

Admin Instructions (2.3.23)

1. Log into PowerSchool (admin), on the left side scroll down to Applications and select **PowerPTC**



- 2. To add conferences for a parent/guardian
 - Click on **users** on the left



- Search by the parent/guardian's last name, hit enter



Admin Instructions (2.3.23)

SS Evanston District 65		PowerPTC	
Hama	📽 Global Search		
Home	Search users		
Global Search	Jones		Q
List Parent/Guardians			
List Teachers			
List Admin Users			
Parent Activation Codes			
Teacher Activation Codes			
Early Access Tickets			

- Select the parent name and then a new screen will open, Click on **Other Actions.** Under the other actions tab, select impersonate user.

General	Other Actions			
		Impersonate User	*	
		View Reports Remove User		
© Update				© Cancel

- You are now seeing the parent/guardian's view



Follow these steps to schedule a conference for the family



Admin Instructions (2.3.23)

- 3. To find conferences for a particular teacher
 - Click on list teachers on the left

SS Evanston District 65	PowerPTC				
Home	📽 Teacher User Accounts				
Global Search	0	14 <4 1 2 3 4 5 6 7	8 9 10 🕫 🕫 (1	- 15 of 238) 15 v	Options *
List Teachers	Enabled o	Email Address 0	User's Name 0	Teacher Number \$	Actions
List Admin Users		algera@district65.net	Audrey Alger	1247220	X 🕑 💼
Teacher Activation Codes		allenr2@district65.net	Robert Allen	107751	又 🖉 🗎
Early Access Tickets		alvaradoj@district65.net	Julia Alvarado	880620	X 🖉 🛍
		anesd@district65.net	David Anes	1165305	X 🕑 🛍
		antoines@district65.net	Stanley Antoine	912635	X 🗹 🛍
English		arapir@district65.net	Rebeka Arapi	110072	X 🖉 🛍
Log out		baldwins@district65.net	Stephanie Baldwin	1008524	X 🖉 🛍

- Search teacher by last name

📽 Teacher	r User Accounts			
0				Options -
	14 ×4 1	▶ 🕨 (1 - 2 of 2)	15 ~	
Enabled \$	Email Addre	User's Name \$	Teacher Number 🕸	Actions
	barbarok@district65.net	Kimberly Barbaro	857933	ズ 🕜 前
	barberj@district65.net	Jena Barber	394026	ズ 🕜 前
	ia <a 1<="" th=""><th>▶ ▶ (1 - 2 of 2)</th><th>15 ~</th><th></th>	▶ ▶ (1 - 2 of 2)	15 ~	

- Under actions click on impersonate

📽 Teache	r User Accounts			
0				Options •
Enabled \$	Image: Non-Section 1 2 3 4 5 6 7 Email Address ≎	8 9 10 ↦ ► (1 User's Name ≎	- 15 of 238) 15 ∨ Teacher Number ≎	Actions
	algera@district65.net	Audrey Alger	1247220	
	allenr2@district65.net	Robert Allen	107751	X 🖉 🛍
	alvaradoj@district65.net	Julia Alvarado	880620	X 📝 🛍



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- Once in the teacher account you can see their schedule and zoom links by clicking on **Confrence Schedule**

AA
Evanston District 65
Exit Impersonation
Home
Conference Schedule
Email Schedule
Course Schedule
Download Schedule
Walk-in Sign-up Sheet
Contact Requests
Meeting Types