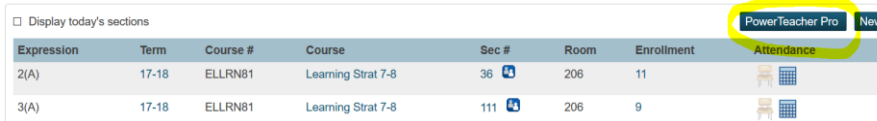


## PowerTeacher Administrator for Admins:

- From the PowerSchool home page, click Teacher Schedules on the left
- Select the teacher you want to view the gradebook for from the list on the left
- Click the PowerTeacher Pro button at the upper right of their schedule



Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
2(A)	17-18	ELLRN81	Learning Strat 7-8	36	206	11	
3(A)	17-18	ELLRN81	Learning Strat 7-8	111	206	9	

- This opens a new tab with the gradebook
- All Grade Setups have been pushed down from the District level for ALL teachers, there is no setup your teachers have to do anymore.
- To view the grade setup, click Settings from the Charms bar on the left
- Select Traditional Grade Calculations
- They are listed by course, the current course is listed at the top center of your page
- You can click the pencil button to see the setup beside each term
- You only have View rights so any changes you make will not be saved.