## <u>Overview</u>

## This document will cover the following process:

- 1. Selecting Teacher Schedule
- 2. Select the desired course
- 3. Print the desired course with grades and attendance

## **Selecting Teacher Schedule:**

1. Go to People Icon > Staff > Teacher Schedule

PowerSchool SIS									
<b>₩</b> →	People		Staff Searches	Staff Management					
People			Search for Staff	Change Staff Field Values					
St.	Students	•		Copy Legacy Custom Field					
BrightArrow	Staff	E.		Data					
	Contacts	•		Consolidate Staff					
Attendance				New Staff Member					
-				Print Mailing Labels					
** ≻				Teacher Schedules					
Health									

2. From the left side menu select the desired teacher

PowerSchool SIS									
r-TEC, Jason Katie Illa Tec, Susan Faith el, Samantha	Teacher Schedules 🍗								
c, Duane C, Duane Travis C, Danielle Del -Gil, Jaret T	Use the navigation pane on the left to work with the teacher schedules listed. <ul> <li>Click a teacher's name to view that teacher's schedule.</li> </ul>								
Nick									

**3.** Click on the button to go to PowerTeacher Pro

Teacher Schedule - Samantha													
Display today's sections										Power	Teacher F	Pro N	lew
(		Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock	Bright/ Notific
	Make all students listed above the current selection					All current students (enrolled as of today)							
										Unlock	Selected S	ections	

**4.** At the top of the page select desired course from drop down menu, from left side menu select A+ Grading, under Grades select Traditional

D	PowerTe 🗾 🗾	(A) Algebra I Core (i) -	<mark>23-</mark> 24			
<b>P</b>	Assignments	<b>~</b>				
Class	Assignment List					
Grading	Scoresheet	ation: Category Weightir Grade:	ation: Category Weighting Grade: C-   71.71%			
Students	Categories	Q4 ~	ABSEI			
Progress	Grades	A 95.593% E 56.645%	1			
Poporta	Traditional	= 49.145% E 37.5% C+ 78.028% E 50.988%	1 1 3 2			
keports	Standards	C 76.118% A 94.935% D- 62.105%	1 2 1			
Settings		A 93.028%				

5. Right click on the screen, select Print to send data to the printer.

G 1(/	Grades: Traditional - Q4 🔽										
	Read Only View										
C	Class Grade: Q4 Calculation: Category Weighting Show										
0	Grade Scale Type: (A+ - E) Grade: C-   71.71%										
				04	ATTEN	IDANCE					
STU	STUDENT (28)			~	ABSENCES	TARDIES		U LATE			
1.			C-	71.71%	2						
2.			A	95.593%	1	-		-			
3.			E	56.645%	4		2	-			
4.			E	49.145%	1			-			
5.			E	37.5%	1	-		-			
6.			C+	78.028%	3						
7.			E	50.988%	2			-			
8.			С	76.118%	1	-	1	-			
9.			A	94.935%	2	-		-			
10.			D-	62.105%	1		1				
11.			A	93.028%							