PowerTeacher Administrator Reference Card

Accessing PowerTeacher Administrator

If you have a PowerTeacher Administrator account, you can access PowerTeacher Administrator from either PowerSchool or PowerTeacher.

The easiest way to create an account in PowerTeacher Administrator is to activate the link for a user of PowerSchool or PowerTeacher:

Activating the PT Administrator Link for a User

1. In PowerSchool, navigate to the record of the staff person who needs access to PowerTeacher Administrator.

2. Click **Security Settings**.

3. Click **Yes** for "PowerTeacher Administrator?"

4. Click **Submit**.

PowerSchool Access

1. Navigate to your PowerSchool server address and log on, using the username and password you were assigned by your PowerSchool administrator.

2. On the Start page, under Setup, click **PT Administrator**.

PowerTeacher Access

1. Navigate to your PowerSchool server address and log on to PowerTeacher, using the username and password you were assigned by your PowerSchool administrator.

2. On the main menu, click **Gradebook**.

3. On the gradebook launch page, click **PT Administrator**.

Managing User Accounts

Depending on your permissions, you can manage the accounts of PowerTeacher Administrators.

1. Click **Administration**.

2. Click **Manage Accounts**.

3. Click the name of the account to modify.

4. Enter the appropriate information.

5. To change Account Permissions, you must first select the **Override** check box on the line containing the boxes to be changed.

6. In the District/School Associations area, in the box on the left, select the school(s) to be associated, and then click the arrow between the boxes. To associate all the schools in the list, merely click **all**.

7. Subject Area Associations can be changed in the same way as District/School.

8. Click **Update**.
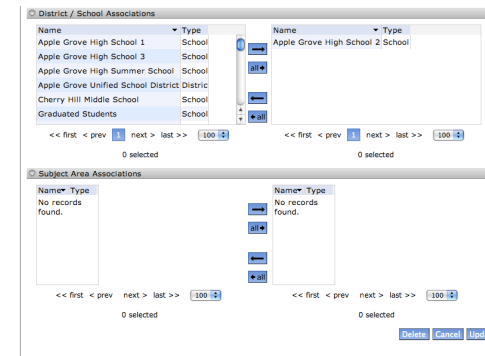
Adding Security Groups

Set up Security Groups that determine the permissions of the users.

1. Click **Administration**.
2. Click **Security Groups**.
3. Click **+Add Group**.
4. Type a name for the new group.
5. Type a description for the group (optional).
6. Select the appropriate check boxes for the new group.
7. Click **Update**.

Activating and Modifying Account Settings

Account Settings control the locking of accounts after a number of invalid attempts to log on, authentication of logging, amount of inactive time for timeout of session, the number of security questions required for unlocking a locked account and for changing one's own password.

1. Click **Administration**.
2. Click **Account Settings**.
3. Make the appropriate changes.
4. Click **Update**.

Managing Gradebook Preferences and Grade Scales

Use Preferences to indicate the length of inactive time for teachers' gradebook timeout.

1. Click **Gradebook > Preferences**.
2. Enter the number of minutes before Gradebook times out.
3. Click **Update**.

Use Grade Scales to view the grade scales assigned to the courses in the gradebook, and indicate whether teachers can modify the grade scales.

1. Click **Gradebook > Grade Scales**.
2. View All Grade Scales and the Selected Grade Scale (set in PowerSchool).
3. To allow teachers to edit a grade scale, click the appropriate check box under **Editable** in the All Grade Scales list.

Managing Class Content

Push links for class content to selected groups of teachers.

Creating Teacher Groups

1. On any page, click the **Groups** sidebar to expand it.

2. On the title bar of the appropriate group category, click the plus sign **(+)**.

3. In the ". . . Search" window, search for the teachers to be in the group. For example you may want a group that contains all the teachers of science courses that have a Course Code beginning with SCI:

   1. In the Course Search window, click in the **Course Code** field.

   2. Click the **Operators** tab to expand the operators available.

   3. Click **like**.

   4. Click in the **Course Code** field after "like."

   5. Type sci.

   6. Click **add to**.

   7. In the bottom section of the window, click the **Group Info** tab, and type a name for this group (in this case, Science).

   8. Click **Save**.

Creating Link Groups

You can build a group of links to push to teachers:

1. Navigate to **Gradebook > Content > Class Content**

2. On the Manage Class Content page, click **+add link group**.

3. Type a name for the group.

4. Type a description (optional).

5. Click **Update Link Group**.

Add links to the link group:

1. On the title bar of the group, click **+ Add Link**.

2. Type a name for the link.

3. Type a description (optional).

4. Type the Link URL.

5. On the Link Group menu, click the name of the group to contain the link.

6. On the Link Type menu, choose a type for this link.

7. Click **Update Link**.

Pushing Links to Teachers

Once you have created a group of links, you can push them to the teachers' gradebooks:

1. Navigate to **Gradebook > Content > Class Content**.

2. Click **Select** next to the links you want to push to teachers.

3. Click **Push**.

4. On the Push Selected Links window, select the groups to which you want to post the links.

5. Click **Push Links**.

Running Reports

1. Navigate to **Reports > Final Grades > Section Readiness Report**.

   Note: You must have created teacher groups in the Sections category. These groups populate the Section Group menu on the Report Search screen.

2. Make the appropriate choices on the Report Search screen.

3. Click **Run Report**.

Perform any of the following functions:

1. Click **Details** in a sections Show Grades/Comments column to view all of the students in the class, including the students' grades and comments for their calculated final scores.

2. To email teachers that appear on the report, click **Email**. The teachers' email addresses are copied and can be pasted into an email message within your default email application. For example, complete and send an email message to remind teachers whose sections are marked as Not Ready.