

# Power Teacher

<https://powerschool.lsr7.org/teachers/pw.html>

Login/password: same as logging into your computer

## Start Page: PowerTeacher

Welcome, ANNE RINEY | Server: PSAPP3V | [Help](#) | [Sign Out](#)  
School: Lee's Summit North High School Term: 14-15 Semester 1

**Navigation**

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Personalize
- Gradebook
- LSR7 Reports
- LSR7 Student Directory
- Recommendations
- Schoolnet

**New Gradebook Launch**  
Run Installer once, then [Launch](#)  
Or use the old [Launch](#)

**Current Classes**

1(A-B)	Advanced Studies Geometry	<input checked="" type="radio"/>					
2(A-B)	Geometry	<input type="radio"/>					
3(A-B)	Algebra 1 Second Semester	<input type="radio"/>					
5(A-B)	Geometry	<input type="radio"/>					
6(A-B)	Geometry	<input type="radio"/>					
7(A-B)	Algebra 1 Second Semester	<input type="radio"/>					
9(A-B)	Best Advisory (2017)	<input type="radio"/>					

*Note: In the original image, the first row of the 'Current Classes' table has five icons circled in red and numbered 1 through 5. A red arrow points from the first row to the right side of the page.*

## 1. Attendance - click on the chair to take the attendance.

PowerSchool - Teachers - Windows Internet Explorer

http://10.10.100.71/teachers/home.html

PowerTeacher manual 2.0

File Edit View Favorites Tools Help

Google Search Share Sidewiki Check Translate

Favorites Lee's Summit North High The Corporate View Intra... Suggested Sites Web Slice Gallery Customize Links

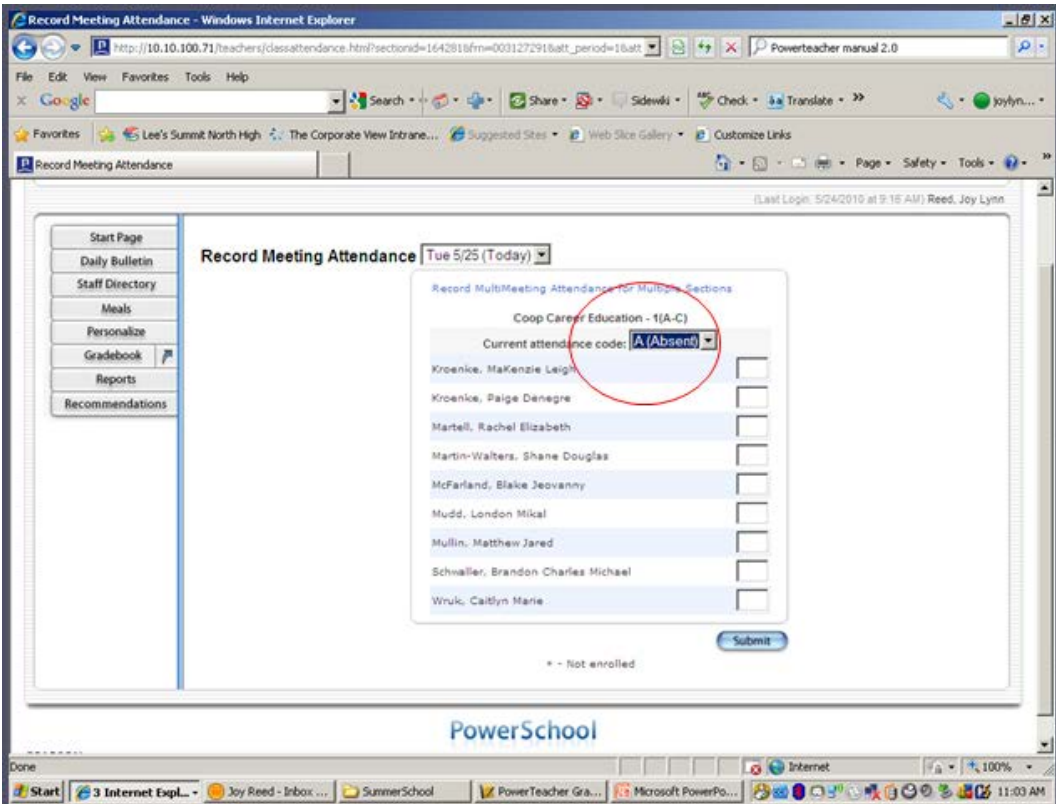
PowerSchool - Teachers Page Safety Tools

(Last Login: 5/24/2010 at 9:16 AM) Reed, Joy Lynn

**Current Classes**

1(A-C)	Coop Career Education						
2-3(A,C)	Computer Application II						
2-3(B+C)	Computer Application I						
4(A-C)	Digital Communication						
4(A-C)	Clerical Aide						
5(A-C)	Computer Application II						
6-7(A-C)	Coop Work						

*Note: In the original image, a red arrow points from the 'chair' icon in the first row of the 'Current Classes' table to the right side of the page.*



## 2. Seating Charts

## 3. Student Information

Advanced Studies  
**Geometry**  
 1(A-B)

Baze, Madelynn  
 Bilton, Anna  
 Clausen, Kayle  
 Donaldson, Anna  
 Gardner, Michael  
 Gavin, Jack  
 Gerber, Emily  
 Gerling, Sophia  
 Griffin, Alexis  
 Keary, Alexander  
 Litton, Elizabeth  
 Londre', Gilbert  
 Loyd, Carter  
 Root, Jeremy  
 Russell, Javin  
 Scarborough, Jeffrey  
 Scarborough, Meredith  
 Simpson, Helen  
 Wascom, Tyler  
 Weeda, Trey  
 Wilson, Joshua  
 Winston, Zakkyah  
 Wiseman, Shelby  
 Wilmer, Brock  
 Wood, Madison

Welcome, ANNE RINEY | Server: PSAPP3V | Help | Sign Out  
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**Schedule**

Baze, Madelynn 9 1038035 LSNHS

Select screens

Exp	Trm	Crs-Sec	Course	Teacher	Room	Enroll	Leave
1(A-B)	S1	400913-1	Advanced Studies Geometry	RINEY, ANNE	1122	08/20/2014	01/01/2015
2(A-B)	S1	200902-32	Spanish II	BRIZUELA, HANNAH	2169	08/20/2014	01/01/2015
3(A-B)	S1	600925-1	Concert Orchestra	KEENEY, JOSEPH	1189	08/20/2014	01/01/2015
4(A-B)	S1	100912-8	Advanced Studies English 9	HAESEMEYER, MINDY	2103	08/20/2014	01/01/2015
5(A-B)	S1	500910-5	Advanced Studies Biology	CHARPIE, AMY	1301	08/20/2014	01/01/2015
6(A-B)	S1	600929-1	9th Grade Women's Choir	PERRY, STEVE	1190	08/20/2014	01/01/2015
7(A-B)	S1	301905-25	Advanced Studies American History	COLLIS, JUSTIN	2114	08/20/2014	01/01/2015
9(A-B)	S1	955904-110	Best Advisory (2018)	BRANCH, MICHELE	2119	08/20/2014	01/01/2015

Use the drop down menu, to select  
 Demographics – for parent information  
 Quick Lookup – student schedule, current grades, etc.  
 \*Feel free to click any of the options to view additional information

## 4. Reports PowerTeacher

The screenshot shows the 'R7 Teacher Reports by Course' page. On the left is a navigation menu with items: Start Page, Daily Bulletin, Schedule, Staff Directory, Personalize, Gradebook, LSR7 Reports, LSR7 Student Directory, Recommendations, and Schoolnet. The main content area has a table with two columns: Report and Description.

Report	Description
Class Attendance Audit Report	Displays attendance for each student in the class. PLEASE BE PATIENT AS THIS REPORT TAKES A WHILE TO GENERATE.
Guardian Email Address Report	Displays guardian email addresses for each student in the class (MS Word format)
Student Email Address Report	Displays student email addresses for export (MS Word format)
Teacher Email Address Report	Displays teacher emails for students in class for export (MS Word format)
Student Data Report	Displays student last name, first name, and student number in class for export (MS Excel format)

Guardian Email Address Report – compiled list of parent emails for that class. In Lotus, you can create a group contact and copy the emails addresses into that group. \*When emailing a group of people, use BCC. Click on the other links to view the information.

5. Discipline – to write a referral on a student, click on the scales. Then click a student's name.

## PowerTeacher

The screenshot shows the 'Discipline Class Roster' page. On the left is a navigation menu with items: Start Page, Daily Bulletin, Schedule, Staff Directory, Personalize, Gradebook, LSR7 Reports, LSR7 Student Directory, Recommendations, and Schoolnet. Below the menu is a 'New Gradebook Launch' section with a 'Launch' button and a note: 'Run Installer once, then Launch'. Below that is 'Or use the old Launch' with an arrow. The main content area lists student names under the heading 'Student Name': Baze, Madelynn; Bilton, Anna Rose; Clausen, Kaylie A; Donaldson, Anna K; Gardner, Michael R; Gavin, Jack; Gerber, Emily Katherine; Gerling, Sophia L; Griffin, Alexis Leona; Keary, Alexander Christian; Litton, Elizabeth Marie.

## LSR7 Reports: PowerTeacher

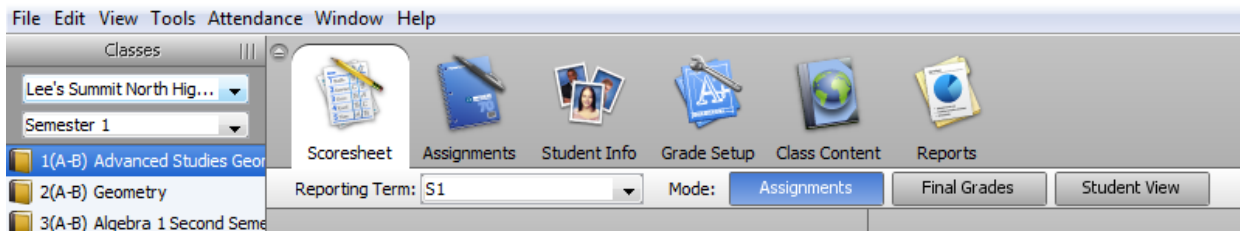
The screenshot shows the 'R7 Teacher Reports' page. On the left is a navigation menu with items: Start Page, Daily Bulletin, Schedule, Staff Directory, Personalize, Gradebook, LSR7 Reports, LSR7 Student Directory, Recommendations, and Schoolnet. The main content area has a table with two columns: Report and Description.

Report	Description
Student Medical Alert Report	Student Medical Alert Information by Course/Section.
Student ADA Percentages by Course	Student ADA percent for the current semester by Course/Section.
Student Tutoring Information by Advisor	Students listed with their tutoring information (LSWHS Only).
Student Attendance Code Summary Listing	Students listed with the various attendance codes and total number of occurrences.

You will need to generate the Student Medical Alert Report and print a copy for you and your emergency sub plans. You may also click on the other links to generate the other reports.

**SchoolNet:** This is a link to SchoolNet to view course curriculum.

**Lauching Gradebook:** Follow attached instructions (PowerTeacher Installer)



## Working with the Gradebook

The table below provides a brief explanation of the tabs teachers see in a row at the top of the gradebook window.

Icon	Description
Scoresheet	Displays the assignments and scores entered for students
Assignments	Displays the details of the assignments you have created
Students	Displays demographic data for students in the class
Grade Setup	Displays the final grade setup for each term plus access to editable grade scales
Class Content	Displays information about the selected course, plus access to collections of web links and other resources
Reports	Provides an interface to choose and format reports

## Setting Up Categories

Categories are broad classifications in which similar types of assignments are grouped. Examples of pre-defined categories are Homework, Test, Project, and Quiz. Teachers can add additional categories and/or modify the default categories.

### Activity 2 – Adding Categories

Add two categories to your PowerTeacher gradebook.

1. From the Tools menu, choose **Categories**. The Categories window will appear, displaying the pre-defined assignment categories.
2. Click the **Plus (+)** in the lower left-hand corner of the Categories window to add a new category.
3. Provide a name for the category and choose the color for its label. Enter in the number of points possible, and choose a score type: Points, Letter Grade, or Percentage.
4. Select **Include in Final Grade** unless the category is something ungraded, like draft assignments or permission slips.
5. Click the **Plus (+)** to add the second category.
6. Click **Close** to save and close the Categories dialog box.

\*\*Make sure that categories are set to publish.

#### Edit Assignment Category

Specify attributes of the Assignment Category



<b>Name:</b>	<input type="text" value="Homework"/>
<b>Abbreviation:</b>	<input type="text" value="HW"/>
<b>Color:</b>	<input type="color" value="Violet"/>
These options will be applied as defaults to any new assignments when created for this category.	
<b>Points Possible:</b>	<input type="text" value="5"/>
<b>Extra Points:</b>	<input type="text" value="0"/>
<b>Score Type:</b>	<input type="text" value="Points"/>
<b>Include in Final Grade:</b>	<input checked="" type="checkbox"/>
<b>Publish Assignment:</b>	<input type="text" value="Immediately"/>
<b>On Date:</b>	<input type="text" value="MM/dd/yyyy"/>
<b>Days Before Due:</b>	<input type="text" value="0"/>
<b>Publish Scores:</b>	<input checked="" type="checkbox"/>
<b>Description:</b>	<input type="text"/>

## Setting Up Final Grade Calculations

After teachers create assignment categories, they need to determine how the students' final grades will be calculated for each term by total points, term weights, or category weights.

\*\*Grade set up – meet with mentor/dept chair

Once you have set up final grades, you can copy the grade set up into like courses.

**PowerTeacher Gradebook: Joy Reed - Summer School (Secondary)**

1. Click Grade Setup  
 2. Select A 1 or 2  
 3. Select Category weights  
 4. Add Category

Dates for final are here

Calculate A2 final grade using:

Total points  
 Term weights  
 Category weights

Name	Weight	Percent	Drop Low
add category			
add assignment			

Revert Save

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**PowerTeacher Gradebook: Joy Reed - Lee's Summit North High School**

Z1=EOC testing dates  
 E1=Final Exam dates  
 S1—Must be term weights

Calculate S1 final grade using:

Total points  
 Term weights  
 Category weights

Name	Weight	Percent	Drop Low
A1	90	90.0%	n/a
Z1	0	0.0%	n/a
E1	10	10.0%	n/a

A= 90 unless EOC testing then use 80  
 Z=10 for EOC testing -- 0 if you do not test  
 E=10 Everyone will be 10% here

Revert Save

You can also find the dates that you MUST use for your final and for your EOC on this screen. In order for PG to calculate the score properly, you MUST use the dates you will find on the Grade Setup.

## Assignments

Teachers can set up assignments at the beginning of a school term or at any time during the term. Assignments are displayed on the Scoresheet tab. The name, point value, and date due for each assignment appear above the column in which student scores are entered. Double-clicking an assignment heading (or clicking the arrow at the top) opens the assignment definition window where you can modify the assignment or publish criteria.

As you enter assignments, you will notice a demarcation line that separates future assignments from past assignments. Posting assignments before entering scores does not skew how grades appear. The Final Grade that appears next to the student's name on the Scoresheet reflects an average grade for only the assignments that have already been scored.

## Publishing Assignments

When you publish an assignment parents and students can see it in PowerSchool's parent and student portals. You can publish an assignment when you create it, or at any point afterward. PowerTeacher gradebook defaults to publishing assignments as soon as they are created.

If an assignment is part of the student's final grade, it must be published at some point. You will receive an error message if you choose the **Never** publish option for an assignment that is to count toward the final grade.

One advantage of publishing assignments in advance of their due date is that parents can see that there are upcoming projects due or tests to study for, and you can enlist parents to help make sure students are prepared.

## Activity 8 – Creating a New Assignment

1. While on the Scoresheet tab, click the **Plus (+)** sign next to the Assignment header to open the New Assignment pane.
2. Enter a name for a homework assignment and choose **Homework** as the category. Set a due date to today and determine whether you wish to accept the default values for score type, points, and extra points. Choose to include the homework assignment in the final grade. Enter a brief description.
3. Click the **Publish** tab. Choose when to publish the assignment.
4. Click **Save** in the lower right corner to save the assignment. The assignment will appear in the Scoresheet. Repeat the steps for a second and third homework assignment.

## Copying Assignments

You can copy assignments from one class to another from current or previous terms by using the Copy Assignment function in the Tools menu at the top of the screen.

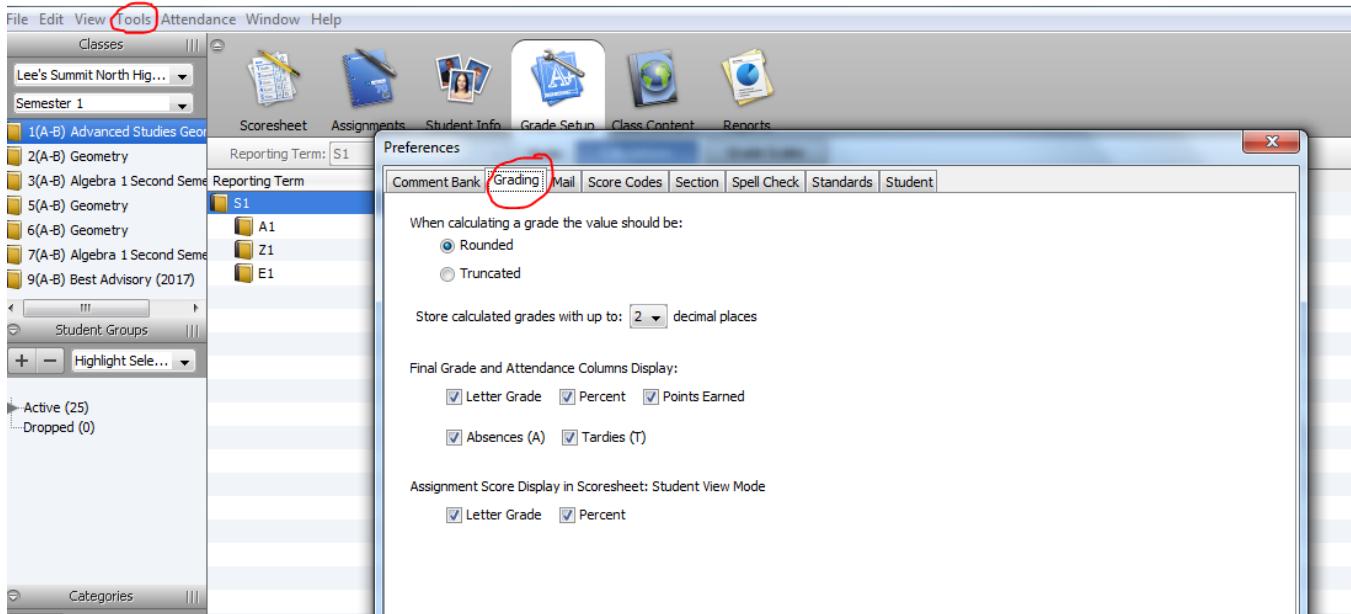
## Activity 9 – Copy Assignments

1. First select the class to copy assignments from in the classes menu located in the upper left corner of the gradebook.
2. Then select **Copy Assignments** from the Tools menu.
3. Choose an assignment to copy and click **Next**.
4. Choose one of your other classes.
5. Select **Today** from the Due Date menu and click **OK**.

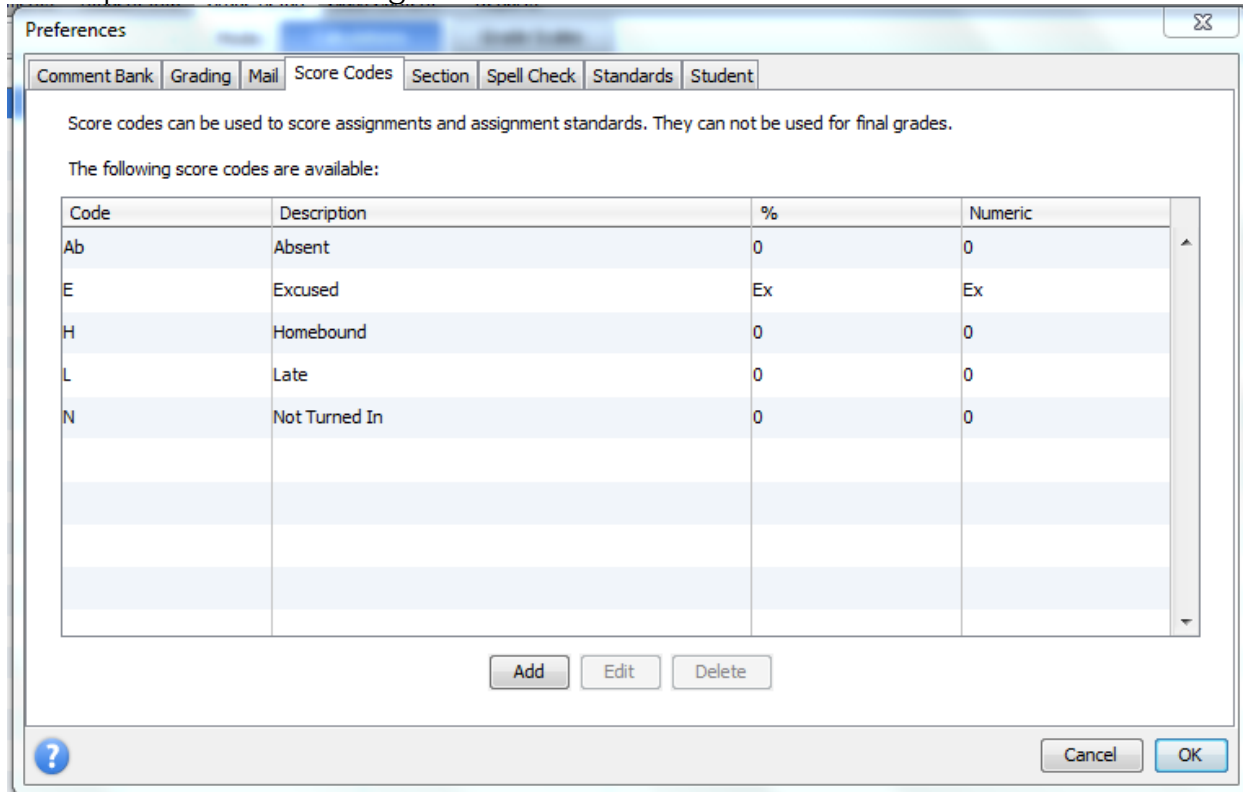
6. Click on the class you copied the assignment to in the classes menu to view the assignment.

**Additional Information:**

Click on Tools – Preferences – Grading. Make sure your window matches with the window below.







Click the Score Codes tab. The codes listed below are optional...however, talk with your department. Codes should be kept as universal as possible, so that there is less confusion when parents are viewing their student's scores.










## Using the Score Inspector

Just like the quick-entry methods, the Score Inspector makes it possible to indicate if an assignment was received late, a student is exempt from completing the assignment, an assignment is missing, or you have collected the assignment without entering a point value. You can also use this tool to enter a score comment. The following table provides a brief explanation of the assignment indicators displayed in the teacher's gradebook.

Indicator Description	Indicator Meaning
Small "C" in blue dot next to score 	Comment is attached
Small "L" in red dot next to score 	Assignment turned in late
Small "M" in orange dot next to score 	Assignment is missing
Green check in a cell 	Assignment turned in but not graded

Indicator Description	Indicator Meaning
Italicized faint score <i>Ex</i>	Assignment does not count toward final grade OR was marked as exempt after scoring
Small Hourglass in assignment heading 	Assignment published on certain date
Circle with line through it in assignment heading 	Assignment is never to be published
Small red exclamation mark next to italicized final grade 	Final grade changed by manual override
Yellow exclamation mark in the assignment heading 	Scores are not published
Small "G" in gray dot next to student name 	Student is assigned a grade scale other than default

## Activity 12 – The Score Inspector

Use the Score Inspector to add score notes and to mark assignments collected, late, and exempt.

1. On the Tools menu, click **Score Inspector**, and then **Assignments**.
2. On the Scoresheet, click in the assignment column in the first empty cell next to the appropriate student. In the Score Inspector, select the **Collected** box instead of entering a score. You can replace the check mark with a score later. Mark a few more empty cells as **Collected**.
3. Click the **Next** arrow by the student name to move down to the next student. Select the **Late** box.
4. Click the **Next** arrow to move down to the next student. Select the **Missing** box.
5. Click the **Next** arrow to move down to the next student. Select the **Exempt Score** box for one assignment. Exempt a few more of the empty cells.
6. Click the **Next** arrow by the assignment name to move to the next assignment. Enter a comment in the Score Inspector. Note: The Clear button on the Score Inspector clears the score completely, not just the comment or a Collected check.
7. Click on the term grade for your assigned student. Use the Score Inspector to enter a comment. Note the Reporting Term here: \_\_\_\_\_  
(Later in the class you will look at your comments and the exempt indicator in PowerSchool's parent portal.)
8. Click **Close**, and then click **Save** to retain the changes.

## Reporting Features

There are eight types of reports available in PowerTeacher gradebook. They can be produced in the following three file types:

- PDF – A cross-platform file that can be read and printed by Adobe Acrobat Reader or Preview on a Mac or PC.
- HTML – A file that can be read by a browser such as Internet Explorer, Firefox, or Safari.
- Text Export (CSV) – A text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet software application.

You can personalize each report by entering a custom title or by including a top note, bottom note, and signature line.

The following table provides a brief description of each of the reports:

Report Name	Description
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summarizes category totals
Final Grade and Comment Verification	Displays final grades and teacher comments by term
Individual Student Report	Displays a summary of the class activity per student
Missing Assignment	Displays assignments that are missing per assignment or per student
Scoresheet	Displays a copy of the teacher's gradebook
Student Multi-Section Report	Includes grades from all of a student's sections
Student Roster	Displays demographic information by class

### Activity 17 – Exploring the Reports

In pairs or small groups, look at the different types of reports. Create a report as a PDF, in HTML, and as an Export (CSV) file, so you can experience the different report output options.

1. Click the **Reports** tab, and then click the type of report you would like to view. The report options will become available in the lower pane on the screen.
2. Select the output option you would like. This is not necessary for the Attendance Grid. Then, select the appropriate sections, students, sort order, and date range for the report.
3. Click the **Layout** tab. Enter a custom title, top note, bottom note, or signature line.
4. Click **Run Report** in the lower right corner of the screen.
5. Select to **Open** the report or **Save** the report. If you choose Save, the report will be saved in the output option and in the location you designate.