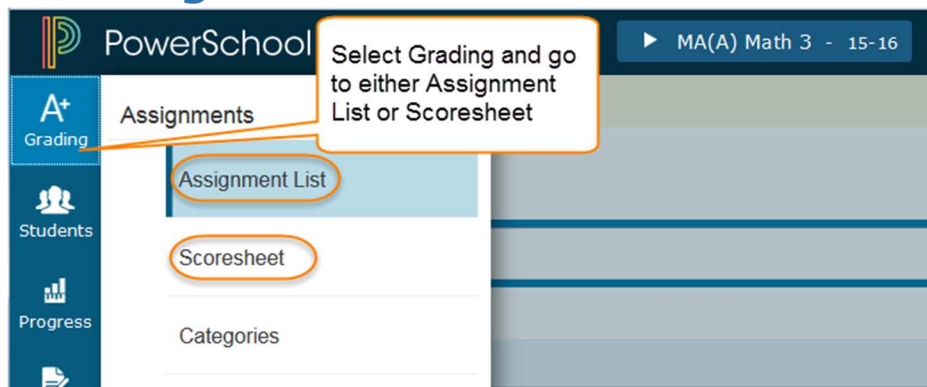
- When the assignment will be published
  - Immediately
    - On Specific date
    - Days Before Due Date
    - On Due Date
    - Never



## Duplicating an Assignment

- PT Pro > Grading > Assignments
  - Find the assignment you would like to duplicate
  - Select [Edit Assignment](#)
  - At the bottom of the page, select [Duplicate](#)
    - 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:

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE ▲	SCORE TYPE
----------	-------------	--------	------------	------------



- Assignments may also be Edited from this page

## Assignments

Q1 ▼

▶ Filter  Clear Apply

1-10 of 16 items

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE ▲	SCORE TYPE	EDIT
Math	1. new assignment	0 / 19	8/26/2015	Points pts: 7	
Dail	2. 1.5 pg. 31	19 / 19 ✓	9/14/2015	Points pts: 7	
Dail	3. 1.6 pg. 39	18 / 19	9/15/2015	Points nts: 7	

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

Hide Standards

option to hide Standards

Assignment with Standards

Assignment: new assignment

Score Type: Points (7)

Score: -- | -- | --/7 (Exempt)

Due: 8/26/2015

STUDENTS (19)

SCORE (8/26/2015)

3.OA.04

3.OA.06

3.NBT.02

1.

2.

3.

Assignment: Periodic Table

Score Type: Points (4)

Score: -- | -- | --/4

Due: 6/1/2016

STUDENTS (18)

SCORE (6/1/2016)

1.

2.

3.

4.

Assignment without Standards

## Scoresheet

- will display all assignments for selected term

Scoresheet - Q1

MA(A) Math 3

view assignments by Most Recent or Least Recent

Show Assignments from Most Recent

Class Grade: Q1

Grade Scale Type: Total Points

Grade: 4 | 96% | 180.92 / 189

Click on assignment title to go to individual assignment

STUDENTS (19)	COURSE GRADE	new assign ... (8/26/2015)	1.5 pg. 31 (9/14/2015)	1.6 pg. 39 (9/15/2015)	1.7 Pg. 45 (9/16/2015)	Ch. 1 Mid- (9/17/2015)
1. [Student Name]	4 96% 180.92/189		10	5	15	12
2. [Student Name]	0 57% 100.67/178		7	6	16	8
3. [Student Name]	2- 70% 117/166		2	1	8	4
4. [Student Name]	0 20% 35.17/175		1	3	4	
5. [Student Name]	1+ 69% 129.75/189		4	3	10	5
6. [Student Name]	2- 71% 125.67/176		1.5	5	10	11
7. French, Henry	0 43% 70.58/166		2	2	10	8
8. Greyn, Landon	1 67%		10	6	13	11

## 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

close

Helmiick, Kaitlin

Score

enter a comment

fill scores for 1 assignment - any scorebox that is empty

fill scores for 1 student - any scorebox that is empty

navigate up or down the list of students

navigate to next or previous assignment

Enter scoring 'Codes' - not used by BPS at this time

enter Score Attributes

Max Entry: 12

7 8 9

4 5 6 Codes

1 2 3

0 . Enter

! Missing

✓ Collected

⌚ Late

⏸ Incomplete

✍ Exempt

🪑 Absent

Approximately 4000 Characters Left

- 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

use keyboard for  
Score Inspector  
or the keyboard of  
your computer  
\*allows entry from  
all device types

Possible  
Points

### Assignment Score Type

Assignment: S2 Pop Quiz		Edit Assignment	Show More
Score Type: Points (10)	Score: --   --   --/10	Due: 1/19/2016	
STUDENTS (18)	COURSE GRADE	S2 Pop Quiz (1/19/2016)	Lab (1/21/2016)
1. [Progress Bar]	A 80.48% 432.4/544	79	

- 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

Assignment: S2 Pop Quiz		Edit Ass
Score Type: Points (10)	Score: A   100%   10/10	
ST	E GRADE	S2 Pop Quiz (1/19/2016)
1. [Progress Bar]	80.48% 442.4/554	10

Once the score is  
entered and  
saved, their score  
will display

Alert will show if  
an invalid score  
type is entered



## 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 Score Inspector



- Select the Fill icon with the vertical arrows

To fill multiple assignment score for one student:

- Enter the score or select the 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 use 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

The screenshot shows a sidebar with a comment icon (speech bubble) and two 'Fill' buttons (one with vertical arrows, one with horizontal arrows). Below these are status icons: Missing, Collected, Late, Incomplete, Exempt, and Absent. At the bottom is a large white text box for entering a comment, with the text 'Approximately 4000 Characters Left' below it. An orange arrow points from the comment icon to the text box.

Comments may be entered from the comment icon or from the comment box. The comment is attached to the student score and is viewable in the parent portal.

Comment Bank is only available through the comment icon.

Comment Bank.

As you enter scores or indicators for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the



Comment Boxes will appear on your scoresheet and in Quick Lookup for Parents & Admin to view

### To enter comments manually:

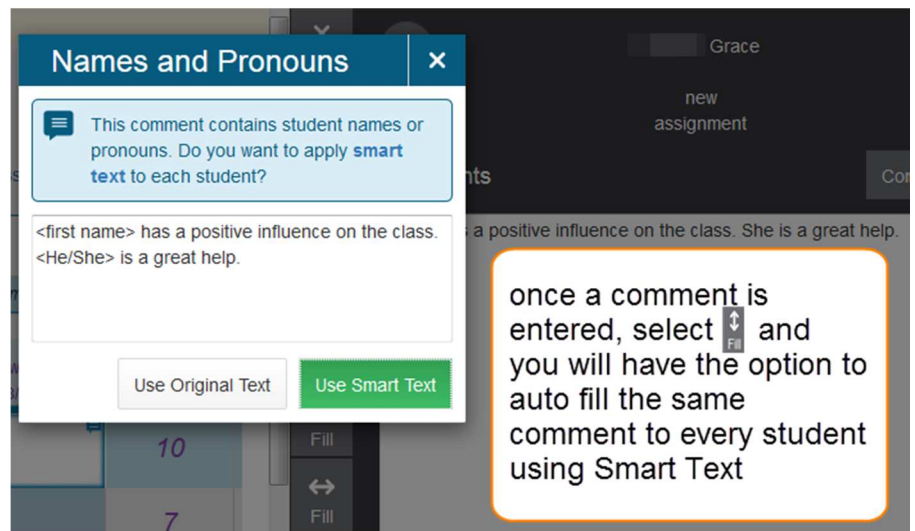
- Select the comment icon at the bottom of the Score Inspector, or select the Comment icon on the Score Inspector and select the larger text field
- Enter Comment text. A comment icon appears in the score field, indicating that a comment exists for that score

### 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

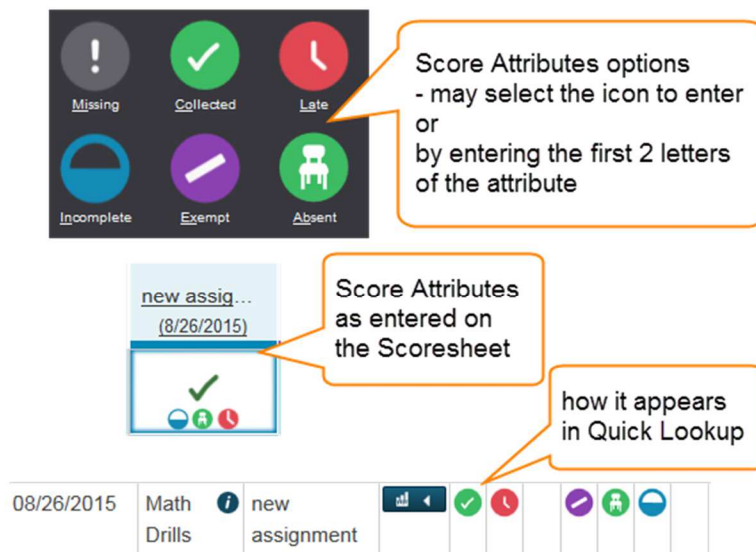
### Smart Text in Comments

- 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



## 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**

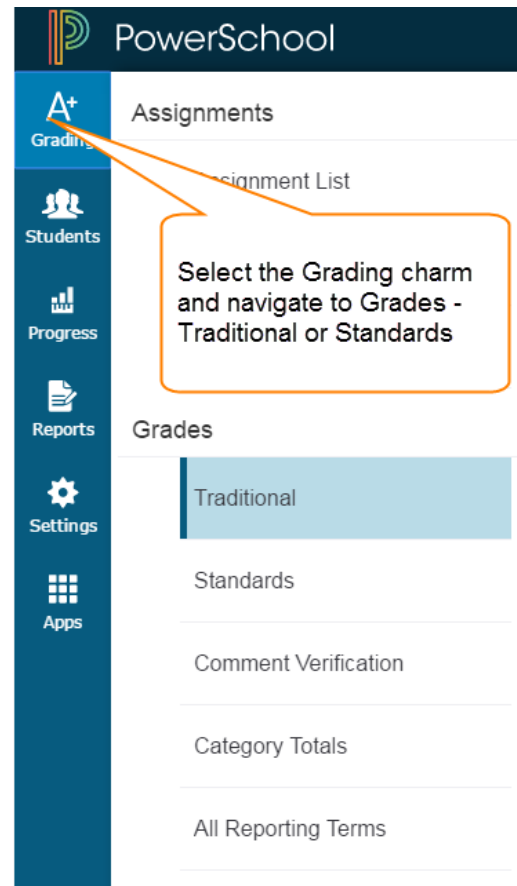
## Final Grades

- 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

1(A) CHEM

Class Grade: S2  
Grade Scale Type

lists each student with their final calculated grade, # of Absences & Tardies and the number of missing, late, or incomplete assignments


Calculation:

Grade: A | 80.31% | 369.4 / 459

STUDENT (18)			ATTENDANCE		ASSIGNMENTS		
			ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE
1. [Student Icon]	A	80.31% 369.4/459	14	5	4	2	3
2. [Student Icon]	D	65% 298.8/459	2	–	1	–	–
3. [Student Icon]	A	91.6% 413.22/451	7	10	–	–	–

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




## Overriding Final Grades

 S2 is already completed.

Grades: Traditional - S2 ▼



Gray triangle appears on any grades that have been overridden

Calculation: Total

STUDENT (18)	S2	ATTENDANCE
		ABSENCES
1. 	A 80.31% 369.4/459	14
2. 	D 65%	2
5. 	D 67.8% 311.32/459	1

Select a student to override a final grade or add or modify a comment - the Final Grades Score Inspector appears



S2 - Grade

A 80.31 %  

Calculated : B : 80.48%

A B C Codes

D F Enter

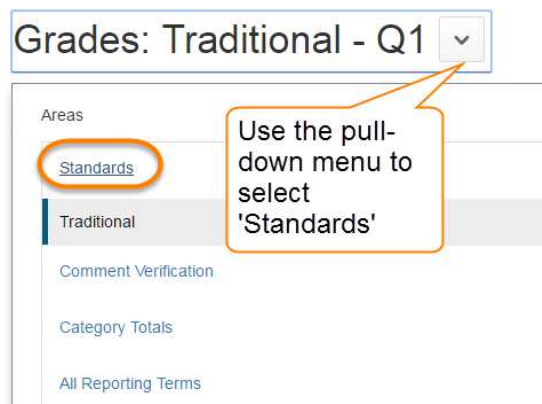
 Incomplete  Exempt

Positive influence in class

Approximately 2021 Characters Left

- 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



### Standards Final 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.

STUDENT (19)	Q1	3.OA.01	3.OA.02	3.OA.03
1. [Student Icon]	4 96% 187.92/196	3	2	2
2. [Student Icon]	0 57% 107.67/185	2	1	2
3. [Student Icon]	2- 70%	2	1	1

- 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



### Functions

Recalculate Final Grades

## Report Card Comments

1 select the final grade box in either Traditional, Standards, Category Totals, or Comment Verification screens

2 Once the Score Inspector displays, select the Comment icon

3 Either type your comment or use the comments from the Comment Bank

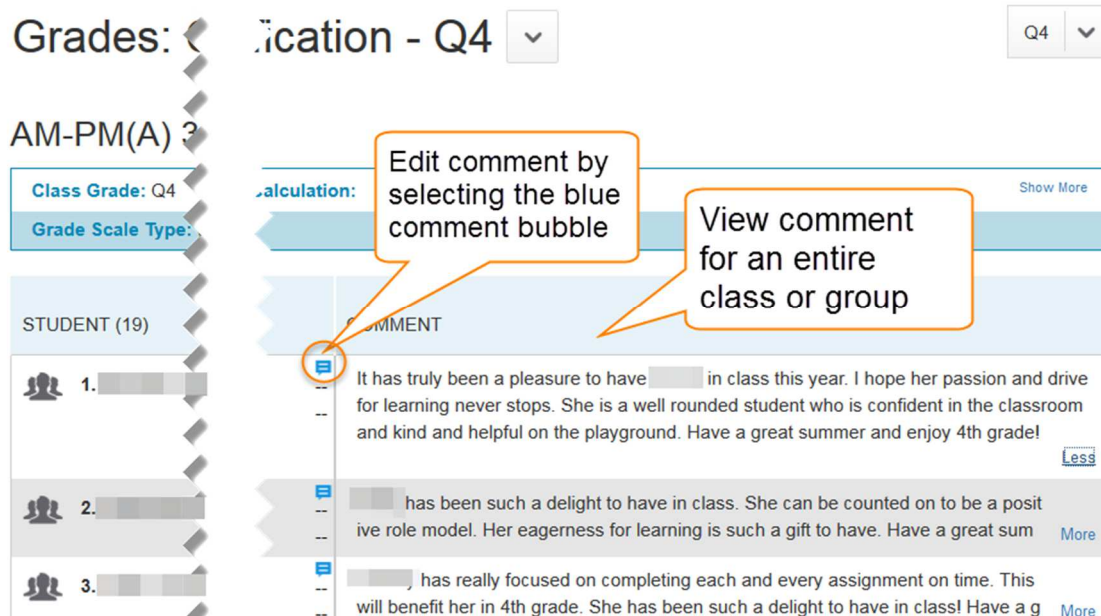
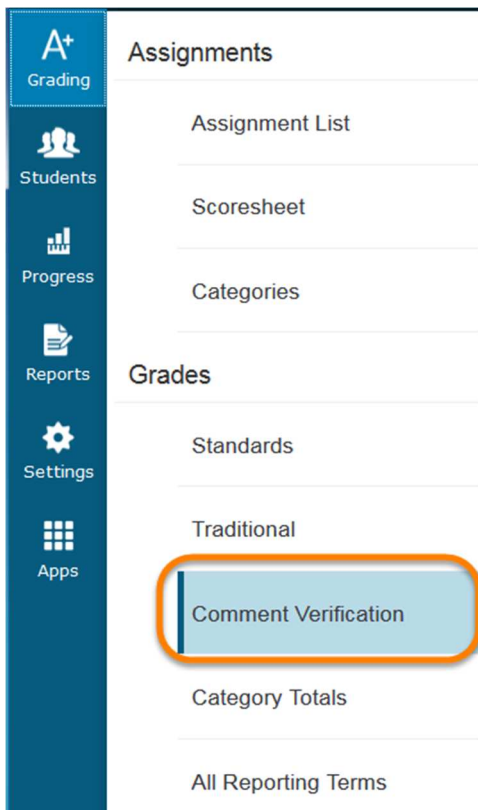
4 navigate to the next student by selecting the down arrow

## 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.

**Grades: Category Totals - S2**

**CHEMISTRY**

Grade: S2 Calculation: Total Points Scale Type: (A - F)

Use the pull down menu to switch between classes if you have multiple classes selected

STUDENT (18)	S2	Quiz	Test	Assignments	Chem Folc
1. [Student Icon]	A 80.48% 369.4/459	A 93.4% 43.9/47	C 78.5% 188.4/240	A 97.5% 15.6/16	B
2. [Student Icon]	D 65% 298.8/459	C 76.6% 36/47	F 58.17% 139.6/240	B 85% 13.6/16	F
3. [Student Icon]	A 91.6% 413.22/451	A 97.72% 42.02/43	B 88% 211.2/240	B 87.5% 14/16	A
4. [Student Icon]	B 83.1% 371.68/447	B 87.16% 37.48/43	C 78% 187.2/240	A 95% 15.2/16	B
5. [Student Icon]	D 67.8% 311.32/459	C 78.13% 36.72/47	F 53.67% 128.8/240	A 90% 14.4/16	C
6. [Student Icon]	B 83.6% 322.2/459	A 92.38% 42.4/47	B 81.33% 165.2/240	A 95% 15.2/16	C

**A+ Grading**

Assignments

View student Final Grades through all terms by selecting the Grading charm and then Grades: All Reporting Terms

Categories

**Grades**

Standards

Traditional

Comment Verification








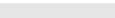

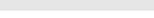
Category Totals

**All Reporting Terms**

## 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.

MA(A) Math 3

Class Grade: Q1		Calculation: Total Points				Show More			
Grade Scale Type: (4+ - 0)		Grade: 4   96%   187.92 / 196							
STUDENT (19)		Q1		Q2		Q3		Q4	
	1. 	4	96% 187.92/196	4+	101% 333/329	4	97% 419.5/432	4+	100% 438/437
	2. 	0	57% 107.67/185	0	52% 170/329	1	64% 267.5/417	1+	68% 304/448
	3. 	2-	70% 124/173	0	58% 191/329	0	57% 230.5/405	2	75% 338/448
	4. 	0	20% 35.17/175	0	20% 45/228	0	44% 177/404	0	46% 217/470
	5. 	1+	69% 129.75/189	1	64% 212/329	2	75% 325/432	3	85% 288/338

## 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

**A+ Grading**

Progress

Traditional

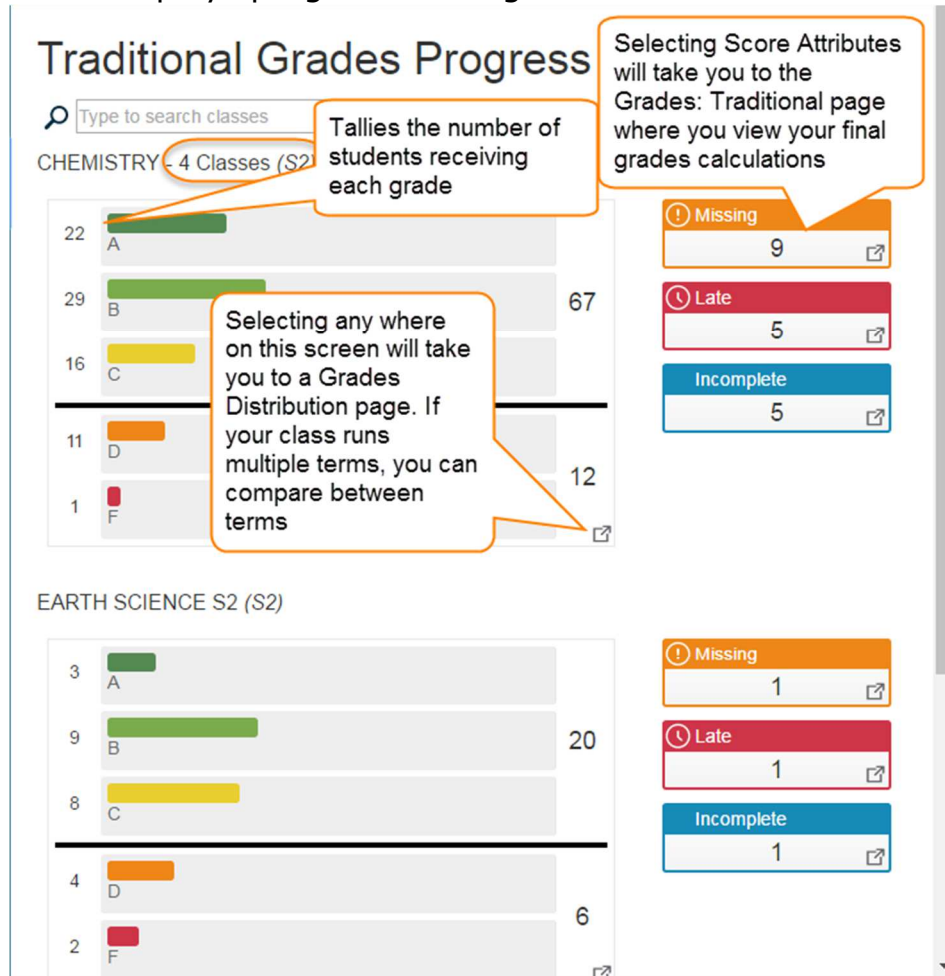
Standards

Select the charm for Progress & then 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

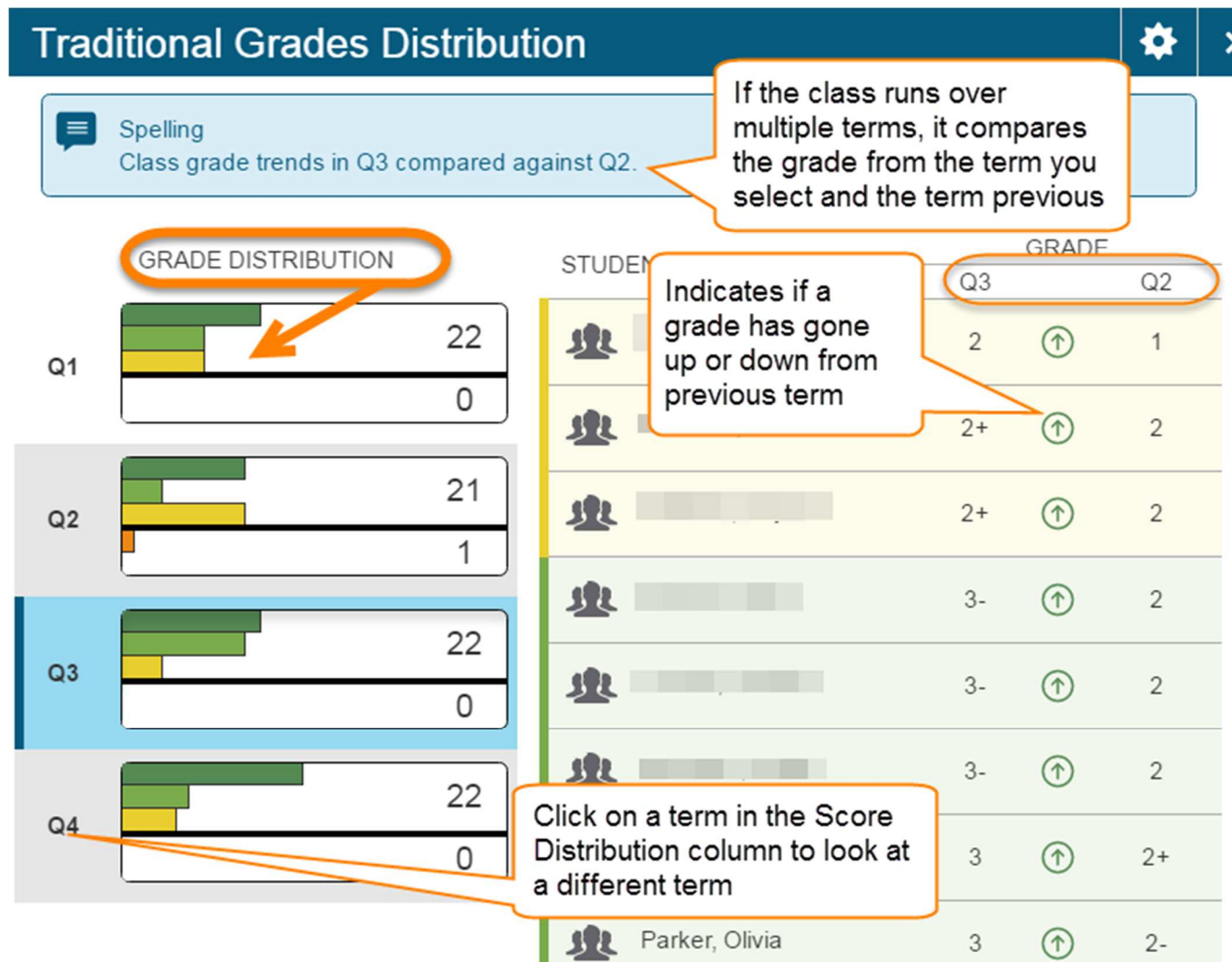


The Traditional Grades Progress screen provides a graphical view of the grade distribution across the selected class.

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



## Standards Class Progress

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.



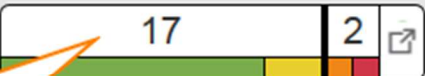

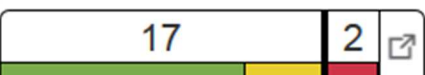

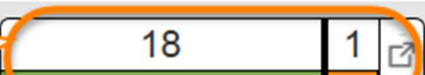



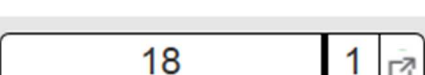

PowerTeacher Pro > Progress > Standards

# Standards Progress

 Type to search standards

Math 3

Indicates the number of Assignments used to calculate the Standard. To view the assignments, click on the blue page icon

STANDARDS	GRADE DISTRIBUTION (Q4)	ASSIGNMENTS
3.OA.01 - Interpret products of whole numbers		1 
3.OA.02 - Interpret whole-number quotients of whole numbers		1 
3.OA.03 - Use multiplication and division within 100 to solve problems		1 
3.OA.04 - Multiply or divide to find an unknown		2 
3.OA.05 - Apply properties of multiplication and division to solve problems		2 
3.OA.06 - Understand division as an unknown-factor problem		1 

Tallies the number of students who have Mastery, Partial mastery, or Minimal mastery of the standard

Click on the graph to show the Standards Grades Distribution

Click on assignment icon to view Standards Assignment Trend

6 

9 

All of the standards aligned to the class are listed in the Standards column. To the right of each stands, 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

Standards Assignment Trend

Math 3  
 3.G.01 - Understand that shared attributes can define a larger category

Assignments used to calculate Standard grade

CATEGORY	ASSIGNMENTS	DUE DATE ▼	SCORE TYPE
Test	Ch. 12Test	5/27/2016	Points pts: 19
Test	3.G.1	5/26/2016	Points pts: 4
Dail	12.8 pg. 745-746	5/25/2016	Points pts: 9
Dail	12.7 pg. 739-740	5/23/2016	Points pts: 12
Dail	12.4 pg. 719-720	5/19/2016	Points pts: 15
Dail	12.5 pg. 727-728	5/19/2016	Points pts: 14
Dail	12.3 pg. 713-714	5/16/2016	Points pts: 13

## Standards Grade Distribution

From the Standards Progress page, select a grade distribution graph to view the Standards Grades Distribution screen.

Standard Grades Distribution

Math 3  
 3.OA.03 - Use multiplication and division within 100 to solve

Standard grade trends in Q4 compared against Q3.

If the class runs over multiple terms, it compares the mastery level from the term you select and the term previous

GRADE DISTRIBUTION

STUDENTS

GRADE

Q4 Q3

Q1 6 16

Q2 13 9

Q3 14 5

Q4 17 2

Indicates if their mastery level has gone up or down from previous term

Click on a term in the Score Distribution column to look at a different term

1	1
1*	1*
2*	2
2*	2
2*	2*
2*	2*
3	3
3	3

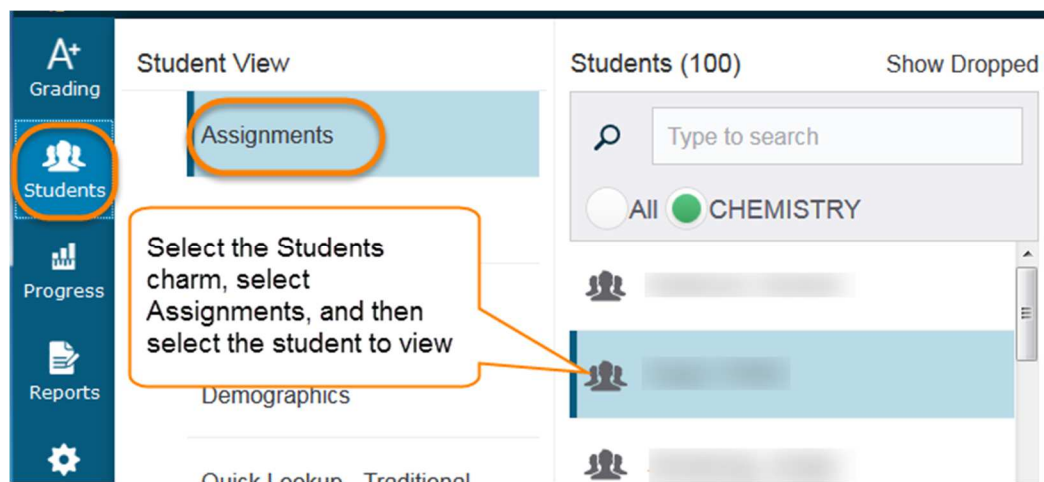


## Students

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.

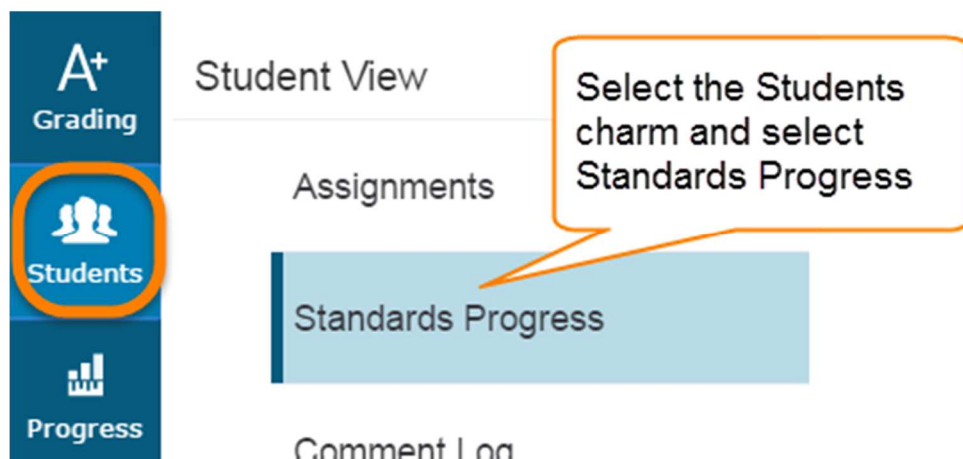
### Viewing Assignments by Student

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




 - Standards Progress 

3.RL.01 Ask and answer questions to demonstrate understanding of a text

Grade Scale Type: (3 - 1)

Switch between students

Displays the number of assignments used to calculate the mastery level

STANDARDS	Q1	Q2	Q3	Q4	ASSIGNMENTS
<b>LA(A) English Language Arts 3</b>					
3.RL.01 - Ask and answer questions to demonstrate understanding of a text				2	4 
3.RL.02 - Recount stories and determine the central message through key details	2	3	3	2	5 
3.RL.10 - Read and comprehend literature of appropriate complexity	2	3	3	3	5 

Professional Judgment Indicator - the program is suggesting you take a close look at this mastery level

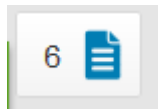


### Professional Judgment Indicator

- 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.



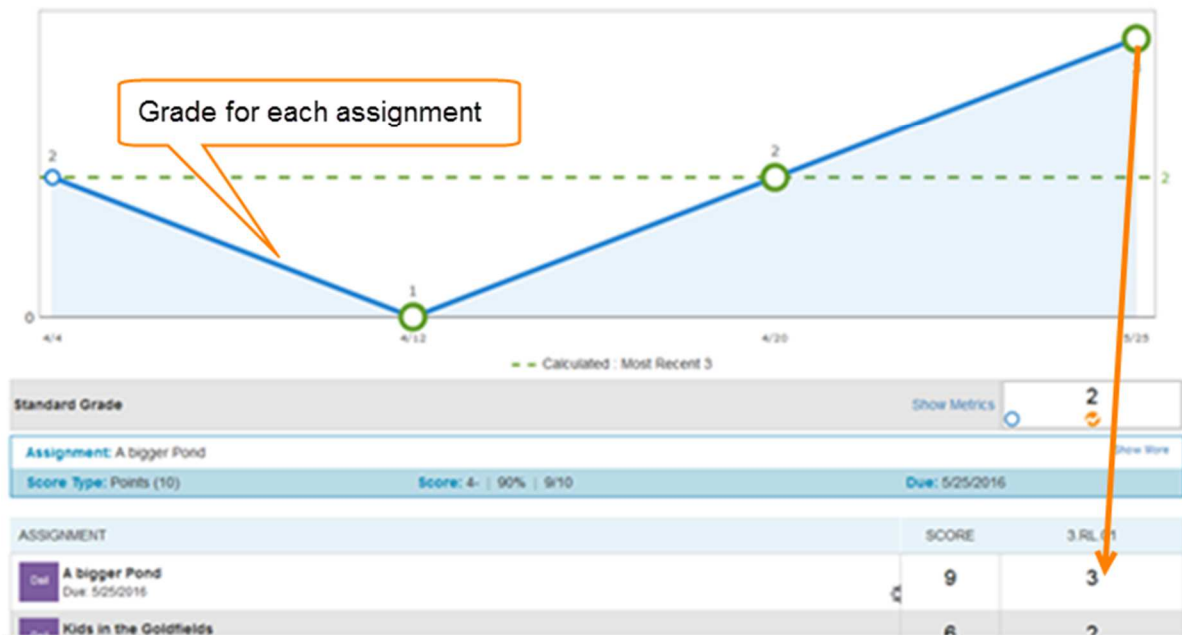
### If you select the Assignment icon

To View one standard at a time

3.RL.01

Ask and answer questions to demonstrate understanding of a text

Standards Progress



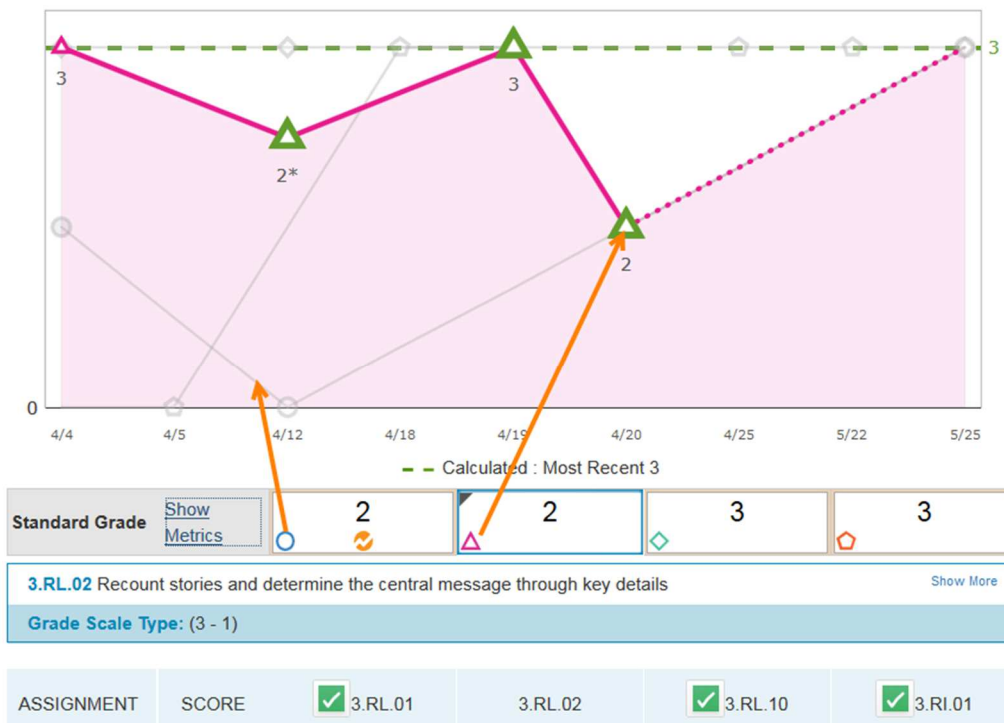
- To view/compare up to 4 different standards at the same time –

- Select
- Check up to 3 more standards to view
- You may view the graphs individually or overlay them by selecting

View all graphs at the same time

same









## 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

2 of 2 items

Class Grade: Q1		Calculation: Total Points		<a href="#">Show More</a>	
Grade Scale Type: (A - F)		Grade: C   76%   2050.2 / 2710			
TYPE/CATEGORY	COMMENT TEXT	GRADE / SCORE	DATE ▼		
	<b>Class Grade: Q1</b> Parent Teacher conference this Tuesday at 11:30AM		Q1		
	<b>Teach &amp; Test 24</b> Sabastian needs to retake this quiz - He will have until 11/15 to make up the quiz <a href="#">More</a>	 <b>D+</b>	10/29/2015		

- **Student's Demographics** page: This page shows the student demographic information as entered in PowerSchool.

### Demographics Select screens ▾

3 Boulder

Teacher: Bertelson

Name (Last, First MI)	
Address	 Billings, Mt 59106
Home Phone	406-
Age	9 years 3 months
Aggregate days of membership (YTD)	174
Area/neighborhood	
DOB	02/15/2006
Ethnicity	
Father's Employer	
Father's Home Phone	(406)
Father's Name	
Father's Work Phone	(406)
Gender	M
Grade Level	3
Graduation Year	2024
Guardianship	

- **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

BAIRD, Sebastian - Quick Lookup - Standards ▾

☐ Show Standards with No Grades      Year 15-16 ▾    Expand All    Collapse All


**Current Classes** Use the arrow to expand to view the standards assigned to the selected

1(A) 3rd Grade English - 15-16 Hunter, Elena

STANDARDS	Q1	Q2	Q3	Q4
<b>ENG.E.1.AG</b> - Reading - Foundational Skills <i>(No Grade Collected)</i>				
<b>ENG.E.10.AG</b> - Use context to confirm word recognition and understanding	B-	B-	B-	
<b>ENG.E.11.AG</b> - Reading - Informational Text <i>(No Grade Collected)</i>				
<b>ENG.E.12.AG</b> - Ask and answer questions to demonstrate understanding of a text	B-	B	C+	
<b>ENG.E.13.AG</b> - Determine the main idea of a text and supporting details	2+	3+	3	
<b>ENG.E.14.AG</b> - Describe relationships between events using time, sequence, and cause/effect	C+	B	B-	

- **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.

Quick Lookup Standards Grades



Quick Lookup

11 West

Counselor: Petersen, Kimberly

Select screens

Attendance By Class																		
Exp	Last Week					This Week					Course	S1	S2	Absences		Tardies		Missing Class
	M	T	W	H	F	M	T	W	H	F				S2	14-15	S2	14-15	
1(A)												2 55.2	4	4	0	0	8	
2(A)												3 83	4	4	0	0	8	
3(A)												2 70	4	4	0	0	8	
4(A)												2 72	4	4	0	0	9	
5(A)												3 88	4	4	0	0	10	
6(A)												3 83	7	7	0	0	11	
CC(A)	-	-	-	-	-	-	-	-	-	-		--	0	0	0	0	0	
OL(A)	-	-	-	-	-	-	-	-	-	-		--	0	0	0	0	0	
Attendance Totals												27	27	0	0			

Current BPS GPA GPA (S2): 3.0000

Show dropped classes also

## 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

The screenshot shows the 'Criteria' tab of a report configuration form. It includes fields for Report Title, Description, Classes\*, Sort Options (Layout, Students, Assignments), and various dropdown menus. Callouts provide additional instructions: 'Enter Report Title such as "Midterm Report" or "Missing Assignment Report"', 'select an individual class or a group of classes', and 'Sort Order'.

Criteria	Students	Format
Report Title	Individual Student Report	
Description	Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and comments	
Classes*	Select Classes	All Classes (15-16)
Sort Options		
Layout	By Student	
Students	Last Name	
Assignments	By Category, Due Date (Newest First)	



## Data

Areas To Include\*

Select Data ▼

Course Grades and Attendance,  
Course Grade Comments, Assignments,  
Assignment Comments, Category Totals

Show Percentages



Show Assignments with



no Data

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

## Date Range

Course Grades

Select Reporting Term ▼

Assignment Date

Q4 ▼

Range

Category Totals

Select Reporting Term ▼

Q4

select date range  
or reporting term

## Data Filters

Assignment Attributes

Filter Assignments ▼

Assignment Scores

Filter Scores ▼

Assignment Categories

Filter Categories ▼

Course Grades

Filter Grades ▼

Missing  
Any Scores  
Any Category  
Any Course Grades

Current Filter  
settings

Criteria **Students** Format

Include Dropped ☒

Students

Show Selected Students Add/Remove Students

Use the Students tab  
to select students

Option to print for  
dropped students

Criteria Students **Format**

Orientation Landscape

Output PDF

**Page Break** ☒ Between Students

Exclude Row ☐ (Saves ink for printed reports)

Shading

Top Note ☐ Include ☐ Bold

Characters Left: 256

Bottom Note ☐ Include ☐ Bold

Characters Left: 256

**Signature Line** ☐ Include

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

Individual Student Report

Class: 1(A) CHEMISTRY Teacher:

### Final Grade

Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
S2	A	80.48%	14	5	5	5	5

### Assignment Scores

Shows: Missing

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

### Category Summary

Rpt. Term	Category	Points Earned	Points Possible	Percent	Grade
S2	Classwork	20	25	80%	B
S2	Quiz	36.7	47	78.09%	C
S2	Test	188.4	240	78.5%	C
S2	Activities	17.7	28	63.21%	D
S2	Assignments	75.6	76	99.47%	A
S2	Chem Folder	70.8	88	80.45%	B

## Midterm Report

### Midterm Report

Class: AM-PM(A) 6-Sixth Grade

Teacher: McClenahan

### Final Grade

Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
Q4			4	0			

Rpt. Term	Comment
Q4	, it has been great having you in class. I've enjoyed your drive and determination to do well ~ these characteristics will serve you in whatever you do in the future. Have an AMAZING summer ~ and remember to READ! READ! READ!

Class: MA(A) Mathematics

Teacher: McClenahan

### Final Grade

Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
Q4	4-	91%			0	2	0

Class: RE(A) Reading

Teacher: McClenahan

### Final Grade

Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
Q4	4+	98%			0	2	0

Class: SP(A) Spelling

Teacher: McClenahan

## 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

### Student Roster Report


Name	Phone	Book #	Lab Fee	Safety Contract	
[REDACTED]	(406) [REDACTED]				
[REDACTED]	[REDACTED]				
[REDACTED]	(406) [REDACTED]				
[REDACTED] la	(406) [REDACTED]				

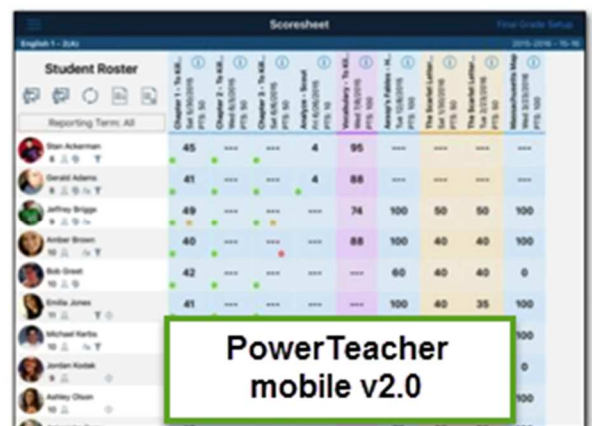
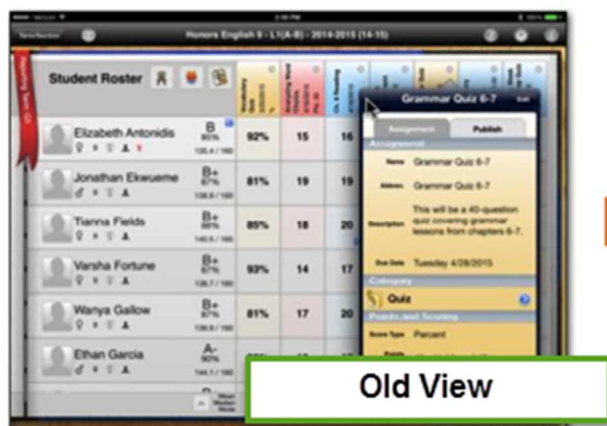
# PowerTeacher Mobile v2.0

\*\*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



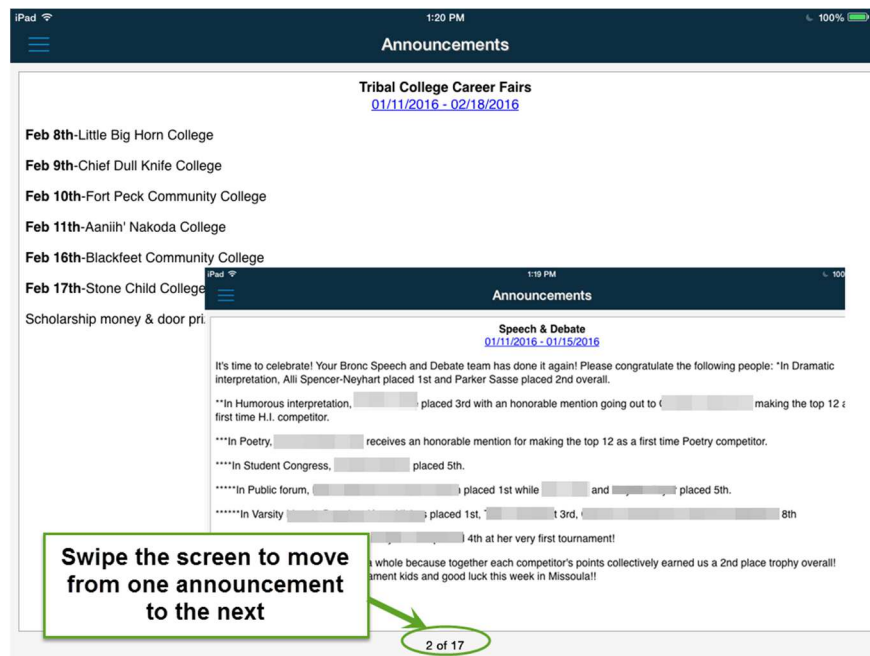
Medical Alert

**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

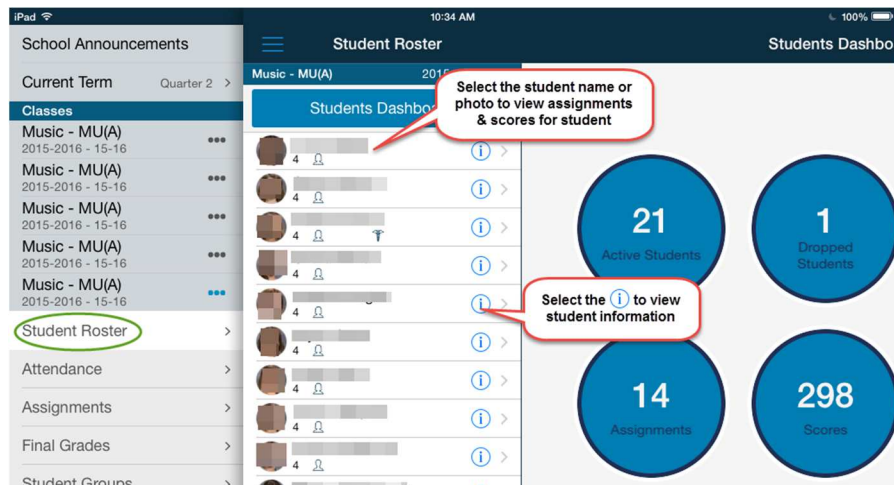
## Student Final Grades

- 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

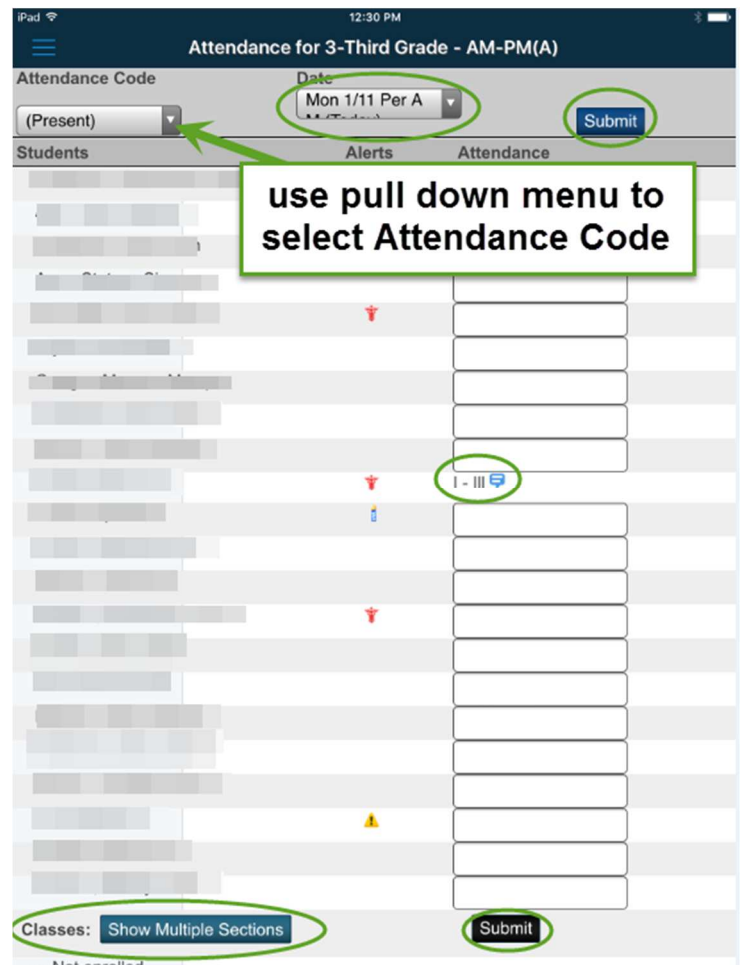
- Tap the side menu icon or swipe the screen to view the menu
- Click the class under **Classes**
- Tap **Attendance** under the applicable section to view the Attendance screen
- Tap the **Attendance Code** menu to choose a default attendance code. Tap an attendance field to enter the default code. 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

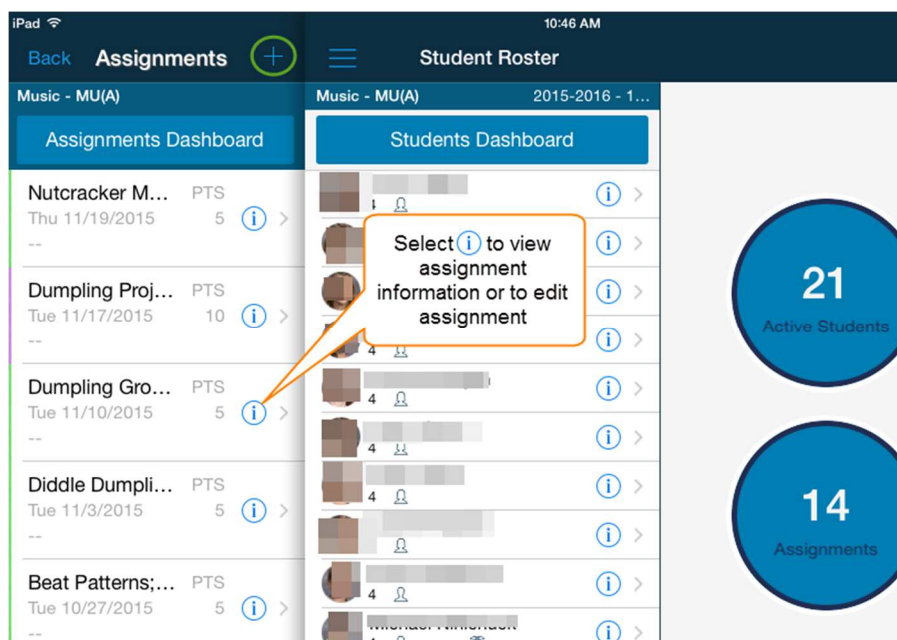
#### Multiple Section Attendance

- 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

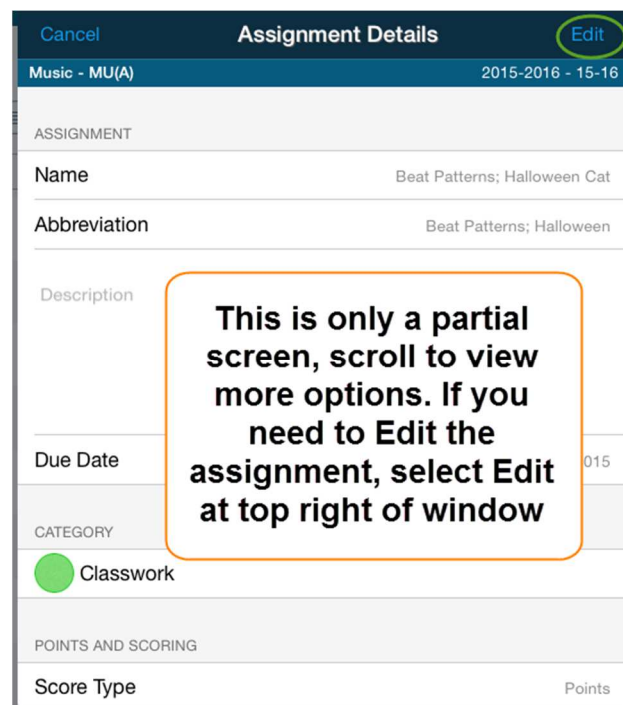


### View and Edit Individual Assignment Details

- 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

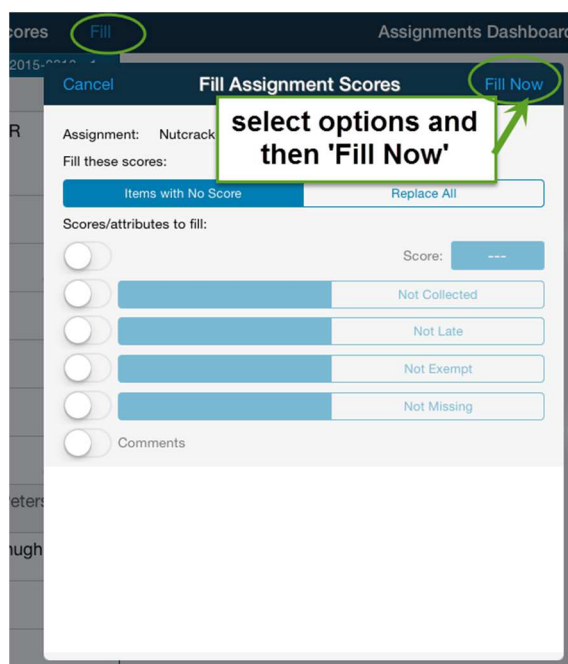


### View Assignment Scores

- 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



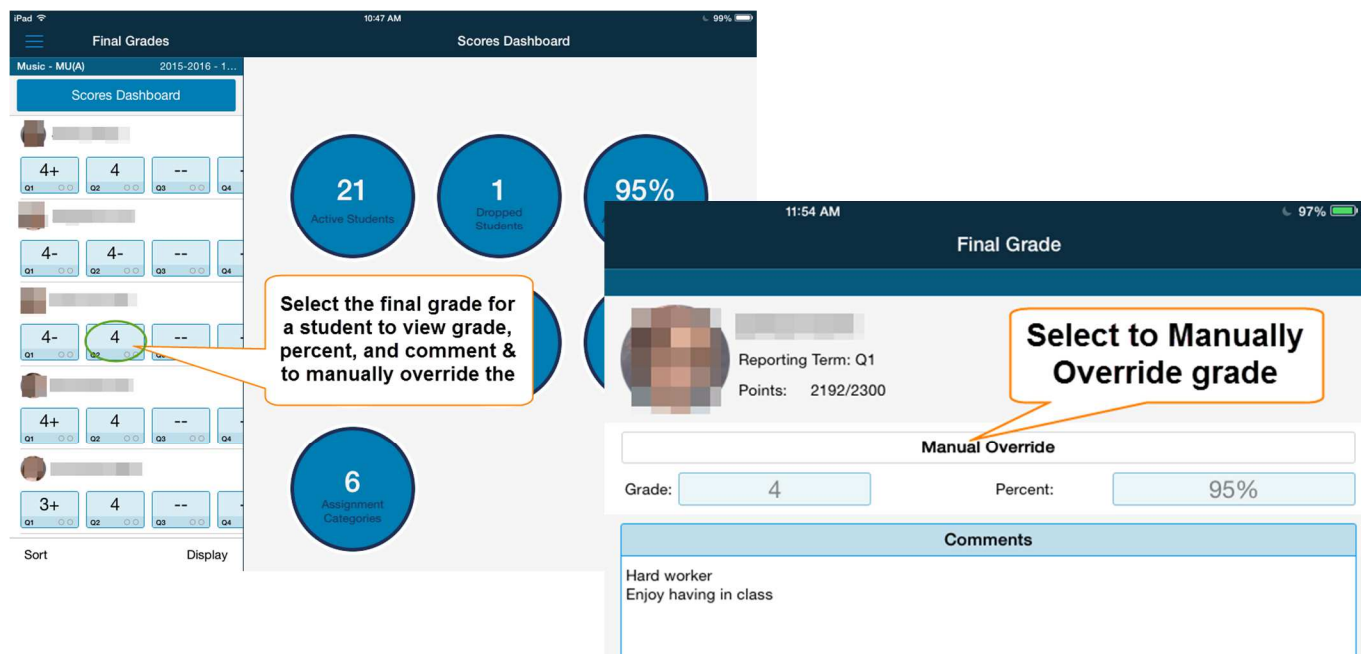
- On the Assignments screen, tap the assignment. The Assignment Scores screen appears
- Tap **Fill**. The Fill Assignment Scores screen appears
- Tap the scores you want to fill, either **Items with No Score**, or **Replace All**
- Use the switched to select the scores or attributes you want to fill. 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

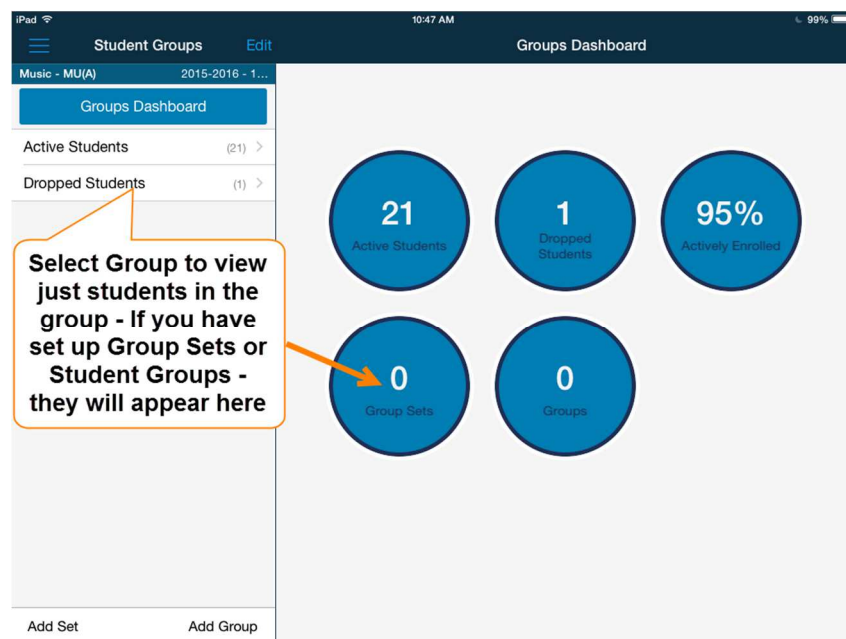
- On the Student Groups screen, tap the arrow button to view the list of students associated with that set
- Tap **Edit**
- Edit the **Set Name** in the field provided
- Tap **Done**

### 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**

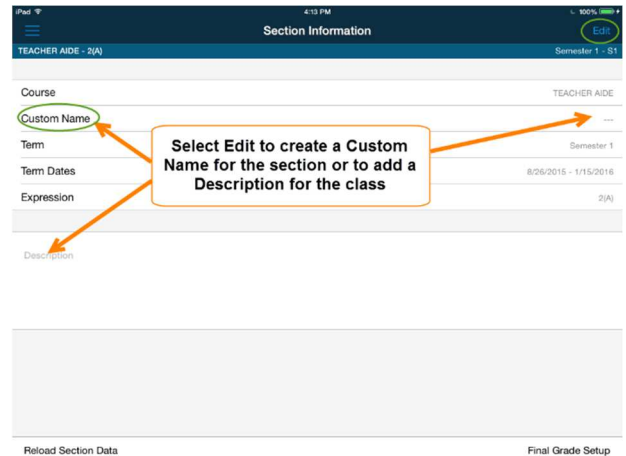
### Delete a Set or Group

- 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
  - Tap the blue **Grade** box to change a grade
  - 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

iPad 10:17 AM 78%

**Scoresheet** Final Grade Setup

CHEMISTRY - 1(A) Semester 1 - S1

Student Roster	Molecular Shapes... Thu 1/7/2016 PTS: 4	Covalent Quiz Wed 1/6/2016 %	VSEPR and nomen... Tue 1/5/2016 PTS: 4	Chem puns Tue 12/22/2015 %	Hunting the eleme... Sat 12/19/2015 PTS: 4	Quiz on Covalent a... Fri 12/18/2015 PTS: 4	Poly atomic Quiz Thu 12/17/2015 %	Polyatomic Puzzle Mon 12/14/2015 PTS: 4	Test chap #6 & 8 Thu 12/10/2015 %	Ionic Properties Lab Mon 12/7/2015 PTS: 4
 11	3.4	93%	3	---	0	3.8	100%	0	88%	3.4
 11	3.8	73%	3.8	100%	3.8	3	91%	3.8	85%	0
 11	3.4	78%	0	100%	0	3.4	97%	3.8	82%	3.8
 11	3.8	98%	0	100%	3.8	3.8	100%	3.8	94%	3.8
 11	3.8	94%	3.8	100%	3.8	3.8	94%	3.8	86%	3.4

## 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 CAN NOT be deleted if it is attached to any assignments, even those from previous years
- Tap **Done** to return to the Assignment Categories screen




### Add Assignment Categories

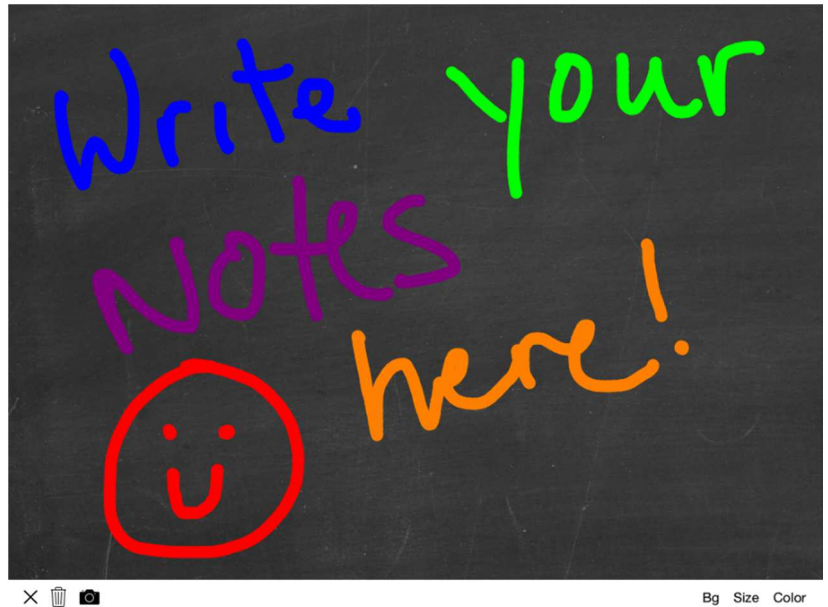
- On the Assignment Categories screen, tap the  icon to add a category
- Enter the category details on the New Category screen
- Tap **Done** to save the new category and return to the Assignment Categories screen

### 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

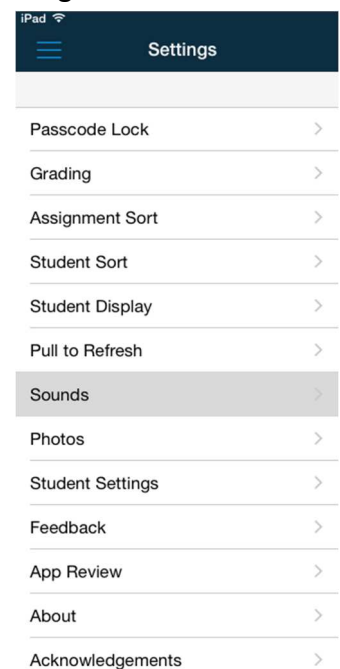
- Tap **Rounded** or **Truncated** to determine how your calculated grade values appear in the app
- Tap the number of decimal places used when calculating grades

#### 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:



- Last, First
- First, Last
- Grade, Last, First
- Grade, First, Last

### **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

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.

**Billings Public Schools**

PowerSchool

### Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

**Sign In**

**Annotations:**

- A green circle highlights the **Create Account** link. A callout box explains: "If a parent already has an account, they can sign in and add additional students if needed. If a parent has never had an account, they select the 'Create Account' tab."
- An orange circle highlights the **Sign In** button. A callout box explains: "If they forget their Username or Password, have them select this link" (pointing to the "Forgot Username or Password?" link).

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.

Student Number: XXXXX-4  
Date of Birth: 03/XXXXXX

**Parent Confidential Access ID is:** XXXXX

**Parent Access Password is:** XXXXX

The administration and staff at District Office and Donnatella's current grades and attendance via the following steps:

# PowerSchool

## Create Parent Account

First Name Cheryl  
Last Name Martin  
Email cr@jhsd.com  
Desired Username Mom  
Password \*\*\*\*\*  
Re-enter Password \*\*\*\*\*

Progress: 100% Better

PowerSchool must:  
• Be at least 7 characters long  
• Contain at least one uppercase and one lowercase letter  
• Contain at least one letter and one number  
• Contain at least one special character

PowerSchool must have:  
• A unique username to the district

If a parent has already created an account using an email address, it will not allow a new account to be created

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. [Student Name]	***	***	Daughter
2. [Student Name]	***	***	Son
3. [Student Name]	***	***	Choose
4. [Student Name]	***	***	Choose
5. [Student Name]	***	***	Choose
6. [Student Name]	***	***	Choose
7. [Student Name]	***	***	Choose

Must be student's full name

This is the Parent Confidential Access ID and Parent Access Password from the top of their letter

Enter

98

PowerSchool

Welcome, [Name] | Help | Sign Out | Server: PS1

If you have multiple students they are listed at the top

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

District Code: NMHT

Download on the App Store

GET IT ON Google play

### Grades and Attendance:

Grades and Attendance

Exp	Last Week					This Week					Course	S1	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F					
1(A)	ET	ET				ET					PRE-ALGEBRA Taylor, Br...			6	37
2(A)											CLUB INARY Mank...			0	0
3(A)											HLTH ENH Hamme...			0	0
4(A)									U		ART 2 Jette, Kimberl...			0	0
5(A)											ENGLISH 1 Jochems, TerraBeth - Rm: 126	A	90	9	1
6(A)											EARTH SCIENCE S2 McNelly, Patrick - Rm: 306	B	84	10	0
OL(A)	-	-	-	-	-	-	-	-	-	-	Activity Lord, Sarah - Rm: 305	-	-	0	0
Attendance Totals												46	38		

Current BPS GPA Added Value GPA (S2): [Value]

Show dropped classes also

Same Quick Lookup!

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

What information would you like to receive?

☐ Summary of current grades and attendance

☒ Detail report showing assignment scores for each class.

☐ Detail report of attendance.

☒ School announcements.

☐ Balance Alert (Note: will only be sent when student is low on funds)

How often? Weekly

Email Address: cmartinmt@excite.com

Additional Email Addresses: (separate multiple email addresses with comma)

☒ Apply these settings to all your students?

☐ Send now for Jared?

Submit

Parent selects the option of what to receive

How often to receive

They have an option to add additional email addresses to send to

They can apply these settings to all students on the account and may also have a report sent immediately

School Bulletin: If the 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.

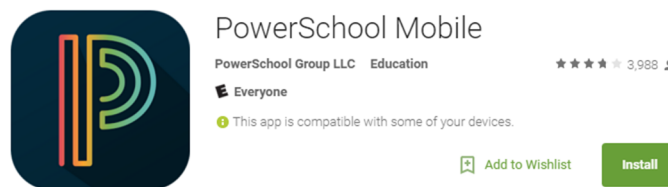
## Mobile Access for Parents and Students

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:



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



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.

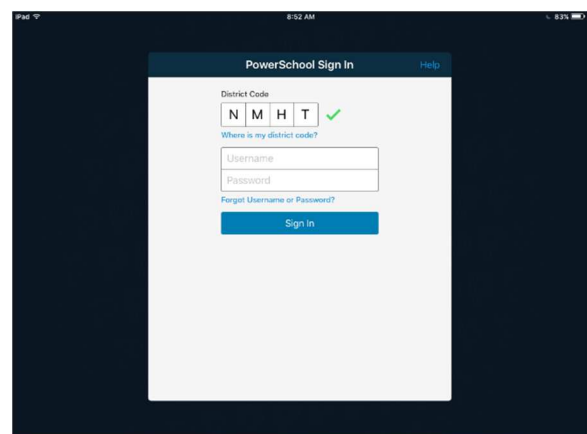
## Tablet

### 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 perios, 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.

Exp	Course	S1	Abs
1(A)	PRE-ALGEBRA Elizabeth Heine	B 80	9
1(A)	PRE-ALGEBRA Brooke Taylor		
10(A)	Activity Sarah Lord		
2(A)	HLTH ENHANCE 1 Kari Wagner		
2(A)	CULINARY 1 Heide Mankin		
3(A)	ENGLISH 1 Heather Peers		8

Callouts from the screenshot:

- Filter**: A button in the top right corner.
- Navigation Arrows**: Green arrows on the left and right sides of the table header.
- Grade Change Indicator**: A green arrow pointing up next to the grade 'B' for Elizabeth Heine, indicating the grade has gone up since the last update.
- Gray Background**: Gray shading in the 'S1' column for Brooke Taylor, Sarah Lord, Kari Wagner, and Heide Mankin, indicating the class is not active this term.

### 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

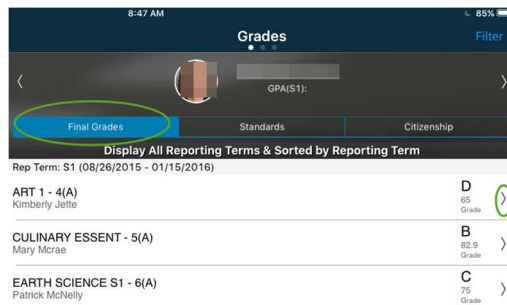
- The **Abs** column displays the total count of absences that has been recorded for the course. Tap the number to view the **Attendance** screen

## 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



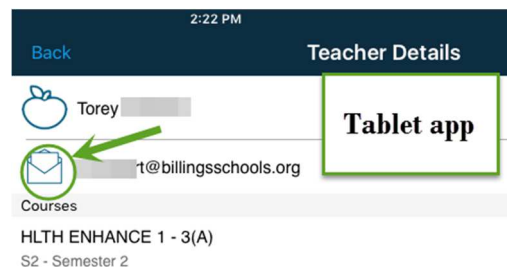
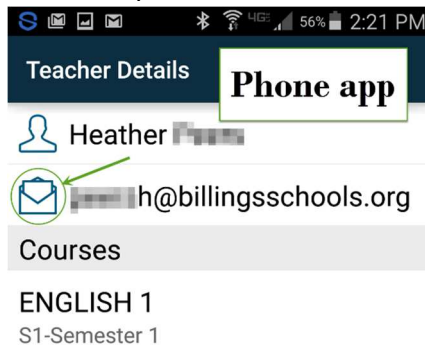
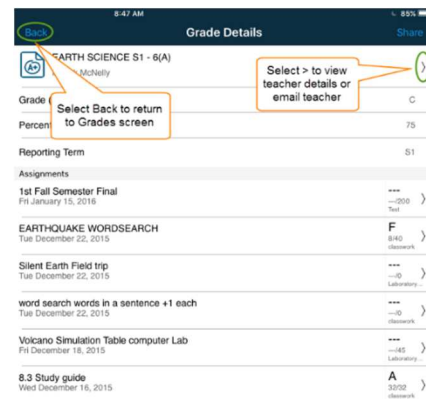


- Tap a grade to view the Grade Details screen
- The Grade Details screen displays:
  - Class name
  - Teacher name
  - Grade
  - Percent
  - Reporting Term

### While in the Grades Details screen:

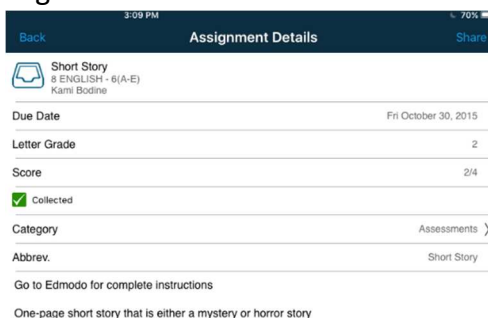
#### View Teacher Details

- 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



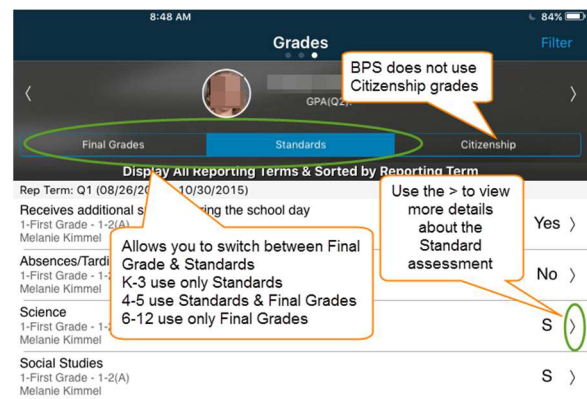
#### View Assignment Details

- 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

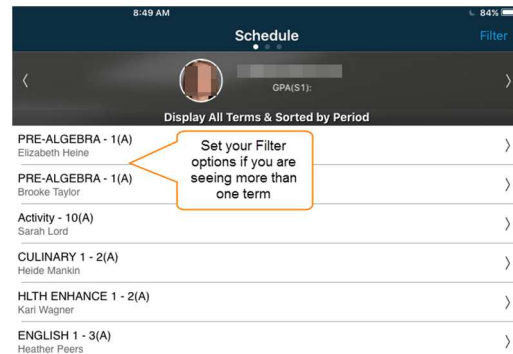
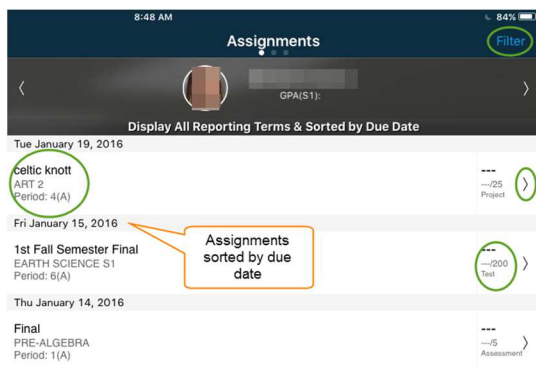
### Work with Assignments

- 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 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**

Mon January 4, 2016

Tardy-extended (ET)  
PRE-ALGEBRA  
Period: 1(A)

Mon December 21, 2015

Excused (E)  
PRE-ALGEBRA  
Period: 1(A)

Excused (E)  
LITTLE ENHANCE 1


## Schedule

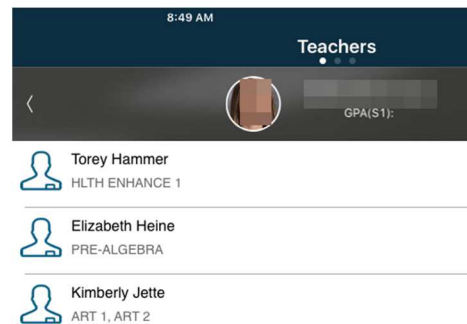


- Tap **Schedule** to view the schedule
- Tap **Filter** to filter informatin by period or course name, and filter informatin by terms. Tap **Done** when you are finished select the display settings
- Tap any course to view the Course Details scree. Flick or drag to scroll through the course information, including desciption, grades, attendance, and assignments
- Tap **Back** to return to the Schedule screen

## Fee/Meals – not used by Billings Public Schools


### Teachers

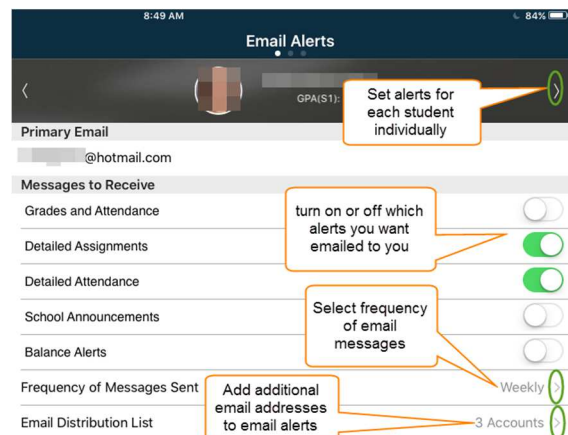
- Tap  **Teachers** to view the Teacher screen. Flick or drag to scroll through all teacher listings
- Tap a teacher listing to view the Teacher Details screen
- Tap the email address to send an email to the teacher
- Tap a course name to view the Course Details screen
- Tap **Back** to return to the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



## Activities – not used by Billings Public Schools

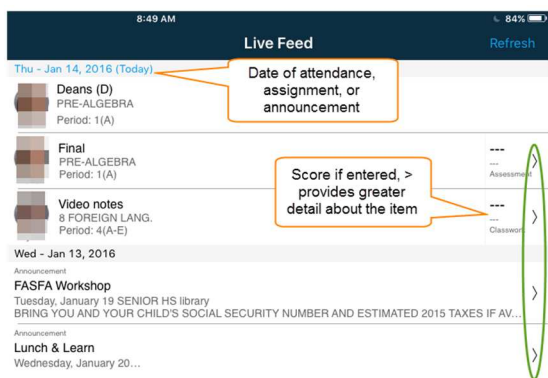
### Email Alerts


- 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

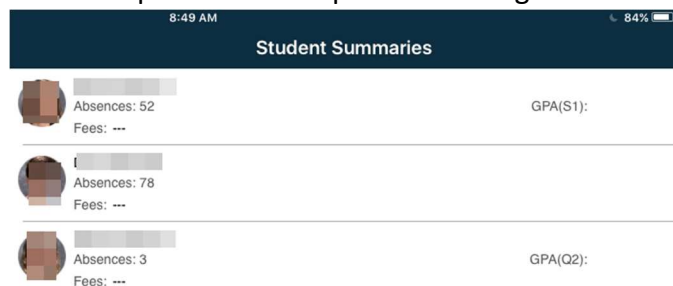


- Tap  **Live Feed** to view the Live Feed screen
  - Tap **Refresh** to update the screens as needed. Content automatically updates every 30 minutes
  - Tap an item listed to view the details screen
  - Tap the **Back** button to return to the Live Feed screen
- When more than one student displays on this screen, data is sorted by date, then by announcements, and groups by student (Oldest to youngest)


## Summaries

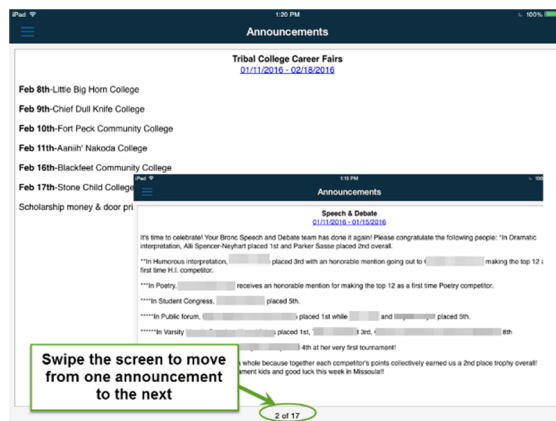
The student Summaries screen displays the current absences, GPA, and fees for each student (BPS does not use fees).

- 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

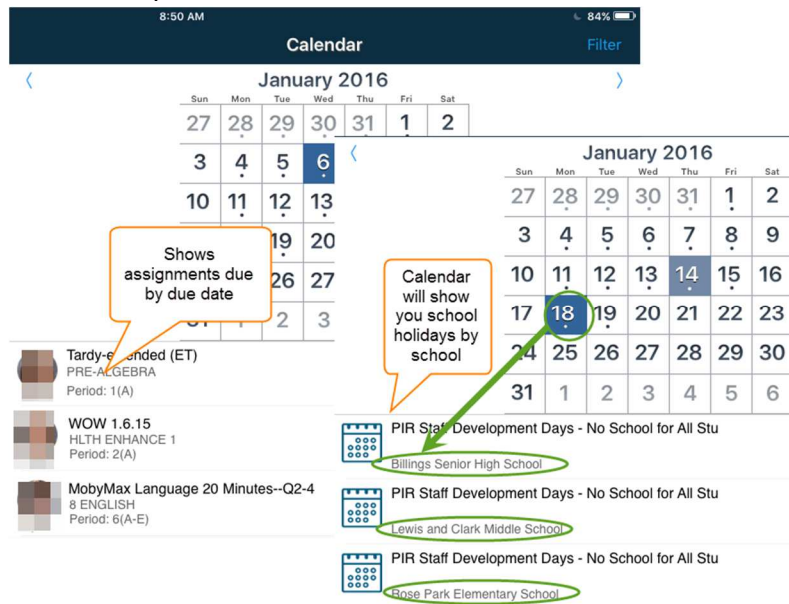
- Tap  **Announcements** to view all current bulletins. Flick or drag to scroll through all announcements
- Tap a date link to create a calendar event on the native iPhone calendar
- Tap a hyperlink to open Safari and view the linked content



## 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 calend. Tap **Done** when finished

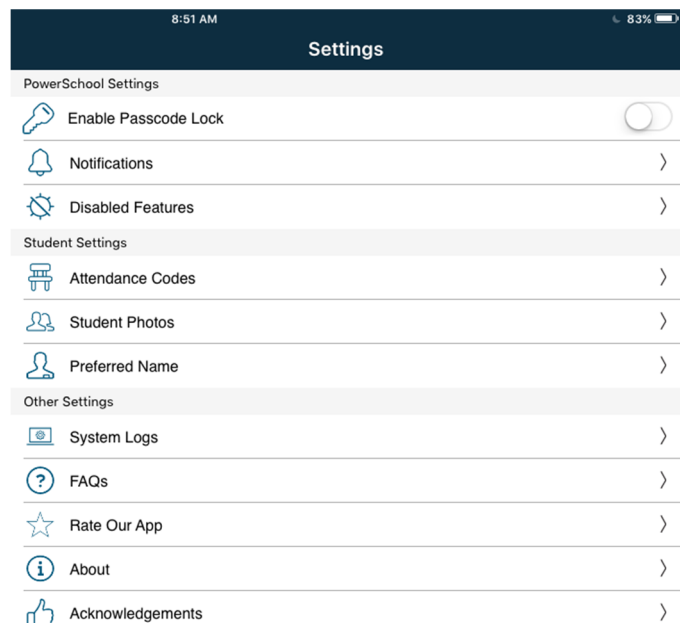


## School Map – not used by Billings Public Schools

### 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




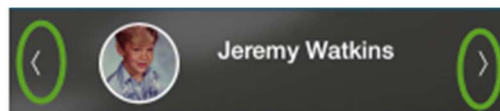
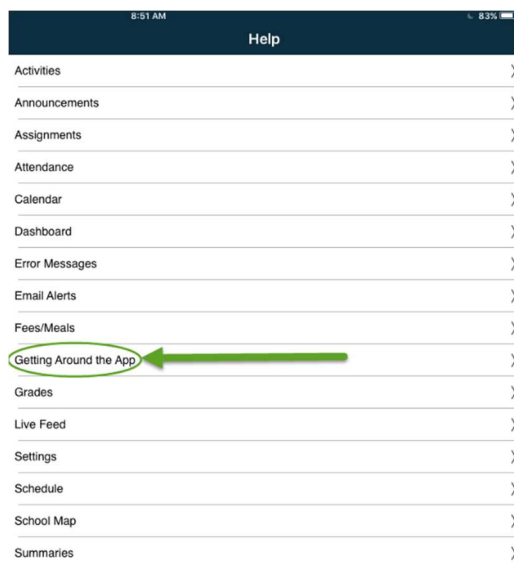
- Tap on an icon to display the corresponding app screen. Tap **More** to navigate to other screens
- By default, Grades, Assignments, and Attendance appear on the tab bar. You can customize which icons appear on the bar
- Depending on how you have customized the tab bar, a red circle appears next to 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  on each side, swipe left or right to view additional students

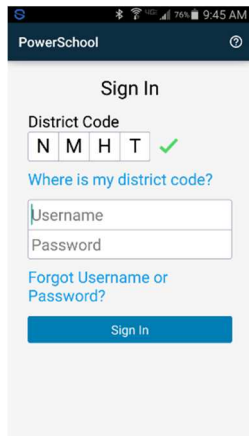


arrow


**Logout** 

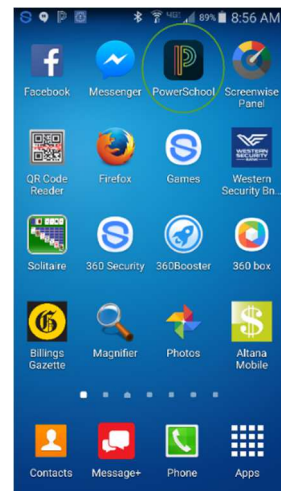
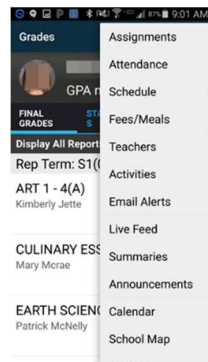
## Phone

Many screens and options are the same for both Tablets and




Logging In:

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




Phones.

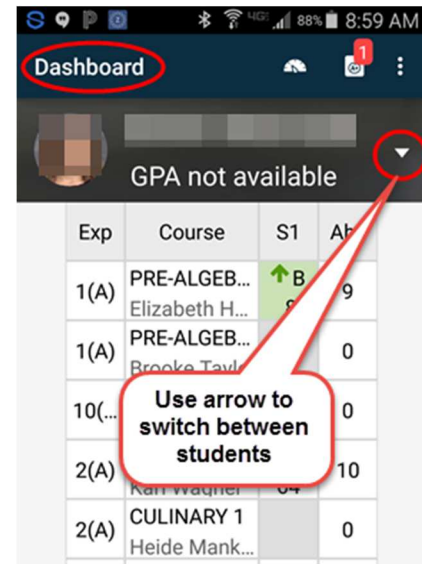
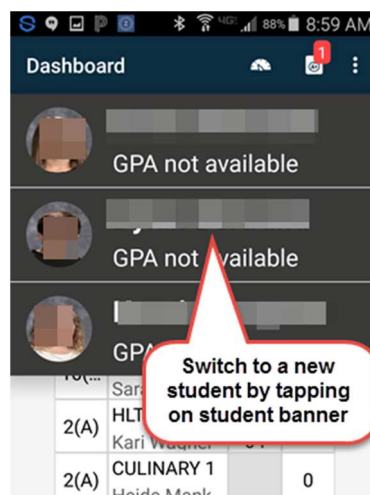
select the menu will view.

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

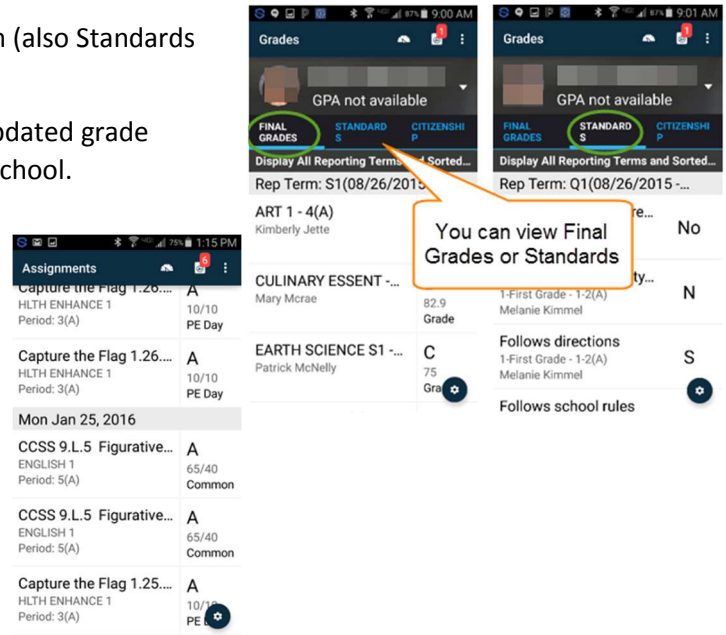


## Grades

- Clicking on the  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:
  - Assignment Name
  - Due Date
  - Class
  - Class period
  - Letter grade
  - Assignment score and points possible
  - Assignment category



## Attendance

## Schedule

## Fees/Meals – not used by Billings Public Schools

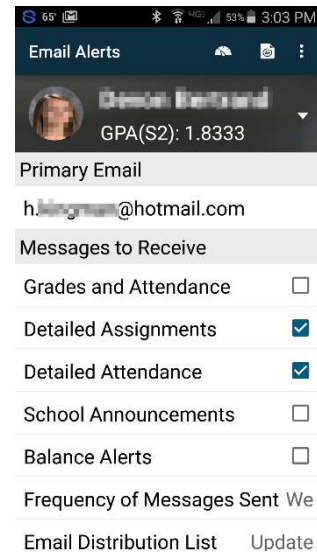
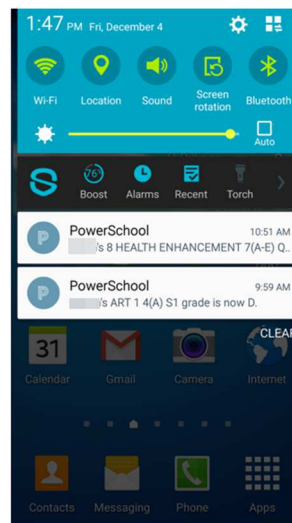
## Teachers

## Activities – not used by Billings Public Schools

## Email Alerts

## Live Feed

## Summaries



## Announcements

## Calendar

## School Map – not used by Billings Public Schools

## Settings



### Girls BB-Open Gym

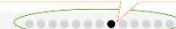
Apr 19, 2016 - Jun 03, 2016  
Billings Senior High School

#### Girls Basketball:

Open gyms will be starting next  
**Monday the 25th** from 6:30 to 8.  
They will continue on Sundays from  
3:30 to 5.

So our open gyms will be Mondays  
from 6:30 to 8 and Sundays from  
3:30 to 5 starting the 25th.

**Scroll to get from  
one announcement  
to another**



# School Calendar

## 2016-2017

### BILLINGS PUBLIC SCHOOLS 2016-2017

APPROVED - 4/20/15

AUGUST 2016						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	P	P	P	(25)	26	27
28	29	30	31			

5

SEPTEMBER 2016						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	MS	21	E	23	24
25	26	27	28	29	30	1

21

OCTOBER 2016						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	*	8
9	10	11	12	13	14	15
16	17	18	E	P	P	22
23	24	25	26	27	(28)	29
30	31				19	

NOVEMBER 2016						
Su	M	T	W	Th	F	Sa
		1	T	T	T	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	*	*	*	*	26
27	28	29	30			

19

DECEMBER 2016						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	MS	MS	10
11	12	13	14	15	16	17
18	19	20	21	22	*	24
25	*	*	*	*	*	31
					16	

16

JANUARY 2017						
Su	M	T	W	Th	F	Sa
1	*	3	4	5	6	7
8	9	10	11	H	*	14
15	P	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31		9	11	

1st Sem = 89 days

20

FEBRUARY 2017						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	E	*	11
12	*	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18

MARCH 2017						
Su	M	T	W	Th	F	Sa
			1	2	*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30	31	
					23	

23

APRIL 2017						
Su	M	T	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	E	*	*	15
16	*	18	19	20	*	22
23	24	25	26	27	28	29
30						

16

MAY 2017						
Su	M	T	W	Th	F	Sa
	1	2	3	4	*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*	30	31			

21

JUNE 2017						
Su	M	T	W	Th	F	Sa
				H	*	3
4	5	6	7	8	9	10

2

2nd Sem = 91 days

#### Graduation Dates

Skyview - 10:00 - May 28  
Senior - 2:00 - May 28  
West - 6:00 - May 28



	First and Last Day of School	August 25, June 2
	Early Release - All Students	June 2
E	Elementary Early Outs	Sept. 22, Oct. 19, Nov. 22, Feb. 9, Apr. 12,
MS	Middle School Early Outs	Sept. 20, Dec. 8 - 9
P	PIR Days	Aug. 22 - 24, Oct. 20-21, Jan. 16, Apr. 3
T	Elementary Parent Teacher Conf.	Nov. 2, 3, 4
	End of Quarter	Oct. 28, Jan. 13, Mar. 24, June 2
*	Vacation or Holiday	Sept. 5, Nov. 23-25, Dec. 23, 26-30, Jan. 2, Feb. 10 & 13, Apr. 13-14, 17, May 5, May 29 (Total = 18 days)
*	Six-Week Grading	Oct. 7, Nov. 22, Jan. 13, Mar. 3, Apr. 21, June 2
H	High School Early Outs	Jan. 12 - 13, June 1 - 2

# 2017-2018

## Billings Public Schools 2017 - 2018

APPROVED - 4/20/18

AUGUST 2017						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	P	P	P	(24)	25	26
27	28	29	30	31		
					6	

SEPTEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	*	5	6	7	8	9
10	11	12	13	14	15	16
17	18	MS	20	E	22	23
24	25	26	27	28	29	30
					20	

OCTOBER 2017						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	*	7
8	9	10	11	12	13	14
15	16	17	E	P	P	21
22	23	24	25	26	(27)	28
29	30	31				
					20	

NOVEMBER 2017						
Su	M	T	W	Th	F	Sa
			T	T	T	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	*	*	*	*	25
26	27	28	29	30		
					19	

DECEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	MS	MS	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*	*	*	*	*	30
31						16

JANUARY 2018						
Su	M	T	W	Th	F	Sa
	*	*	3	4	5	6
7	8	9	10	H	*	13
14	P	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					8	12

1st Sem = 89 days

FEBRUARY 2018						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	E	*	10
11	*	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
						18

March 2018						
Su	M	T	W	Th	F	Sa
				1	*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	(23)	24
25	26	27	E	*	*	31
						20

APRIL 2018						
Su	M	T	W	Th	F	Sa
1	*	3	4	5	6	7
8	P	10	11	12	13	14
15	16	17	18	19	*	21
22	23	24	25	26	27	28
29	30					
						19

MAY 2018						
Su	M	T	W	Th	F	Sa
		1	2	3	*	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	*	29	30	H		
						21

JUNE 2018						
Su	M	T	W	Th	F	Sa
					*	2
3	4	5	6	7		
						1

2nd Sem = 91 days

### Graduation Dates

West - 10:00 - May 27  
Skyview - 2:00 - May 27  
Senior - 6:00 - May 27



	First and Last Day of School	Aug. 24, June 1
	Early Release - All Students	June 1
E	Elementary Early Release	Sept. 21, Oct. 18, Nov. 21, Feb. 8, Mar. 28
MS	Middle School Early Release	Sept. 19, Dec. 7, 8
P	PIR Days	Aug. 21 - 23, Oct. 19 - 20, Jan. 15, Apr. 9
T	Elementary Parent Teacher Conf.	Nov. 1 - 3
	End of Quarter	Oct. 27, Jan. 12, Mar. 23, Jun. 1
*	Vacation or Holiday	Sept. 4, Nov. 22 - 24, Dec. 25 - Jan. 1-2, Feb. 9 & 12, Mar. 29, 30, Apr. 2, May 4, May 28. (Total - 18 days)
*	Six-week Grading Periods	Oct. 6, Nov. 21, Jan. 12, Mar. 2, Apr. 20, June 1
	High School Early Release	Jan. 11, 12, May 31, June 1

