Taking Attendance in PowerTeacher

Attendance Code

(Present)

(Present)
A (Absent)
T (Tardy)
TE (Tardy Excused)
P (Parent Excused)
S (School Excused)
N (At Nurse)

☑ From the PowerTeacher start page, click on 🪑 .

☑ Click on the Attendance Code drop down menu and select the code you are ready to enter. [Note: picture may look different than NC version.]

☑ Then click in the box beside the student's name who gets the selected code.

☑ Repeat the above two steps for any other codes you need to mark.

☑ Click Submit.

☑ Attendance is complete when the green dot appears beside the chair on the start page. 🟢 🪑
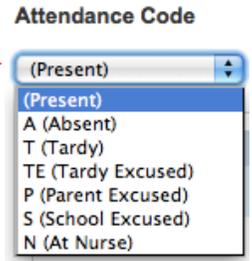
Finding Student Information in PowerTeacher

☑ From the PowerTeacher start page, click on 📷 .

☑ A student list will appear on left side. All names are links and can be clicked on.
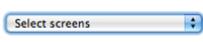
☑ Click on Select screens to view more information about the student.

☑ To exit the student information mode and go back to the start page, click on HOME BASE NC STUDENT INFORMATION SYSTEM at the top of the page.

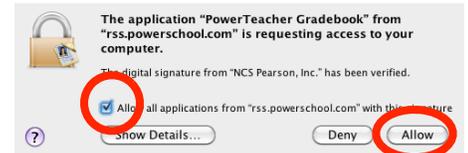# Changing Your PowerTeacher Password.

☑ From the PowerTeacher start page, click on Personalize .

☑ Click Change Password and follow the directions.

Setting Up the Gradebook in PowerTeacher

☑ Launch the PowerTeacher Gradebook by clicking on the blue arrow in left sidebar.

☑ A file will download, wait a moment. When the window opens, check the box and then click Allow.

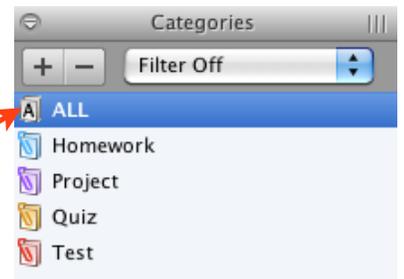☑ PowerTeacher Gradebook will launch.

☑ In the lower left corner, add and delete categories based on your class weights.

　　☑ To add: Click ⊞ and enter the information. [Be careful! Points Possible default is 10. If you need to change it, then do so!]

　　☑ To delete: Click on the category and click the ⊟.

　　☑ Make sure to color code your categories.

　　☑ Make sure to distinguish the score type.

☑ Click on the [Grade Setup] tab at the top.

☑ Double click on Q1 and select Total Points or Category Weights.

　　☑ When you click on category weights, click on ⊕ add category .

　　☑ Check categories included in final grade. Click OK.

　　☑ In the weight column, type in the weight percentage for each category.

　　☑ Click [Save] .

☑ Repeat for Q2, Q3 and Q4.

☑ If you want to copy category weights to another CLASS, click copy and select courses to copy the category weights to.

Adding Assignments in PowerTeacher Gradebook

☑ Click on the [Assignments] tab.

☑ To add an assignment, click on the ⊞ in the bottom of the window.

☑ On the Assignment Tab, enter the name of the assignment (abbreviation auto-populates, but can be changed), select a category, score type, points possible, extra points (if any), weight, date due and check or uncheck the 'include in final grade' box. Include a brief description of the assignment (for parents in Parent Portal).

☑ On the Publish Tab, enter a date for this grade to be published (for parents in Parent Portal). Default is immediately.

☑ Click [Save].

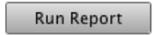☑ To delete an assignment, click on the assignment and click the ⊟ in the bottom of the window.

Entering Grades in PowerTeacher Gradebook

☑ Click on the [Scoresheet] tab.

☑ Grades can be entered directly into the column.

☑ Make sure to click [Save].

☑ To mark assignments late, exempt, missing or leave comments, click on the score and click on TOOLS in top menu bar, then Score Inspector.

    ☑ Mark items as needed.

    ☑ Enter comments, as needed.

    ☑ Advance through students within the assignment using the top up/down arrows.

    ☑ Advance through assignments within the same student using the second set of right/left arrows.

☑ Always click [Save] after changing anything!
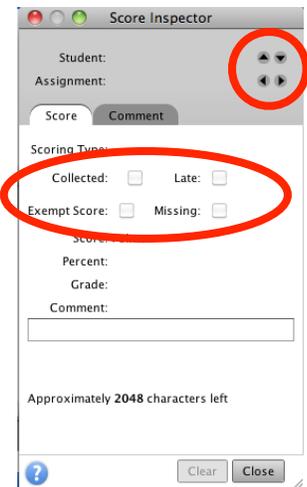
Creating Reports in PowerTeacher Gradebook

☑ Click on the ___ tab.

☑ Reports and descriptions will appear and are self-explanatory.

☑ Double click on the report you would like to run and the bottom half of the screen will appear with options.

☑ Select options that you are would like to appear and click Run Report . Your report will open in Preview or Adobe.

** For Student Roster Report, columns will need to be checked for what to include on report. There are 6 possible blank columns that can be renamed to whatever you would like.

** On the PowerTeacher start page, you will see links for reports. Currently you do not want to print reports from that link. Use the PowerTeacher Gradebook to print any reports you need.