

PowerTeacher Quick Reference Card

PowerTeacher Classroom Management Tool

PowerTeacher is an essential part of the PowerSchool Student Information System. PowerTeacher is a web portal to PowerSchool that concentrates all of the features teachers need in one spot, including a web-based gradebook. Whether you teach at an elementary school or a secondary school, use PowerTeacher on a daily basis to help manage your students' information.

Signing In to PowerTeacher

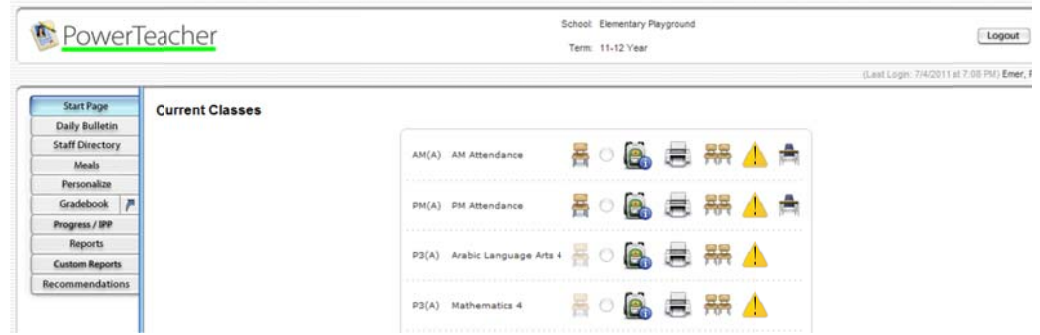
Use PowerTeacher anywhere you have access to Secure District Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day.

To sign in to PowerTeacher:

1. Open an EPSB supported web browser (such as Internet Explorer 7 or higher) In the browser address bar, enter the address <https://powerschool.epsb.ca/teachers>
2. Press **Enter**
OR
3. Click on the PowerTeacher shortcut on your desktop.
4. On the Teacher Sign In page, enter your username and password using your EDU login ID and password.
5. Press **Enter** to sign in to the PowerTeacher Start Page

Navigating PowerTeacher

The PowerTeacher Start Page serves as the central point from where you begin your PowerTeacher session. The Start Page consists of the following areas: the Header, the Navigation toolbar, the Navigation menu, and Current Classes.



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Personalizing PowerTeacher

Follow the directions below to set your PowerTeacher personal preferences.

Change password:

Your password is synchronized to your EDU password and cannot be changed here.

To set the default student screen:

1. Navigate to **Start Page > Personalize**
2. Click **Default Student Screen**
3. From the Default Student Screen menu, select the screen
4. Click **Submit**

To show or hide the section numbers on the PowerTeacher Start Page:

1. Navigate to **Start Page > Personalize**
2. Click **Display Section Number**
3. From the Display Section Number on the PowerTeacher Home Page menu, select **Yes** or **No**
4. Click **Submit**



Taking Attendance

As soon as teachers take attendance, student attendance information becomes available to school administrators.

1. Navigate to **Start Page > Chair icon** (next to the class for which you want to take attendance)
2. Select the date, if other than today
3. Select the current attendance code
4. Click the cell next to a student's name to assign that code
5. Click **Submit**

Note: Even if all students are present, teachers must click the Chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that the teacher has taken attendance.



Alerts

View any Medical, Discipline, Family Circumstance, Legal Documents or Protection Alerts

1. Navigate to Start Page > Yield sign icon (next to the class for which you want to view alerts)
2. When the new page appears point the cursor at the the alert icon to view the details.

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Viewing Student Information

Access the student information screens by clicking the Backpack icon for a class, then clicking a student's name. More than a dozen student screens are available through the Select screens menu. The following table provides a brief explanation of the commonly used student information screens available in PowerTeacher

1. Navigate to **Start Page** > Backpack icon (next to the class you wish to view)
2. Click a student's last name
3. Select a screen

Demographics- Displays the student's basic demographic information. It also contains an email link to the parent or guardian

Log Entry- Displays log entries for a student and allows new entries to be made

Meeting Attendance- Displays a student's attendance record for the entire term

Print a Report- Various student labels can be printed

Quick Lookup- Displays a summary of the student's current grades, teachers, and attendance for each class. Click the blue links to access additional information.

Schedule- Displays the student's current classes

Student Contacts- Displays a student's parent and emergency contact information.

Student Photo- Displays the student's photo, if available.

Term Grades- Displays Term marks for the student's current classes

Viewing the Daily Bulletin

The Daily Bulletin is a tool for administrators, secretaries, counselors, teachers, and staff to post announcements, messages, and reminders to other staff, students, and parents. It is an online bulletin board.

Teachers view the Daily Bulletin through PowerTeacher

It is also used by District Staff to communicate Student Information requirements and updates.

Staff Directory

Teachers access the staff directory through PowerTeacher. The Staff Directory defaults to the list of all staff members, but it can be sorted by staff type. Each staff member's name, room number, and if available, email address, home phone number, and school phone number are shown.

Custom Reports

Teachers have access to the following PowerTeacher EPSB custom reports:

Birthday Lists

Class Lists

Medical Report

Medical Information

Special Eligibilities

Documentation on how to run these reports is located on the PowerSchool.epsb.ca website.

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Seating Charts

Teachers can create and print seating charts, with student photos if available.

1. Navigate to **Start Page**
2. Click on the **Seating Chart** (double chair) icon
3. Choose **Alphabetical** or **Shuffle** to create the chart
4. Click and drop name/photo boxes to assigned row
5. **Save Seating Chart**
6. Right- on a blank area of the chart and choose **Print Chart**

Launching the Gradebook

To launch PowerTeacher gradebook, the web-based gradebook application, follow the instructions below. How to use PowerTeacher gradebook is detailed in another document.

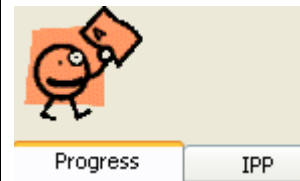
1. Navigate to **Start Page > Gradebook**
2. Click **Launch PowerTeacher Gradebook** or click the Instantly Launch Gradebook arrow
3. If prompted, select the application you wish to use to open the gradebook (such as Java) and click **OK**
4. When prompted, verify the authenticity of the Pearson School Systems certificate
5. Click **Trust** or **Allow**

Progress/IPP Module

Teachers can access Progress, IPP's, Field Trips, and Student Profile reports. How to use the Progress/IPP modules is detailed in another document.

1. Navigate to **Start Page > Progress/IPP Module**
2. Click **Launch Progress/IPP**

Progress is the default module. To access IPP's, click on the IPP tab in the upper left of the screen.



To access Field Trip consent forms and Profile Reports, click on the Reports folder in the upper right of the screen.

