

PowerSchool Teacher User Guide

PowerSchool Student Information System



PowerSchool

Document Properties

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Please send comments, suggestions, or requests for this document to manuals@powerschool.com. Your feedback is appreciated.

Contents

| | |
|--|-----------|
| Introduction | 5 |
| Legend | 6 |
| Audience..... | 6 |
| PowerSchool Teacher Introduction..... | 7 |
| Open PowerSchool Teacher..... | 7 |
| How to Log In to PowerSchool Teacher..... | 7 |
| How to Log Out of PowerSchool Teacher..... | 8 |
| PowerSchool Teacher Start Page | 9 |
| Main Menu..... | 9 |
| Current Classes | 9 |
| Navigation Bar | 10 |
| Main Menu..... | 10 |
| How to Read the Daily Bulletin..... | 10 |
| How to Download and Install PowerGrade..... | 11 |
| How to Run Reports for All Students..... | 12 |
| How to Use the Report Queue..... | 13 |
| Personalize PowerSchool Teacher | 14 |
| How to Change Your PowerSchool Teacher Password..... | 14 |
| How to Personalize the Default Student Screen..... | 15 |
| Use PowerSchool Teacher..... | 17 |
| Lunch Transactions..... | 17 |
| How to View Lunch Transactions..... | 17 |
| Staff Directory..... | 17 |
| How to View the Staff Directory..... | 17 |
| How to Filter Staff Groups | 18 |
| Current Classes Page | 19 |
| How to Take Attendance | 19 |
| How to Take Lunch Counts..... | 23 |
| How to View Student Pages..... | 24 |
| How to View the Standards Summary | 26 |
| How to Edit Standards Summary..... | 28 |
| How to Run Class Reports | 32 |

| | |
|------------------------------------|----|
| How to Add Web Assignments..... | 34 |
| How to Edit Web Assignments | 36 |
| How to Delete Web Assignments..... | 38 |

Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at <https://www.powerschool.com/support/documentation/userguides/>. This URL is case-sensitive.

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section "[Introduction to PowerSchool](#)." Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.
- Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section "[Search and Select](#)."
- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.
- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.
- Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

Legend

- This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window", begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

Audience

This document is intended for teachers who use PowerSchool.

PowerSchool Teacher Introduction

Teachers have indirect access to PowerSchool through their work on PowerGrade, but they can also directly log in to the system. Teachers can view some of the same pages as school administrators and do some of their most important record keeping directly in the PowerSchool system.

Open PowerSchool Teacher

There are three pieces of information you must have before you can log in to PowerSchool Teacher.

PowerSchool URL

Since PowerSchool is web-based, the PowerSchool system at your school must have an Internet address. The teacher program probably also has its own address. If you do not know the address for PowerSchool Teacher at your school, contact your PowerSchool administrator.

Username

Your PowerSchool administrator assigns your username, which can be a variation of your first or last name. If you are not sure of your username, contact your PowerSchool administrator.

Password

Your PowerSchool administrator assigns your password. When you log in to PowerSchool Teacher, you must enter your password exactly as it is assigned. Spelling is important! If you do not know your password, contact your PowerSchool administrator. You cannot access PowerSchool Teacher without it.

Note: Do not use your colleague's password or give your password to anyone. Security is very important in PowerSchool.

How to Log In to PowerSchool Teacher

Log in using your username, password, and the PowerSchool Teacher URL.

1. Open your web browser to your school's PowerSchool Teacher URL. The Log On page appears.

The image shows a login form for PowerSchool. At the top left is the PowerSchool logo, which consists of a red apple icon and the text "PowerSchool". Below the logo are two input fields. The first field is labeled "Username:" and the second field is labeled "Password:". Below the password field is a blue button with the text "Enter".

2. Enter your username in the first field.
3. Enter your password in the second field. The characters appear as asterisks (*) to ensure greater security when you log in.
4. Click Enter. The PowerSchool Teacher start page appears.

How to Log Out of PowerSchool Teacher

When you finish your work in PowerSchool Teacher, it is important to log out. Do so from any page in the system.

1. Click Logout in the navigation bar.

The image shows a navigation bar. On the left, it displays "School: Bethesda High School" and "Term: 02-03 Year". On the right, there is a "Logout" button and a question mark icon.

2. The Log On page appears. You must enter your username and password again to redisplay the PowerSchool Teacher start page.

The image shows a login form for PowerSchool, identical to the one in the first image. It features the PowerSchool logo, "Username:" and "Password:" labels, input fields, and an "Enter" button.

PowerSchool Teacher Start Page

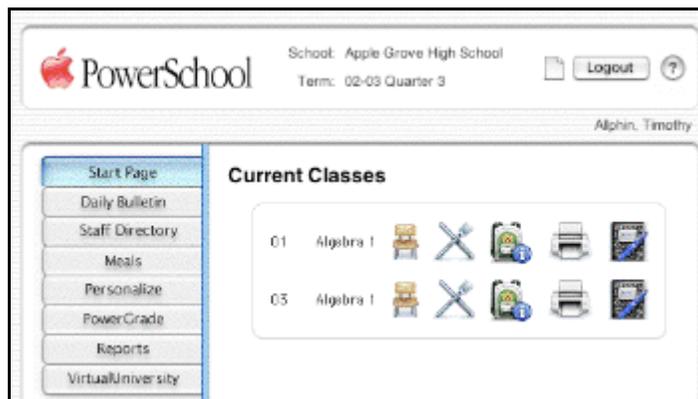
For most teachers, this page appears every time you open PowerSchool Teacher. Determine which options are available to you and other teachers at your school.

For general information about PowerSchool Teacher, see the sections "[PowerSchool Teacher](#)" and "[Open PowerSchool Teacher](#)."

The PowerSchool Teacher start page consists of four main areas:

- [Navigation bar](#)
- [Main menu](#)
- Home link
- Page content, including [current classes](#)

Many of these areas appear on other pages, but the page content may be different. For example, the main menu appears on most pages, but contains links appropriate for each page.



Main Menu

Notice the vertical frame on the left side of the page. This is the main menu, which includes links to five different features. Click the second link to read your school's daily bulletin. Click the last three links to download the latest copy of PowerGrade, print reports for all students in your classes, and look up relevant VirtualUniversity courses, respectively. For more information on these links, see the section "[Main Menu](#)."

Click the other links to set user preferences ("[Personalize PowerSchool Teacher](#)"), view lunch transactions ("[Lunch Transactions](#)"), and accesses the staff directory ("[Staff Directory](#)").

Current Classes

The daily schedule of current classes is in the large section of the start page. There are icons to the right of each course name. If you pass your cursor over them without clicking, you will notice that each icon is a link to a different page. Scroll down the page to the symbol key to learn what page each icon opens. For more information, see the section "[Current Classes Page](#)."

Navigation Bar

The items on the navigation bar at the top of the Current Classes page are common to every page in the application. The first one is a link to the Current Classes page. Click the PowerSchool logo to return to the Current Classes page with one click.



The second item displays your school name or initials. The third indicates the current term. It changes automatically at the beginning of each term. The fourth item is the Logout button. It is available from any page in the application, and you can log out of PowerSchool Teacher at anytime. The last is the Help icon, which looks like a question mark. Click it from any page in the application to find answers to your questions as you work in PowerSchool Teacher.

| ADM/ADA Daily by Student | | | | | | | | Apple Grove High School 08/28/2002 through 09/30/2002 (23) | |
|--------------------------|-----------------------|-----|------|--------|---------|---------|----------------|---|--|
| Student # | Name | Ord | Sch# | School | Entry | Exit | Membership | Attendance | |
| 1. 440000570 | Afest, Student Enroll | 9 | 4000 | AGHS | 8/26/02 | 5/31/03 | 23.000 | 0.000 | |
| 2. 25021 | Briggs, Jessica K | 10 | 4000 | AGHS | 9/18/02 | 5/31/03 | 9.000 | 1.000 | |
| 3. 25021 | Briggs, Jessica K | 10 | 4000 | AGHS | 8/29/01 | 9/1/02 | 3.000 | 0.000 | |
| 4. 440000562 | Godfrey, Ben | 12 | 4000 | AGHS | 8/28/02 | 5/31/03 | 23.000 | 0.000 | |
| | | | | | | | Total: 58.000 | 1.000 | |
| | | | | | | | Average: 2.521 | 0.043 | |

When you run a report, you can view, cancel, and re-execute reports from the report queue. The Report Queue icon, which looks like a piece of paper, appears only if you have any reports in the queue.



Main Menu

The PowerSchool Teacher main menu displays links to several common functions, such as reading the daily bulletin and running reports for all students in all your classes. To return to the start page at any time, click Start Page.

Use the PowerGrade link to download the latest version of PowerGrade. Click VirtualUniversity to view a list of relevant VirtualUniversity courses, which are PowerSchool classes that are delivered via your web browser.

For more information on the other functions, see the sections "[Personalize PowerSchool Teacher](#)," "[Lunch Transactions](#)," and "[Staff Directory](#)."

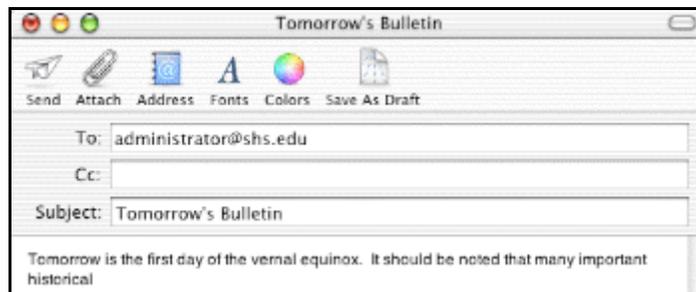
How to Read the Daily Bulletin

While you cannot create entries for the daily bulletin, you can read the notices and send a message to the person in charge of maintaining the bulletin.

1. On the PowerSchool Teacher start page, choose Daily Bulletin from the main menu. The Daily Bulletin page displays today's announcements and links to bulletins for other days.



2. Click the date for a different day to view that day's bulletin.
3. Click the email address to send a message to the person who issues the announcements. Depending on your default email application, an email form appears.



4. Complete the email message.
5. Click Send. The Daily Bulletin page appears.
6. Click your web browser's Back button to return to PowerSchool Teacher start page.

How to Download and Install PowerGrade

Download the latest version of PowerGrade from PowerSchool Teacher.

Note: If you are using Windows 2000, log in to your local system as the administrator before installation.

1. On the start page, choose PowerGrade from the main menu.
2. Click PowerGrade Download.
3. On the PowerGrade Download page, click the link to the most recent PowerGrade file for your computer type. PowerGrade saves to a location on your computer.

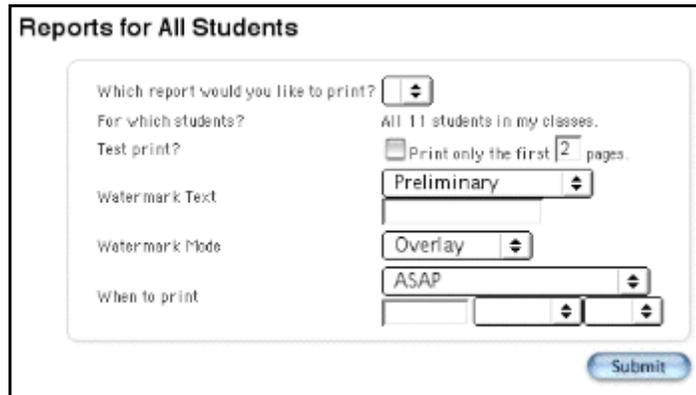
Note: If downloading PowerGrade for Windows, verify that the file name extension ".exe" appears in the File Download dialog. If it doesn't, enter .exe after the file name, such as PG[4.0.1.07][1].exe. Click OK.

4. Double-click the installation icon from the location where the file downloaded. The installation process starts.

How to Run Reports for All Students

Generate reports for all students in your classes using the link in the main menu. Select from custom and preconfigured reports. To run a report for students in a particular class, see the section "[Current Classes Page](#)."

1. On the PowerSchool Teacher start page, choose Reports from the main menu. The "Reports for All Students" page appears.



2. Use the following table to enter information in the fields:

| Field | Description |
|---------------------------------------|--|
| Which report would you like to print? | Choose the report to print from the pop-up menu. |
| For which students? | The selected number of students appears. |
| Test print? | Select this checkbox to test printing the report, and enter the number of pages to print. If you do not select this checkbox, all the report pages print. Note: You are encouraged to use the Test Print feature until you know each of the reports. Some take a long time to run, and you do not want to wait for a report only to learn it is the wrong one. |
| Watermark Text | If you want to print text as a watermark on each page of the report, use the Watermark Text pop-up menu to either choose one of the standard phrases or choose Custom. If you choose Custom, enter the text you want to print as a watermark. |
| Watermark Mode | Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report. |

| Field | Description |
|---------------|--|
| When to print | To run this report, select a time to start it: <ul style="list-style-type: none"> • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. |

3. Click Submit. Depending on the report, either the selected report or the report queue appears. For more information on the report queue, see the section "[How to Use the Report Queue.](#)"

How to Use the Report Queue

You must run a report before performing this procedure. For more information, see the section "[How to Run Reports for All Students.](#)"

1. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.

Report Queue - My Jobs [Refresh](#)

| Created | Job Name | Started | Ended | Status |
|------------|----------------------|---------------------|---------------------|---|
| 01/28/2003 | AGHS Progress Report | 01/28/2003 10:51 AM | 01/28/2003 10:51 AM | Completed  |
| 01/28/2003 | AGHS Progress Report | 01/28/2003 10:49 AM | 01/28/2003 10:49 AM | Completed  |

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on the its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

2. Do one of the following:
 - Click Refresh to update the page.
 - Click Completed to view the report.

- Click the job name of the report. The Report Queue Job Detail page displays details of the report job, and you can select either the Cancel Job or Run Job Again checkbox, depending on whether the job has completed or not.

Report Queue Job Detail

| Option | Value |
|-----------------|-----------------------------------|
| User | User, 3 |
| School | Apple Grove High School (4000) |
| Created | 1/28/2003 7:19 AM |
| Job Name | Monthly Student Attendance Report |
| Type | PDF |
| Reports | Sections |
| Status | Running |
| Started | 1/28/2003 7:19 AM |
| Ended | |
| When To Execute | ASAP |
| Cancel Job? | <input type="checkbox"/> |

- Click Cancel for the report(s) you want to cancel.

Personalize PowerSchool Teacher

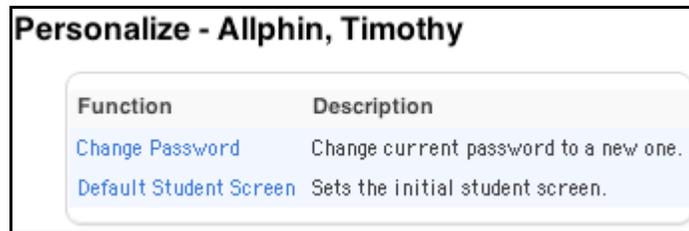
Customize PowerSchool Teacher to meet your needs and preferences.

Note: Either change your preferences now, wait until you are more familiar with PowerSchool, or use the default settings and do not make any changes. Change any combination of the settings as often as you want. Click Submit when you enter or select information for each preference. If you try to change more than one at time, only the preference immediately above the Submit button will be saved. Any others made at the same time will be lost.

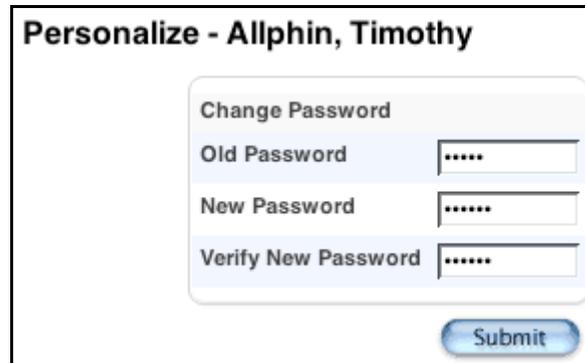
How to Change Your PowerSchool Teacher Password

Your PowerSchool administrator probably issued your PowerSchool Teacher password, which you have the option of changing through the Personalize feature. Change it as often as you like, but make sure it is something you will remember. Too many changes can be confusing, even for the person making the changes!

- On the PowerSchool Teacher start page, choose Personalize from the main menu. The Personalize page appears.



- Click Change Password. The Personalize page for the change password function appears.



- Use the following table to enter information in the fields:

| Field | Description |
|---------------------|--|
| Old Password | Enter your current password. You used this password to enter the system earlier. |
| New Password | Enter a new password. |
| Verify New Password | Enter your new password again in this field. |

- Click Submit. The start page reappears. The next time you log in to PowerSchool, use the new password.

Note: It is important to select a new password that you will remember. If you forget it, you cannot log in to PowerSchool without help from your PowerSchool administrator; this will delay your work. It is not recommended that you write down your password for fear that an unauthorized user find it and gain access to PowerSchool. Imagine the problems if a student logged in with your username! Try to commit your password to memory.

How to Personalize the Default Student Screen

The default student screen is the first page that appears when you open a student record.

- On the PowerSchool Teacher start page, choose Personalize from the main menu. The Personalize page appears.

Personalize - Allphin, Timothy

| Function | Description |
|--|---------------------------------------|
| Change Password | Change current password to a new one. |
| Default Student Screen | Sets the initial student screen. |

2. Click Default Student Screen. The Personalize page for the default student screen appears.

Personalize - Allphin, Timothy

Default Student Screen

Quick Lookup

Submit

Note: It is possible that you have different options available to you than those used in the example. Each school decides which pages appear in PowerSchool Teacher, so the options can vary from school to school, even within the same district.

3. Click Submit. The Current Classes page appears. From now on, the page you selected appears when you open a student page.

Use PowerSchool Teacher

Lunch Transactions

The Meals page displays all of your breakfast and lunch transactions. In addition, the current balance appears.

How to View Lunch Transactions

On the PowerSchool Teacher start page, choose Meals from the main menu. The Meals page appears.

| Meals | | | |
|-----------------------------|---------|-------|----------------|
| Current Meal Balance: 40.50 | | | |
| Date | Time | Net | Description |
| 06/11/2002 | 4:04 PM | -2.50 | Meal/Lunch |
| 06/11/2002 | 4:04 PM | -2.00 | Meal/Breakfast |
| 06/11/2002 | 4:04 PM | -2.50 | Meal/Lunch |
| 06/11/2002 | 4:03 PM | -2.50 | Meal/Lunch |
| 06/02/2002 | 5:23 PM | 0.00 | Meal/Lunch |
| 05/31/2002 | 5:32 PM | 0.00 | Meal/Lunch |
| 05/01/2002 | 4:01 PM | 50.00 | Deposit |

Staff Directory

The staff directory displays the staff for the selected school and term. Use it to filter groups of staff members according to their functions or to find email addresses.

How to View the Staff Directory

1. On the PowerSchool Teacher start page, choose Staff Directory from the main menu. The Staff Directory appears.

Staff Directory

Listing options: All - Teachers - Staff - Lunch Staff - Substitutes

| # | Name | Room | Email | Home # | School # |
|----|------------------------|---------|--|--------------|--------------|
| 1 | Allredge, Jessica | Room 4 | teacher@school.k12.co.us | 436-555-9003 | 436-555-3164 |
| 2 | Allen, Jessica Marie | Room 5 | teacher@school.k12.co.us | 436-555-9004 | 436-555-3164 |
| 3 | Allison, Marissa Marie | Room 6 | teacher@school.k12.co.us | 436-555-9005 | 436-555-3164 |
| 4 | Allipin, Timothy | Room 8 | teacher@school.k12.co.us | 436-555-9007 | 436-555-3164 |
| 5 | Baker, Trisha | Room 23 | teacher@school.k12.co.us | 436-555-9022 | 436-555-3164 |
| 6 | Barker, Richard | Room 31 | teacher@school.k12.co.us | 436-555-9030 | 436-555-3164 |
| 7 | Beckstrom, Valentine | Room 32 | teacher@school.k12.co.us | 436-555-9031 | 436-555-3164 |
| 8 | Biesinger, Nicholas | Room 34 | teacher@school.k12.co.us | 436-555-9033 | 436-555-3164 |
| 9 | Bliss, Caroline Kay | Room 36 | teacher@school.k12.co.us | 436-555-9035 | 436-555-3164 |
| 10 | Brown, Carina Ann | Room 42 | teacher@school.k12.co.us | 436-555-9041 | 436-555-3164 |
| 11 | Callister, Lisa | Room 48 | teacher@school.k12.co.us | 436-555-9047 | 436-555-3164 |
| 12 | Christensen, Tyreek | Room 59 | teacher@school.k12.co.us | 436-555-9050 | 436-555-3164 |
| 13 | Clyde, Linds | Room 61 | teacher@school.k12.co.us | 436-555-9060 | 436-555-3164 |

- Click the individual's email address to email that staff member. Alternatively, select the email addresses in the Group Email field. Using your email application, copy and paste the selected addresses into the address field of a new email message.



How to Filter Staff Groups

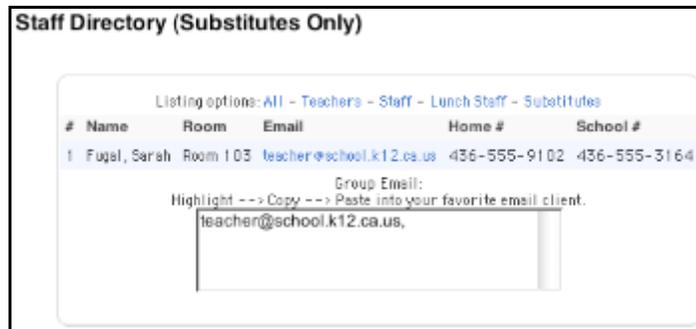
- On the PowerSchool Teacher start page, choose Staff Directory from the main menu. The Staff Directory appears.

Staff Directory

Listing options: All - Teachers - Staff - Lunch Staff - Substitutes

| # | Name | Room | Email | Home # | School # |
|----|------------------------|---------|--|--------------|--------------|
| 1 | Allredge, Jessica | Room 4 | teacher@school.k12.co.us | 436-555-9003 | 436-555-3164 |
| 2 | Allen, Jessica Marie | Room 5 | teacher@school.k12.co.us | 436-555-9004 | 436-555-3164 |
| 3 | Allison, Marissa Marie | Room 6 | teacher@school.k12.co.us | 436-555-9005 | 436-555-3164 |
| 4 | Allipin, Timothy | Room 8 | teacher@school.k12.co.us | 436-555-9007 | 436-555-3164 |
| 5 | Baker, Trisha | Room 23 | teacher@school.k12.co.us | 436-555-9022 | 436-555-3164 |
| 6 | Barker, Richard | Room 31 | teacher@school.k12.co.us | 436-555-9030 | 436-555-3164 |
| 7 | Beckstrom, Valentine | Room 32 | teacher@school.k12.co.us | 436-555-9031 | 436-555-3164 |
| 8 | Biesinger, Nicholas | Room 34 | teacher@school.k12.co.us | 436-555-9033 | 436-555-3164 |
| 9 | Bliss, Caroline Kay | Room 36 | teacher@school.k12.co.us | 436-555-9035 | 436-555-3164 |
| 10 | Brown, Carina Ann | Room 42 | teacher@school.k12.co.us | 436-555-9041 | 436-555-3164 |
| 11 | Callister, Lisa | Room 48 | teacher@school.k12.co.us | 436-555-9047 | 436-555-3164 |
| 12 | Christensen, Tyreek | Room 59 | teacher@school.k12.co.us | 436-555-9050 | 436-555-3164 |
| 13 | Clyde, Linds | Room 61 | teacher@school.k12.co.us | 436-555-9060 | 436-555-3164 |

- Click a staff group next to Listing Options. The selected staff group appears.



3. Click the individual's email address to email that staff member. Alternatively, select the email addresses in the Group Email field. Using your email application, copy and paste the selected addresses into the address field of a new email message.

Current Classes Page

The icons on the Current Classes page open different pages, where you can perform different types of activities. You do not need to complete the activities in any particular order, but you should be familiar with all of them.

How to Take Attendance



While you can take attendance in PowerGrade and save the records to your local data file, use PowerSchool Teacher to save the records directly to the PowerSchool system. Thus, you have two ways to take attendance.

Substitute teachers can take attendance here as well if they have a username and password. It is not necessary for them to open PowerGrade and try to figure out how to navigate there. They can take attendance, and you can synchronize your data file with the PowerSchool system when you return.

Note: You must also synchronize with the PowerSchool system if you take attendance through PowerSchool Teacher. If you do not do this, your attendance records will be different than those in PowerSchool.

Record Meeting Attendance

Use Record Meeting Attendance to take attendance by class meeting. A class meeting is the span of time a class takes place within a given day.

1. On the PowerSchool Teacher start page, click the chair icon. The Record Meeting Attendance page appears.

Record Meeting Attendance

Record Meeting Attendance for Multiple Sections

Chemistry 1 - 2(B)

Current attendance code: (Present) ▾

| | |
|------------------------|--------------------------|
| Mills, BJ | <input type="checkbox"/> |
| Draper, Brendon | <input type="checkbox"/> |
| Sampson, Kayla Y | <input type="checkbox"/> |
| Billman, Lindsay | <input type="checkbox"/> |
| Mower, Ashley | <input type="checkbox"/> |
| Walk, Emillia S | <input type="checkbox"/> |
| Schouten, Crystal | <input type="checkbox"/> |
| Lopez, Jon-Michael | <input type="checkbox"/> |
| Culverwell, Kasey | <input type="checkbox"/> |
| Patterson, E Gabrielle | <input type="checkbox"/> |
| Anderson, Barry | <input type="checkbox"/> |

Submit

▪ - Not enrolled

2. Choose the attendance code from the pop-up menu you want to assign.
3. Click the field next to the name of each student you want to assign the attendance code to.
4. Repeat Step 1 and Step 2 for each different attendance code you want to assign. It is not necessary to perform this task for students who are present.
5. Click Submit. The attendance marks are saved to the PowerSchool system, and the start page reappears.

Note: The next time you work with PowerGrade, remember to synchronize your data file with the PowerSchool system.

Record Meeting Attendance for Multiple Sections

Use "Record Meeting Attendance for Multiple Sections" to take attendance by concurrently meeting sections. If the class spans multiple periods you may need to take attendance multiple times depending on your schools policies. Taking attendance concurrently by meeting is helpful for teachers who instruct several sections during one meeting, since all students for that meeting appear on one list, regardless of their sections. For more information, see the section "[Concurrent Attendance](#)."

1. On the PowerSchool Teacher start page, click the chair icon. The Record Meeting Attendance page appears.

Record Meeting Attendance

Record Meeting Attendance for Multiple Sections

Chemistry 1 - 2(B)

Current attendance code: (Present)

| | |
|------------------------|--------------------------|
| Mills, BJ | <input type="checkbox"/> |
| Draper, Brendon | <input type="checkbox"/> |
| Sampson, Kayla Y | <input type="checkbox"/> |
| Billman, Lindsay | <input type="checkbox"/> |
| Mower, Ashley | <input type="checkbox"/> |
| Walk, Emillia S | <input type="checkbox"/> |
| Schouten, Crystal | <input type="checkbox"/> |
| Lopez, Jon-Michael | <input type="checkbox"/> |
| Culverwell, Kasey | <input type="checkbox"/> |
| Patterson, E Gabrielle | <input type="checkbox"/> |
| Anderson, Barry | <input type="checkbox"/> |

■ - Not enrolled

2. Click "Record Meeting Attendance for Multiple Sections." The Record Meeting Attendance for Multiple Sections page appears.

Record Meeting Attendance for Multiple Sections

Record Meeting Attendance

Chemistry 2 - 2(B)
Chemistry 1 - 2(B)

Current attendance code: (Present) ▾

| | |
|------------------------|--------------------------|
| Mills, BJ | <input type="checkbox"/> |
| Draper, Brendon | <input type="checkbox"/> |
| Sampson, Kayla Y | <input type="checkbox"/> |
| Billman, Lindsay | <input type="checkbox"/> |
| Mower, Ashley | <input type="checkbox"/> |
| Walk, Emillia S | <input type="checkbox"/> |
| Schouten, Crystal | <input type="checkbox"/> |
| Lopez, Jon-Michael | <input type="checkbox"/> |
| Culverwell, Kasey | <input type="checkbox"/> |
| Jensen, Amber B | <input type="checkbox"/> |
| Hicks, Charrli | <input type="checkbox"/> |
| Souza, Jessica Y | <input type="checkbox"/> |
| Clark, Matthew D | <input type="checkbox"/> |
| Jensen, Joseph T | <input type="checkbox"/> |
| Ludwig, Nickie S | <input type="checkbox"/> |
| Warner, Cianna Y | <input type="checkbox"/> |
| Holloway, Kylee | <input type="checkbox"/> |
| Ashwood, Heather | <input type="checkbox"/> |
| Riley, Tom | <input type="checkbox"/> |
| Patterson, E Gabrielle | <input type="checkbox"/> |
| Anderson, Barry | <input type="checkbox"/> |

Submit

■ - Not enrolled

Note: The name of those sections that meet concurrently appear. In this example, Chemistry 2 - 2(B) and Chemistry 1 - 2(B) display. Also note, students from both sections appear on the page.

3. Choose the attendance code from the pop-up menu you want to assign.
4. Click the field next to the name of each student you want to assign the attendance code to.
5. Repeat Step 1 and Step 2 for each different attendance code you want to assign. It is not necessary to perform this task for students who are present.
6. Click Submit. The attendance marks are saved to the PowerSchool system, and the start page reappears.

Note: The next time you work with PowerGrade, remember to synchronize your data file with the PowerSchool system.

How to Take Lunch Counts



Use PowerSchool Teacher to submit lunch counts through your web browser. If you give a username and password to substitute teachers, they can also submit lunch counts. A utensil icon represents this function.

1. On the PowerSchool Teacher start page, click the utensil icon at the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.

Submit Lunch Counts

| | | | |
|--------------------|----|------------------|---|
| Student Breakfast | 8 | Adult Breakfast | 1 |
| Student Lunch | 14 | Adult Lunch | 1 |
| Student A La Carte | 2 | Adult A La Carte | 0 |
| Milk | 9 | Other 1 | 0 |
| | | Other 2 | 0 |

2. Use the following table to enter information in the fields:

| Field | Description |
|--------------------|--|
| Student Breakfasts | Enter the number of student breakfasts. |
| Student Lunches | Enter the number of student lunches. |
| Student A la Carte | Enter the number of student à la carte meals. |
| Milk | Enter the total number of students and adults buying milk. |
| Adult Breakfasts | Enter the number of adult breakfasts. |
| Adult Lunches | Enter the number of adult lunches. |
| Adults A la Carte | Enter the number of adult à la carte meals. |
| Other 1 | Enter the number of others eating meals (optional). |
| Other 2 | Enter the number of others eating meals (optional). |

3. Click Submit to enter the counts. The start page reappears.

How to View Student Pages



This is probably one of the most helpful features of PowerSchool Teacher. You can view some of the pages that school administrators view and access a great deal of information about your students. Clicking the backpack icon opens the student pages.

1. On the PowerSchool Teacher start page, click the backpack icon at the class whose student pages you want to view. The class roster appears.

Spanish I
Period G1

[Bauer, Jonathan](#)
[Boyle, Kelsey](#)
[Davies, Kimberly](#)
[Francis, Jennifer](#)
[Fredericks, Luke](#)
[Griffin, Lacy](#)
[Harding, Laura](#)
[Herrs, Cole](#)
[Huber, Alicia](#)
[Hunter, Cagan](#)
[James, Daniel](#)
[Kitchener, Nichole](#)
[Mall, Amanda](#)
[Metz, Alishia](#)
[Nelson, Chelynne](#)
[Newell, Mark](#)
[Siebold, Heather](#)
[Steenbock, Elizabeth](#)
[Vinson, Felicia](#)
[Wendelken, Dallas](#)
[Wiese, Carrie](#)
[Williams, Noelle](#)

Change Class:

[G2 World Civilizations](#)
[G3 World Civilizations](#)
[W1 World Civilizations](#)
[W2 Spanish I](#)
[W3 Spanish I](#)

[Standards Summary \(m\)](#)

2. Click the last name of the student whose record you want to view. The student pages menu displays the default page set as your preference. Yours could differ from the following example. The page is view-only, so you cannot make any changes.

| Schedule | | | | | | | |
|--------------------------------------|-------|-----------|-----------------------|--------------------|------|-----------|----------|
| Andersen, Joshua W 10 840000707 AGHS | | | | | | | |
| Exp | Trm | Crs-Sec | Course | Teacher | Room | Enroll | Leave |
| 1(A) | 03-04 | 1511-1 | Biology | Dombeck, Beverly | 112 | 7/14/2003 | 7/1/2004 |
| 1(B) | 03-04 | 1081-1 | Pre-Calculus | Carlson, Steven | 204 | 7/14/2003 | 7/1/2004 |
| 2(A-B) | S2 | 7553-5 | Computer Applications | Sullivan, Lucinda | 114 | 1/19/2004 | 7/1/2004 |
| 3(A) | S2 | 100427-13 | Study Hall | Wannemacher, David | 101 | 1/19/2004 | 7/1/2004 |
| 3(B) | S2 | 4121-11 | Swimming | Sand, Victor | 95 | 1/19/2004 | 7/1/2004 |
| 4(A) | 03-04 | 3021-6 | U.S. History | Scott, Matthew | 125 | 7/14/2003 | 7/1/2004 |
| 4(B) | 03-04 | 2053-6 | English 2 | Van Hoffman, Jim | 211 | 7/14/2003 | 7/1/2004 |

- Choose a different student page from the pop-up menu. The new page displays different student information. The following example displays statistics on the Net/Phone Access Summary.

| Net/Phone Access Summary | | | | |
|---------------------------------------|----------|--------------|--------------------|----------------------|
| Anderson, Brittany 11 840000060 SHS | | | | |
| Parent Access Summary | | | | |
| Date | Time | Accessed Via | Duration (minutes) | Options (phone only) |
| 1. 6/7/2002 | 3:12 PM | Internet | 1.85 | |
| 2. 6/7/2002 | 11:05 AM | Internet | 2.55 | |
| 3. 6/6/2002 | 2:53 PM | Internet | 0.96 | |
| 4. 6/6/2002 | 2:44 PM | Internet | 0.43 | |
| 5. 6/6/2002 | 2:40 PM | Internet | 3.66 | |
| Student Access Summary | | | | |
| Date | Time | Accessed Via | Duration (minutes) | Options (phone only) |
| No student accesses for this student. | | | | |

- Click the first name of another student.

Note: Clicking the first name of any student displays the same page that opened for the previous student. Clicking the last name of any student displays the default student pages menu. If you click a last name to open the default student pages menu and then click a first name, the default student pages menu appears. To view a different student page, you must choose the page name from the pop-up menu.

Refer to the main menu again. Notice the classes listed under the student names.

- Click a class under Change Class to open another class. The main menu displays another list of students.

Spanish I
Period G1

[Bauer, Jonathan](#)
[Boyle, Kelsey](#)
[Davies, Kimberly](#)
[Francis, Jennifer](#)
[Fredericks, Luke](#)
[Griffin, Lacy](#)
[Harding, Laura](#)
[Herrs, Cole](#)
[Huber, Alicia](#)
[Hunter, Cagan](#)
[James, Daniel](#)
[Kitchener, Nichole](#)
[Mall, Amanda](#)
[Metz, Alishia](#)
[Nelson, Chelynne](#)
[Newell, Mark](#)
[Siebold, Heather](#)
[Steenbock, Elizabeth](#)
[Vinson, Felicia](#)
[Wendelken, Dallas](#)
[Wiese, Carrie](#)
[Williams, Noelle](#)

Change Class:

[G2 World Civilizations](#)
[G3 World Civilizations](#)
[W1 World Civilizations](#)
[W2 Spanish I](#)
[W3 Spanish I](#)

[Standards Summary \(m\)](#)

View these student pages just as you did those of the previous class.

How to View the Standards Summary

The Standards Summary page in PowerSchool Teacher displays all standard final grade entries for the selected section in PowerSchool Teacher. Select a section and view the standard final grades for that section.

1. On the PowerSchool Teacher start page, click the backpack icon at the class whose standards summary you want to view. The class roster appears.

Spanish I
Period G1

[Bauer, Jonathan](#)
[Boyle, Kelsey](#)
[Davies, Kimberly](#)
[Francis, Jennifer](#)
[Fredericks, Luke](#)
[Griffin, Lacy](#)
[Harding, Laura](#)
[Herrs, Cole](#)
[Huber, Alicia](#)
[Hunter, Cagan](#)
[James, Daniel](#)
[Kitchener, Nichole](#)
[Mall, Amanda](#)
[Metz, Alishia](#)
[Nelson, Chelynne](#)
[Newell, Mark](#)
[Siebold, Heather](#)
[Steenbock, Elizabeth](#)
[Vinson, Felicia](#)
[Wendelken, Dallas](#)
[Wiese, Carrie](#)
[Williams, Noelle](#)

Change Class:

[G2 World Civilizations](#)
[G3 World Civilizations](#)
[W1 World Civilizations](#)
[W2 Spanish I](#)
[W3 Spanish I](#)

[Standards Summary \(m\)](#)

2. Click Standards Summary at the bottom of the class roster. The Standards Summary page appears.

| Standards Summary - Q1 | |
|-------------------------------|---------------|
| Students | QA.001 |
| Bauer, Jonathan Christo | 3,00 |
| Boyle, Kelsey Jan | 3,00 |
| Davies, Kimberly Janice | 3,00 |
| Francis, Jennifer | |
| Fredericks, Luke M. | |
| Griffin, Lacy Beth | |
| Harding, Laura | |
| Herrs, Cole | |
| Huber, Alicia S. | |
| Hunter, Cagan Robin | |
| James, Daniel Richard | |
| Kitchener, Nichole | |
| Mall, Amanda Lynn | |
| Metz, Alishia | |
| Nelson, Chelynne Leora | |
| Newell, Mark | |
| Siebold, Heather | |
| Steenbock, Elizabeth Lee | |
| Vinson, Felicia | |
| Wendelken, Dallas Ryan | |
| Wiese, Carrie | |
| Williams, Noelle Lynn | |

How to Edit Standards Summary

In addition to viewing standard final grades for a selected section, you can also add, edit, or delete standard final grade entries for that section.

1. On the PowerSchool Teacher start page, click the backpack icon at the class whose standards summary you want to view. The class roster appears.

Spanish I
Period G1

[Bauer, Jonathan](#)
[Boyle, Kelsey](#)
[Davies, Kimberly](#)
[Francis, Jennifer](#)
[Fredericks, Luke](#)
[Griffin, Lacy](#)
[Harding, Laura](#)
[Herrs, Cole](#)
[Huber, Alicia](#)
[Hunter, Cagan](#)
[James, Daniel](#)
[Kitchener, Nichole](#)
[Mall, Amanda](#)
[Metz, Alishia](#)
[Nelson, Chelynne](#)
[Newell, Mark](#)
[Siebold, Heather](#)
[Steenbock, Elizabeth](#)
[Vinson, Felicia](#)
[Wendelken, Dallas](#)
[Wiese, Carrie](#)
[Williams, Noelle](#)

Change Class:

[G2 World Civilizations](#)
[G3 World Civilizations](#)
[W1 World Civilizations](#)
[W2 Spanish I](#)
[W3 Spanish I](#)

[Standards Summary \(m\)](#)

2. Click (m) next to Standards Summary at the bottom of the class roster. The Standards Summary page appears in edit mode.

Standards Summary - Q1

| Students | QA.001 |
|--------------------------|--------|
| Bauer, Jonathan Christo | 3.00 |
| Boyle, Kelsey Jan | 3.00 |
| Davies, Kimberly Janice | 3.00 |
| Francis, Jennifer | 3.00 |
| Fredericks, Luke M. | 3.00 |
| Griffin, Lacy Beth | 3.00 |
| Harding, Laura | |
| Herrs, Cole | |
| Huber, Alicia S. | |
| Hunter, Cagan Robin | |
| James, Daniel Richard | |
| Kitchener, Nichole | |
| Mall, Amanda Lynn | |
| Metz, Alishia | |
| Nelson, Chelynne Leora | |
| Newell, Mark | |
| Siebold, Heather | |
| Steenbock, Elizabeth Lee | |
| Vinson, Felicia | |
| Wendelken, Dallas Ryan | |
| Wiese, Carrie | |
| Williams, Noelle Lynn | |

3. Choose the standard from the standards pop-up menu.

| Standards Summary - Q1 | |
|-------------------------------|---------------|
| Students | QA.001 |
| Bauer, Jonathan Christo | 3.00 |
| Boyle, Kelsey Jan | 3.00 |
| Davies, Kimberly Janice | 3.00 |
| Francis, Jennifer | 3.00 |
| Fredericks, Luke M. | 3.00 |
| Griffin, Lacy Beth | 3.00 |
| Harding, Laura | |
| Herrs, Cole | |
| Huber, Alicia S. | |
| Hunter, Cagan Robin | |
| James, Daniel Richard | |
| Kitchener, Nichole | |
| Mall, Amanda Lynn | |
| Metz, Alishia | |
| Nelson, Chelynne Leora | |
| Newell, Mark | |
| Siebold, Heather | |
| Steenbock, Elizabeth Lee | |
| Vinson, Felicia | |
| Wendelken, Dallas Ryan | |
| Wiese, Carrie | |
| Williams, Noelle Lynn | |

4. Click Submit.
5. On the Student Information page, click Standards Summary at the bottom of the class roster. The Standards Summary page appears.

| Standards Summary - Q1 | |
|-------------------------------|---------------|
| Students | QA.001 |
| Bauer, Jonathan Christo | 3.00 |
| Boyle, Kelsey Jan | 3.00 |
| Davies, Kimberly Janice | 3.00 |
| Francis, Jennifer | 3.00 |
| Fredericks, Luke M. | 3.00 |
| Griffin, Lacy Beth | 3.00 |
| Harding, Laura | |
| Herrs, Cole | |
| Huber, Alicia S. | |
| Hunter, Cagan Robin | |
| James, Daniel Richard | |
| Kitchener, Nichole | |
| Mall, Amanda Lynn | |
| Metz, Alishia | |
| Nelson, Chelynne Leora | |
| Newell, Mark | |
| Siebold, Heather | |
| Steenbock, Elizabeth Lee | |
| Vinson, Felicia | |
| Wendelken, Dallas Ryan | |
| Wiese, Carrie | |
| Williams, Noelle Lynn | |

How to Run Class Reports



This feature of PowerSchool Teacher is the ability to generate reports. You can print various reports whenever you want without having to wait for your PowerSchool or school administrator to do it for you. Access reports for a particular class through the printer icon. For information on reports for all students in all of your classes, see the section "[How to Run Reports for All Students](#)."

Note: In PowerSchool and PowerSchool Teacher, often a report is a letter or a form. PowerSchool does not limit you to reports containing data only. You can run reports that have either only text or a combination of text and data.

1. On the PowerSchool Teacher start page, click the printer icon for the class for which you want to run a report. The Print Class Reports page appears.

Print Class Reports

Which report would you like to print? Honor Roll

For which students? The 13 students in this class.

Test print? Print only the first 2 pages.

Watermark Text

Watermark Mode Overlay

When to print ASAP

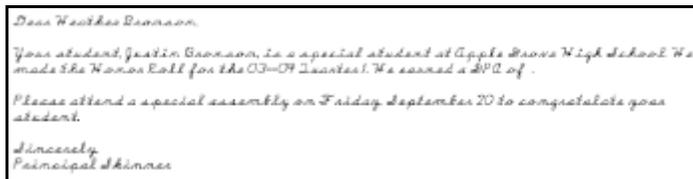
Submit

2. Use the following table to enter information in the fields:

| Field | Description |
|---------------------------------------|--|
| Which report would you like to print? | Choose the report to print from the pop-up menu. |
| For which students? | The selected number of students appears. |
| Test print? | <p>Select this checkbox to test printing the report, and enter the number of pages to print. If you do not select this checkbox, all the report pages will print.</p> <p>Note: You are encouraged to use the Test Print feature until you know each of the reports. Some take a long time to run, and you do not want to wait for a report only to learn it is the wrong one.</p> |
| Watermark Text | If you want to print text as a watermark on each page of the report, use the Watermark Text pop-up menu to either choose one of the standard phrases or choose Custom. Enter the text you want to print as a watermark in the blank field. |
| Watermark Mode | Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report. |

| Field | Description |
|---------------|--|
| When to print | To run this report, select a time to start it: <ul style="list-style-type: none"> • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. |

3. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
4. Click Completed to display the report.



How to Add Web Assignments



Enter assignments and assignment scores in PowerSchool Teacher. Click the notebook icon to create, edit, or delete assignments and assignment scores for each class.

1. On the PowerSchool Teacher start page, click the notebook icon next to the class. The Web Assignments page appears.



2. Click New. The Web Assignment page appears.

Web Assignment - Child. & Families

Category

Name

Abbreviation

Points Possible

Weight

Due Date

Description

| Scores | |
|------------------------|---------------------------------|
| Bowles, Addison L | <input type="text" value="19"/> |
| Briggs, Jessica K | <input type="text" value="25"/> |
| DuMars, Kelly A. | <input type="text" value="27"/> |
| Dunn, Andrea | <input type="text" value="22"/> |
| Figueras, Donna An | <input type="text" value="15"/> |
| Fortie, Kira Y | <input type="text" value="20"/> |
| Gordon, Carrie K | <input type="text" value="18"/> |
| Hudson, Julia Ann | <input type="text" value="05"/> |
| Krahenbuhl, Crystal | <input type="text" value="16"/> |
| Krahenbuhl, Danielle R | <input type="text" value="24"/> |
| Nielsen, Christina S | <input type="text" value="30"/> |
| Phillips, Karrilyn S | <input type="text" value="30"/> |
| Taylor, Heather A | <input type="text" value="29"/> |
| Tycksen, Breanne | <input type="text" value="23"/> |
| Webber, Kelvin | <input type="text" value="30"/> |
| Wolstenholme, Aaron | <input type="text" value="10"/> |

3. Use the following table to enter information in the fields:

| Field | Description |
|--------------|--|
| Category | Choose the assignment category from the pop-up menu. |
| Name | Enter the name of the assignment. |
| Abbreviation | Enter an abbreviation for the assignment. |

| Field | Description |
|-----------------|---|
| Points Possible | Enter the maximum number of points for the assignment. |
| Due Date | Enter the date the assignment is due using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. The due date must be in the selected term. |
| Description | Enter a full description of the assignment. |
| Scores | Enter the assignment score for each student (optional). To enter the scores at a later time, see the section " How to Edit Web Assignments ." |

- Click Submit. The Web Assignments page displays the new assignment.

| Web Assignments - Child. & Families | | | | |
|-------------------------------------|---------------------------|-------|----------|------------|
| <input type="button" value="New"/> | | | | |
| Due Date | Name | Abbr. | Category | Pts. Poss. |
| 3/13/2002 | Flour Bag | Flour | Project | 30 |

How to Edit Web Assignments



Web assignment information can be modified or deleted until the teachers connect to PowerSchool using PowerGrade, at which point the assignments are moved to PowerGrade (and are no longer stored in PowerSchool). Teachers then work with the assignments in PowerGrade as usual.

- On the PowerSchool Teacher start page, click the notebook icon next to the class. The Web Assignments page appears.

| Web Assignments - Child. & Families | | | | |
|-------------------------------------|---------------------------|-------|----------|------------|
| <input type="button" value="New"/> | | | | |
| Due Date | Name | Abbr. | Category | Pts. Poss. |
| 3/13/2002 | Flour Bag | Flour | Project | 30 |

- Click the name of the web assignment to be edited. The Web Assignment page appears.

Web Assignment - Child. & Families

Category

Name

Abbreviation

Points Possible

Weight

Due Date

Description

| Scores | |
|------------------------|---------------------------------|
| Bowles, Addison L | <input type="text" value="19"/> |
| Briggs, Jessica K | <input type="text" value="25"/> |
| DuMars, Kelly A. | <input type="text" value="27"/> |
| Dunn, Andrea | <input type="text" value="22"/> |
| Figueras, Donna An | <input type="text" value="15"/> |
| Fortie, Kira Y | <input type="text" value="20"/> |
| Gordon, Carrie K | <input type="text" value="18"/> |
| Hudson, Julia Ann | <input type="text" value="05"/> |
| Krahenbuhl, Crystal | <input type="text" value="16"/> |
| Krahenbuhl, Danielle R | <input type="text" value="24"/> |
| Nielsen, Christina S | <input type="text" value="30"/> |
| Phillips, Karrilyn S | <input type="text" value="30"/> |
| Taylor, Heather A | <input type="text" value="29"/> |
| Tycksen, Breanne | <input type="text" value="23"/> |
| Webber, Kelvin | <input type="text" value="30"/> |
| Wolstenholme, Aaron | <input type="text" value="10"/> |

3. Use the following table to enter information in the fields:

| Field | Description |
|--------------|--|
| Category | Choose the assignment category from the pop-up menu. |
| Name | Enter the name of the assignment. |
| Abbreviation | Enter an abbreviation for the assignment. |

| Field | Description |
|-----------------|---|
| Points Possible | Enter the maximum number of points for the assignment. |
| Due Date | Enter the date the assignment is due using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. The due date must be in the selected term. |
| Description | Enter a full description of the assignment. |
| Scores | Enter the assignment score for each student (optional). |

- Click Submit. The Web Assignments page displays the edited assignment.



| Web Assignments - Child. & Families | | | | |
|-------------------------------------|--------------------------------|-------|----------|------------|
| New | | | | |
| Due Date | Name | Abbr. | Category | Pts. Poss. |
| 3/13/2002 | Flour Bag Baby | Flour | Project | 30 |

How to Delete Web Assignments



Web assignment information can be modified or deleted until the teachers connect to PowerSchool using PowerGrade, at which point the assignments are moved to PowerGrade (and are no longer stored in PowerSchool). Teachers then work with the assignments in PowerGrade as usual.

- On the PowerSchool Teacher start page, click the notebook icon next to the class. The Web Assignments page appears.



| Web Assignments - Child. & Families | | | | |
|-------------------------------------|---------------------------|-------|----------|------------|
| New | | | | |
| Due Date | Name | Abbr. | Category | Pts. Poss. |
| 3/13/2002 | Flour Bag | Flour | Project | 30 |

- Click the name of the web assignment to be deleted. The Web Assignment page appears.

Web Assignment - Child. & Families

Category:

Name:

Abbreviation:

Points Possible:

Weight:

Due Date:

Description:

Scores

| | |
|------------------------|---------------------------------|
| Bowles, Addison L | <input type="text" value="19"/> |
| Briggs, Jessica K | <input type="text" value="25"/> |
| DuMars, Kelly A. | <input type="text" value="27"/> |
| Dunn, Andrea | <input type="text" value="22"/> |
| Figueras, Donna An | <input type="text" value="15"/> |
| Fortie, Kira Y | <input type="text" value="20"/> |
| Gordon, Carrie K | <input type="text" value="18"/> |
| Hudson, Julia Ann | <input type="text" value="05"/> |
| Krahenbuhl, Crystal | <input type="text" value="16"/> |
| Krahenbuhl, Danielle R | <input type="text" value="24"/> |
| Nielsen, Christina S | <input type="text" value="30"/> |
| Phillips, Karrilyn S | <input type="text" value="30"/> |
| Taylor, Heather A | <input type="text" value="29"/> |
| Tycksen, Breanne | <input type="text" value="23"/> |
| Webber, Kelvin | <input type="text" value="30"/> |
| Wolstenholme, Aaron | <input type="text" value="10"/> |

3. Click Delete. The Web Assignments page displays without the deleted assignment.

Web Assignments - Child. & Families

| Due Date | Name | Abbr. | Category | Pts. Poss. |
|----------|------|-------|----------|------------|
|----------|------|-------|----------|------------|