

PowerTeacher

PowerTeacher is a tool that helps teachers to easily manage daily classroom activities such as taking attendance, entering grades, communicating with students and parents, posting assignment details, and much more. With PowerTeacher these activities can be performed from any networked computer, at anytime. This allows more time and attention to be focused on any teacher's primary aim—teaching the students. PowerTeacher is fully integrated with the PowerSchool Premier student information system and as such, allows an educator to take advantage of expanded access to critical student performance for the students that they teach.

PowerTeacher is the most intuitive gradebook in the K-12 market.

Benefits of PowerTeacher

- Revolutionary interface
- Web-based not constrained to browser navigation
- Complete integration
- Progressive grading options
- School-to-Home collaboration
- And more!

PowerTeacher is fully web-based. Consequently, IT staffs are freed from the obligation of installing and maintaining client-based software on teacher workstations.

In order to store data, PowerTeacher requires an internet connection to the database.

PowerTeacher in a Nutshell

Accessing PowerTeacher

- To access PowerTeacher enter the following website address in your browser: <http://cbe.cec.edu.bs/teachers>.
- Login to PowerTeacher using your username and password.
- Change Default Password

Daily Bulletin

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.

How to View the Daily Bulletin

1. On the PowerTeacher main menu, click Daily Bulletin. The Daily Bulletin page displays today's announcements and links to previous bulletins.
2. Click the date links at the bottom of the page to view that day's bulletin.
3. Click the e-mail address at the bottom of the page to send a message to the person who issues the announcements. Depending on your default e-mail application, an e-mail form appears.
4. Complete the e-mail message.
5. Click Send.

Launch Gradebook

- On the start page click Gradebook
- Click on the Launch Gradebook icon

Create Categories – The Gradebook comes with 4 preset categories. You may delete/change these categories. Make certain you create a category called “Final Exams”.

Change the names of these categories to match CBE defined categories
Define Final Grade Calculation for Y1, T1, F1, S1, T2, and F2 for each class.

Y1 – Term weights (S1 - 50%, S2 - 50%)

S1 – Term weights (T1 - 60%, F1 - 40%)

T1 - Category weights (must add up to 100%)

- ✓ Homework -17 %

- ✓ Classwork -50 %

- ✓ Quizzes - 33 %

F1 – Category weights (must add up to 100%) – One category “Final Exam”

Do the same for:

S2 – Term weights (T2 – 60%, F2 – 40%)

T2- Category weights (must add up to 100%)

- ✓ Homework -17 %

- ✓ Classwork -50 %

- ✓ Quizzes - 33 %

F2 – Category weights (must add up to 100%) – One Category “Final Exam”

PowerTeacher Grade Setup for Y1

N.B. All Reporting terms T1, T2, S1, S2, F1, and F2 are setup the same way as previous years.

Steps to setup up Y1

- Open PowerTeacher
- Select the class
- Click on Grade Setup
- Click Y1 (Double click on Y1 if necessary)
- Click term weights
- Enter 50 for S1 and S2 in the weight column.
- Click saves.

The screenshot shows the PowerTeacher Gradebook interface for Melgrace Ajero - St. Francis de Sales. The 'Grade Setup' window is open, showing the 'Calculations' mode. The 'Reporting Term' is set to 'S1'. The main table lists reporting terms and their start/end dates:

Reporting Term	Start	End
Y1	09/06/2010 Mon	06/17/2011 Fri
S1	09/06/2010 Mon	12/17/2010 Fri
T1	09/06/2010 Mon	12/15/2010 Wed
F1	12/16/2010 Thu	12/17/2010 Fri
S2	12/18/2010 Sat	06/17/2011 Fri
T2	12/18/2010 Sat	06/15/2011 Wed
F2	06/16/2011 Thu	06/17/2011 Fri

Below the table, the 'Calculate Y1 final grade using:' section is set to 'copy'. The 'Number of low scores to discard:' is 0. The 'Term weights' section is selected, and a table shows the current setup for S1 and S2:

Name	Weight	Percent	Drop ...
S1	50	50.0%	n/a
S2	50	50.0%	n/a

Do not expand S1 or S2 for setting up Y1 unless instructed to do so.

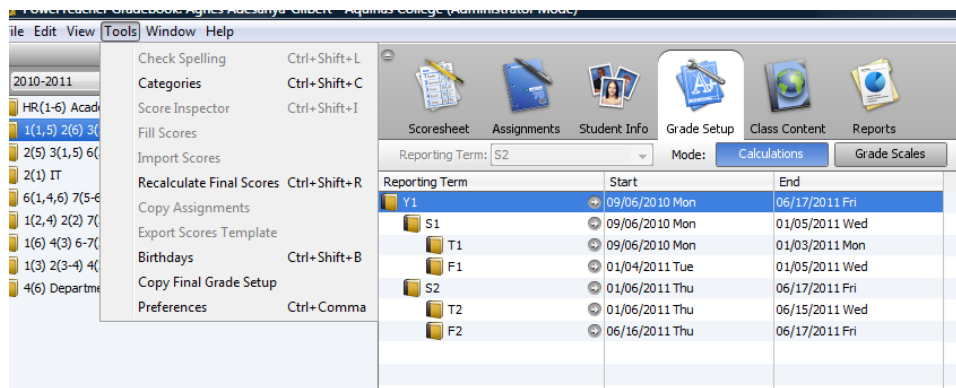
How to Copy Grade Setup?

In the past all classes had to be setup individually. We now have a two step procedure.

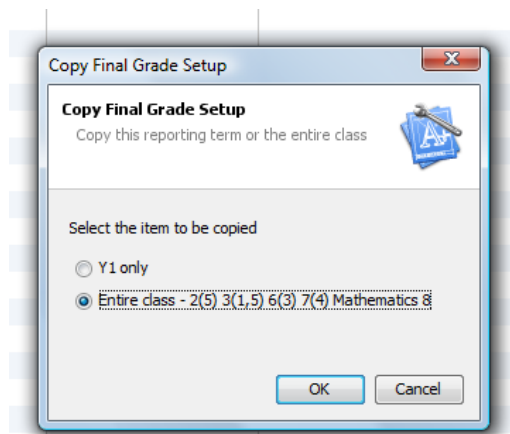
Now all that is required is that you take the time to setup one class correctly. You will then copy the grade setup for that class and paste it to the other classes.

Steps

- Select the class that is setup correctly(Current or from previous years)
- Click on Grade Setup
- From Tools menu select Copy final grade setup (Diagram 1).
- Select entire class. Click ok. (Diagram 2)
(Or Right click on Y1 and click on Copy Grade setup-entire class)



(Diagram 1)



(Diagram 2)

Screen comes up to paste (Diagram 3)

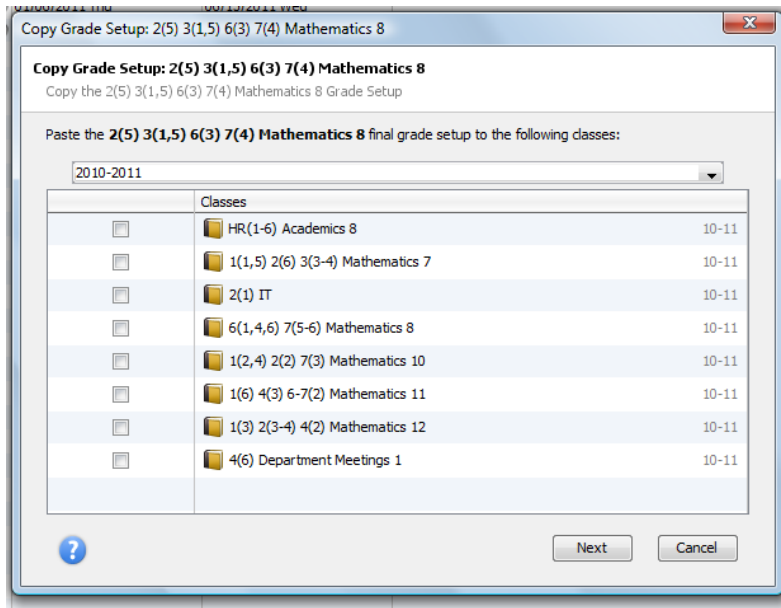


Diagram 3

- Select 2010-2011(current year)
- Select the classes
- Click next
- Click Finish.

***Voila!* Grade setup is completed for the year.**

How to Add Assignments?

1. Make certain the assignments dates are specific to the Reporting term.
2. Enter a Score
3. Remember to click save after entering your scores
4. Add Comments (Score and Final Grade) (T1, S1, T2, S2, are used for Final grade comments.)
5. To select the appropriate Term change the Reporting term from the score sheet window or Assignment window.

How to Copy an Assignment?

1. Select a class from the Classes pane.
2. Click the Assignments tab. The Assignments window appears.
3. Select an assignment.
4. Either choose Tools > Copy Assignment from the gradebook menu bar or right click and select Copy Assignment. The Copy Assignment window appears.
5. Choose a term from the pop-up menu. Classes for the selected term appear.
6. Select the Classes checkbox to copy the assignment to all the classes within the selected term or select individual class checkboxes for only those classes you want to copy the assignment to.
7. Click OK. The assignment is copied to the selected classes. If the assignment is copied to same class, the new assignment appears in the Assignments or Score sheet window