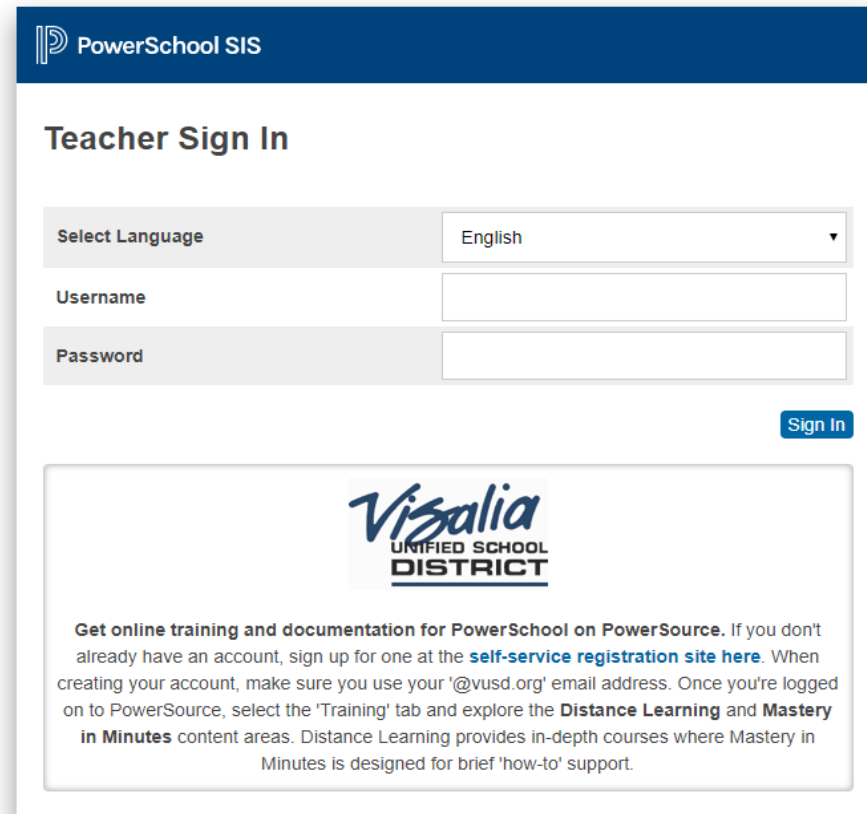


How to enter an incident as a teacher within PowerTeacher



Navigate to PowerTeacher by going to this address:

<https://powerschool.vusd.org/teachers> or by navigating to the vusd.org website, clicking “For Staff”, and then clicking “PowerTeacher”. This will bring up the PowerTeacher login page.



The screenshot shows the 'Teacher Sign In' page of the PowerSchool SIS. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title 'Teacher Sign In' is displayed. The sign-in form includes a 'Select Language' dropdown menu set to 'English', a 'Username' text field, and a 'Password' text field. A blue 'Sign In' button is located to the right of the password field. Below the sign-in fields, there is a section with the Visalia Unified School District logo and a paragraph of text providing information about online training and documentation for PowerSchool on PowerSource. The text mentions that users should use their '@vusd.org' email address and explore the 'Distance Learning' and 'Mastery in Minutes' content areas.

PowerSchool SIS

Teacher Sign In

Select Language: English

Username:

Password:

[Sign In](#)

Visalia
UNIFIED SCHOOL
DISTRICT

Get online training and documentation for PowerSchool on PowerSource. If you don't already have an account, sign up for one at the [self-service registration site here](#). When creating your account, make sure you use your '@vusd.org' email address. Once you're logged on to PowerSource, select the 'Training' tab and explore the **Distance Learning** and **Mastery in Minutes** content areas. Distance Learning provides in-depth courses where Mastery in Minutes is designed for brief 'how-to' support.

Sign into PowerTeacher. This will display your classes/sections.

PowerSchool SIS

Teacher Sign In

Select Language	English ▼
Username	tteacher
Password	

Sign In



Get online training and documentation for PowerSchool on PowerSource. If you don't already have an account, sign up for one at the [self-service registration site here](#). When creating your account, make sure you use your '@vusd.org' email address. Once you're logged on to PowerSource, select the 'Training' tab and explore the **Distance Learning** and **Mastery in Minutes** content areas. Distance Learning provides in-depth courses where Mastery in Minutes is designed for brief 'how-to' support.

Click on the backpack of the class where the student is enrolled.

 PowerSchool SIS

Welcome, Test Teacher | [Help](#) | [Sign Out](#)

School: Demonstration Elementary School Term: 19-20 Trimester 1

[Navigation](#)

- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Reports
- Recommendations
- Custom Links

PTG 2.8

[Launch](#)

District Code

HKGG



Current Classes

HR(A)	Homeroom 1st PowerTeacher Pro							
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Click on any part of the student's name on the left-hand side of the screen.

Homeroom 1st
HR(A)

Test 01, Student
Test 02, Student
Test 03, Student
Test 04, Student
Test 05, Student
Test 06, Student
Test 07, Student
Test 08, Student
Test 09, Student
Test 10, Student
Test 11, Student
Test 12, Student
Test 13, Student
Test 14, Student
Test 15, Student
Test 16, Student
Test 17, Student
Test 18, Student
Test 19, Student
Test 20, Student
Test 21, Student

Change Class:

PowerSchool SIS

Welcome, Test Teacher | [Help](#) | [Sign Out](#)

School: Demonstration Elementary School **Term:** 19-20 Trimester

Student Information

Use the navigation pane on the left to work with the students listed.

- Click on the student's last name to go to your default student screen.
- Click on the student's first name to go to the last student screen viewed.
i.e. - If you last looked at an Attendance page, clicking the student's first name will take you to the Attendance page for that student.
- Click on a class name to change the current list of students to those in that class.

Drop down the “Select screens” box and choose “Create Incident”.

Homeroom 1st
HR(A)

Test 01, Student
Test 02, Student
Test 03, Student
Test 04, Student
Test 05, Student
Test 06, Student
Test 07, Student
Test 08, Student
Test 09, Student
Test 10, Student
Test 11, Student
Test 12, Student
Test 13, Student
Test 14, Student
Test 15, Student
Test 16, Student
Test 17, Student
Test 18, Student
Test 19, Student
Test 20, Student
Test 21, Student

PowerSchool SIS

Welcome, Test Teacher | [Help](#) | [Sign Out](#)

School: Demonstration Elementary School Term: 19-20 Trimester 1

Schedule

Test 10, Student 1 F 930257 [5439337323] DEM 504

Exp	Trm	Crs-Sec	Course	Teacher	Room	Enroll
HR(A)	19-20	E1000-3	Homeroom 1st	Teacher, Test		08/15/2019

Select screens

Select screens

Create Incident

Cumulative Grade Information

Demographics

Graduation Plan Progress

Historical Grades

Intervention Log

Meeting Attendance

Net Access Summary

Phone Numbers

Score Reports

Print A Report

Quick Lookup

Recommendations

Report Card

Schedule

Student Photo

Student Score Details

Submit Log Entry

Sample Incident

Incident Entry



Test 09, Student 1 M DEM

Select screens ▼

Student	Test 09, Student	
Date & Time Choose the time and date closest to when the incident occurred.	07/30/2019	7:38pm
Author	Teacher, Test	
Reporter	Teacher, Test ▼	Only change if someone besides you reported the incident such as a classroom or playground aide.
Location Choose the location where the incident occurred.	Classroom ▼	
Behavior	Disruption ▼	Choose the behavior that best describes what happened. Note that classroom managed behaviors require an action to be selected. Office managed behaviors will have the action entered by an administrator.
Perceived Motivation Select the perceived motivation that drove the behavior.	Obtain peer attention ▼	
Others Involved	Teacher ▼	Select others involved, if any.
Action Taken Choose the action you took to address the behavior.	(LU15) Seat Change ▼	
Incident Description - What happened (be specific, just the facts)? - How did the students behavior impact you, others and/or the learning environment (be specific, just the facts)? - What was done to restore things?	Test Student #9 interrupted my lesson three times by yelling, "No way!" after I'd make a statement. This stopped my teaching while I attempted to refocus Test Student #9. The behavior also caused other students to giggle and lose focus. At least a few minutes of instructional time was lost. After the 2nd warning, Test Student #9 continued to be disruptive. I had Test student change seats with Test Student #4 and the behavior stopped. Describe the incident in detail. Be specific and only include the facts. Do not enter how you felt. Use the guiding questions on the left for direction. Note that this narrative may be seen by parents or others.	
Send Email To (Hold down the Ctrl key on your keyboard to select multiple people)	Some Principal Some Assistant Principal Adam Brown Select a single or multiple administrators to notify of the incident. Those who are notified will receive an email with a link that will take them directly to the incident in PowerSchool. If you've chosen an office managed behavior, an administrator will complete the action and will enter all other details such as victims, witnesses, civility related descriptors, etc.	
Submit Incident		

Incidents From One of My Classes This section will show all incidents logged for this student in which you are listed as the reporter.

(These are incidents of this student for which I am listed as a Reporter)

no previous incidents found

Date	Behavior	Action	Author	Title	Entry
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Notes

- Your administration will give you specific instructions on what behavior and action to choose depending on the situation.
- This system replaces all other referral systems that may be in place at your school. You will no longer create a PowerTeacher referral, enter referral information into a shared Google doc, or complete a paper referral.
- All sections of the incident are mandatory. The description is very important. This is how you will communicate the facts of the incident to your administration. Note that this information will be part of the student's record and may be seen by parents. Be specific and only describe the facts of the incident.