



# PowerTeacher Gradebook to PowerTeacher Pro – General Information

## PowerTeacher – PTG (Old) or PTP (New)

\*If you only use PowerTeacher for attendance purposes and do not use the old gradebook, PowerTeacher will remain the same.

\*If you use PowerTeacher with a gradebook, PowerTeacher will remain the same. However, access to the gradebook would change. This is described below.

## PowerTeacher Pro Sections and PowerTeacher Gradebook

When a section has its Gradebook Type field set to PowerTeacher Pro:

- It can be opened in PowerTeacher Gradebook or PowerTeacher Pro
- PowerTeacher Gradebook will be read-only for the section, and will display a message "- - - This section is a read-only PowerTeacher Pro section. - - -"
- If the teacher attempts to make a change to the section in PowerTeacher Gradebook, they will receive a message saying their role does not have permission to make a change

## PowerTeacher Gradebook Sections and PowerTeacher Pro

When a section has its Gradebook Type field set to PowerTeacher Gradebook:

- It cannot be opened in PowerTeacher Pro
- The link to PowerTeacher Pro will not appear under it in PowerTeacher
- It will be listed in PowerTeacher Pro, but attempting to select it will result in a message saying it is a "PowerTeacher Gradebook class"

# Migrating Data from PowerTeacher Gradebook to PowerTeacher Pro

When a teacher accesses a section with a Gradebook Type of PowerTeacher Pro and there are no assignments in PowerTeacher Pro, but there are assignments in PowerTeacher Gradebook, they will be prompted with the option to migrate data for their sections from PowerTeacher Gradebook to PowerTeacher Pro. This will clear the data from PowerTeacher Gradebook and populate it in PowerTeacher Pro. Teachers can only perform this migration for sections they are teacher or co-teacher for.

## Manual Transferring Data between Gradebooks

When assignments already exist in PowerTeacher Pro or do not yet exist in PowerTeacher Gradebook, the teacher **will not** be prompted to migrate data and assignments and scores will need to be transferred manually.

The teacher will need to record their assignments, scores, and final grade calculation setup in the gradebook they are currently using; then open the gradebook they want to migrate to and re-enter the data there.

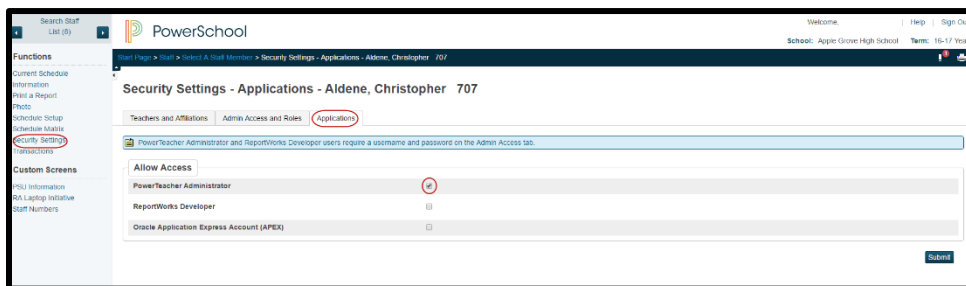
The general overview of the process is as follows:

1. The teacher opens the section in the current type of gradebook they're using.
2. The teacher records all their information from the section. They can do this via screen capture, writing the data down, running reports, etc.
3. The admin changes the Gradebook Type of the section to the desired one.
4. The teacher opens the section in the new gradebook.
5. The teacher manually re-populates the data in to the new gradebook.

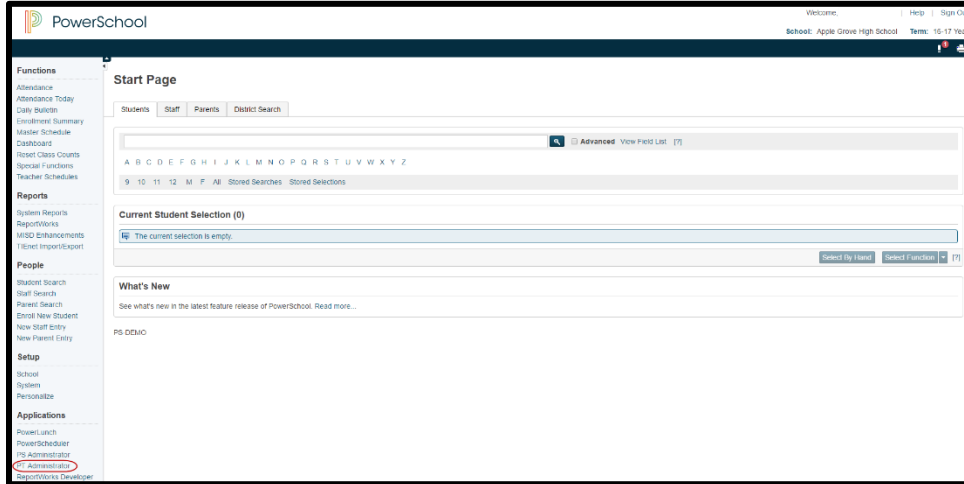
## Enabling Admin Access to a Teacher's Gradebook

### PowerTeacher Gradebook (PTG)

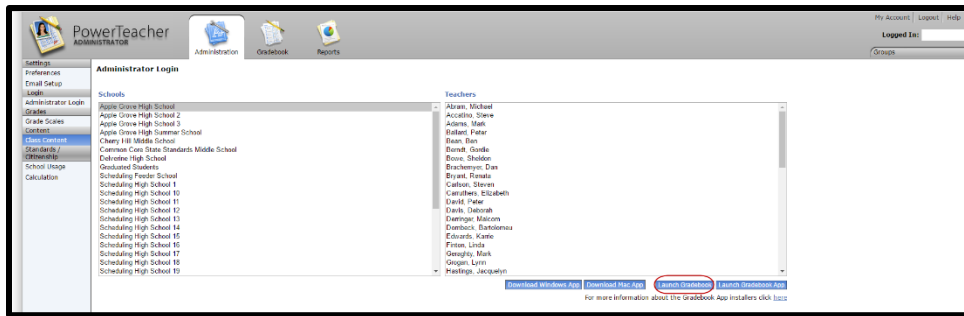
To add admin permissions to access PTG, you will have to select a staff member > go to Security Settings > click on the Applications tab > checkbox to allow access to PowerTeacher Administrator.



To launch PTG as an administrator, click on the link PT Administrator under applications



- Click on Administration > Locate the user account > click on "+ add group" to add permissions > click Update.
- Hover over the Gradebook and select Administrator Login.
- Select your School, Teacher, and click on Launch Gradebook.



- Launch the gradebook from your Downloads and follow the prompts on the screen.
- The gradebook will open.

## PowerTeacher Pro (PTP)

To add admin permissions to access PTP, you will have to go to System>Roles Administration>User Access.

You can create a new role specifically for PTP or add it to an existing role. Please Note: In the example below, we added it to the existing Administrator role. Remember to click **Submit**.



#### To give **a user** PTP Read Only Admin Access

- Start Page, make sure that you are in your appropriate school and/or District Office.
- Click on the Staff Tab.
- Type in the user's last name and then click the search button.
- Select that user.
- Click on Security Settings.
- Click on Admin Access and Roles.
- Click on the edit pencil next to the school that you want to give the permissions to.
- You will want to click on Use All Roles.
- Click on the User Access Roles that you want to assign (For example: Administrator) and click OK.
- Click Submit.

#### To give **a group** of users PTP Read Only Admin Access

- Start Page, make sure that you are in your appropriate school and/or District Office.
- Click on the Staff Tab.
- Next, select your group from the Start Page. (For example: Staff)
  - Once a group has been selected, you can select Functions and then select Teachers By Hand (to narrow your selection)
  - Once you have your selected staff, click on the Selections button. You can store your selection if you would like from this page (Stored Selections).
  - Go back to the Start Page and click on Staff.
  - Verify that your current selection matches the number of staff you selected before.
  - Click on Current Selection.
  - Click on Functions.

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- Click on Mass Assign/Remove User Access Roles.
- Select the schools that you want to grant permissions to access the PTP Admin launch.
- Select next and select the Role you added PTP access to (For example: We used Administrator.)
- Click OK.
- Click Assign.
- You will then get a notification that will tell you that the roles have been assigned to your selected staff.

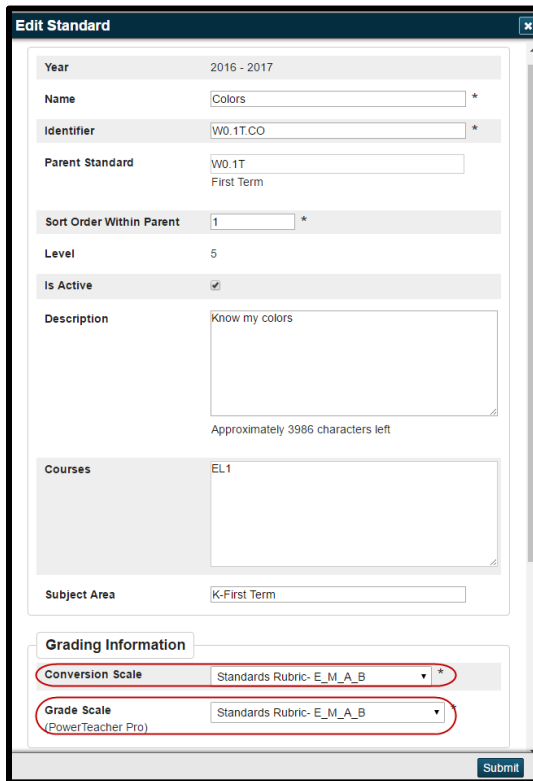
Go to Teacher Schedules > click on a teacher > click on the PowerTeacher Pro button

## Grade Scales

For standards, PowerTeacher Pro uses grade scales instead of conversion scales. As part of the PowerSchool 10 upgrade, copies of conversion scales have been created as grade scales and attached to the appropriate standards.

The screenshot shows the 'Standard Conversion Scales' page in PowerSchool. It features a table with columns for ID, Name, Edit Scale, and Description. The table lists various scales such as 'K-1 Scale', '5-1 Scale', 'Default', 'Elementary Rating Scale-1321', 'Elementary School Standards\_N\_P\_M', 'Elementary Subject Scale - O-10-S', 'Null', and 'Standards Rubric: C\_A\_A\_B'. A note at the bottom states: 'Note: These Standard Conversion Scales apply to all schools on this server.'

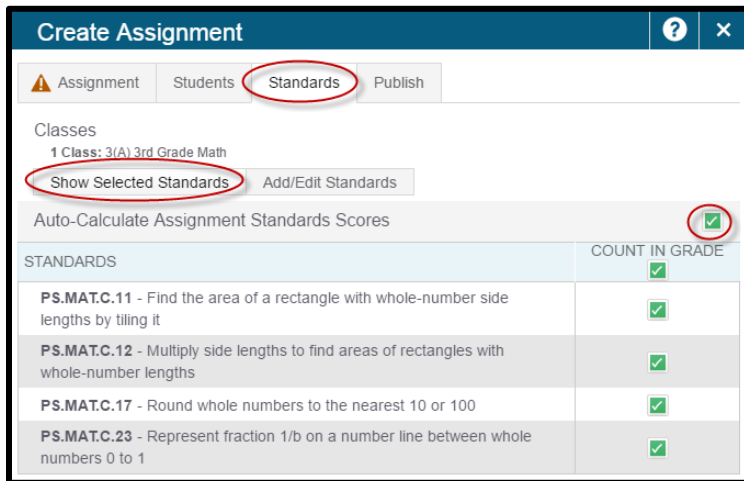
The screenshot shows the 'Grade Scales' page in PowerSchool. It includes a 'Basic Filter' section with radio buttons for 'Alpha', 'Numeric', and 'Special'. Below is a table with columns for ID, Name, Description, Grade Scale Type, Special Scale Name, and Edit. The table lists 14 items, including 'K-1 Scale', '5-1 Scale', '100 Point Scale', 'A Numeric Example Scale', 'A Special Codes Example', 'Default', 'Default: 1', 'Elementary Rating Scale-1321', and 'Elementary School Standards\_N\_P\_M'. Red circles highlight the 'Name' column for several rows.



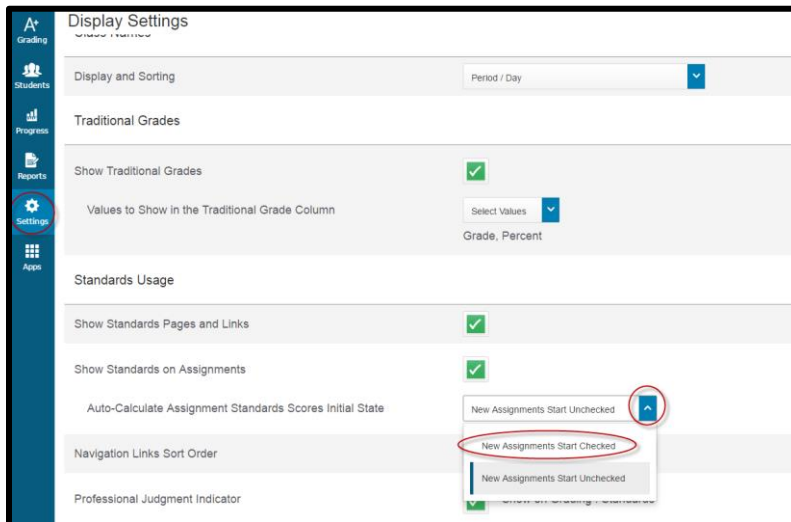
- Be sure to review existing standards in PowerSchool and verify that the correct grade scales are associated to standards.
- If the grade scale differs from the conversion scale, the standard scores will be converted to the new grade scale and may not reflect the original grade.
- Any new standards created for a new year in PTG must be assigned a conversion scale and grade scale that are also identical. This will ensure that any conversion to PowerTeacher Pro maintains the same standard scores in assignments. If the scales do not match, a conversion will be applied.

## Auto-Calculate Assignment Standard Scores

To create a new assignment that auto-calculates the standard scores, click +Create > Assignment > click on the Standards tab > Select the standards that correspond to your assignment, click on "Show Selected Standards" > check "Auto-Calculate Assignment Standards Scores".



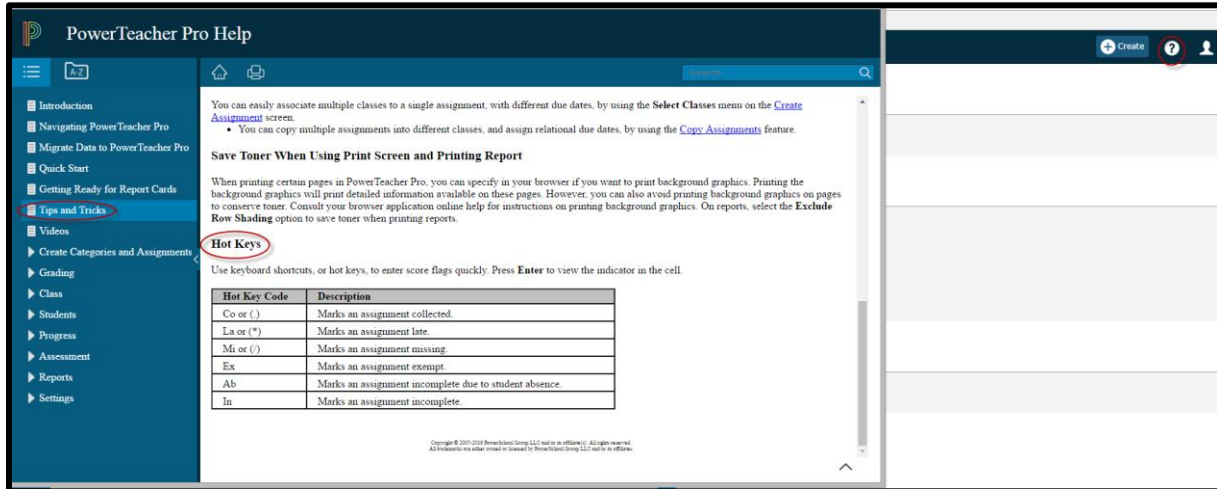
How to set the default state for the Auto-Calculate Assignment Standards Scores as checked, click on the Settings charm > select Display Settings > under Standards Usage > change the drop-down for Auto-Calculate Assignment Standards Scores Initial State from New Assignments Start Unchecked to New Assignments Start Checked.



**NOTE:** It has been confirmed by PowerSchool that admin users are **unable** to mass update/import into this.

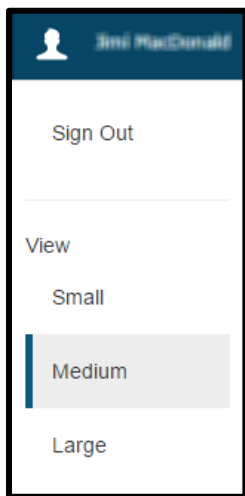
## Hot Keys

To navigate to the Hot Keys list, click on the question mark > select Tips and Tricks > click on the blue Hot Keys link to display more information.



## To See More Students on a Page in PowerTeacher Pro.

Click on Small View.



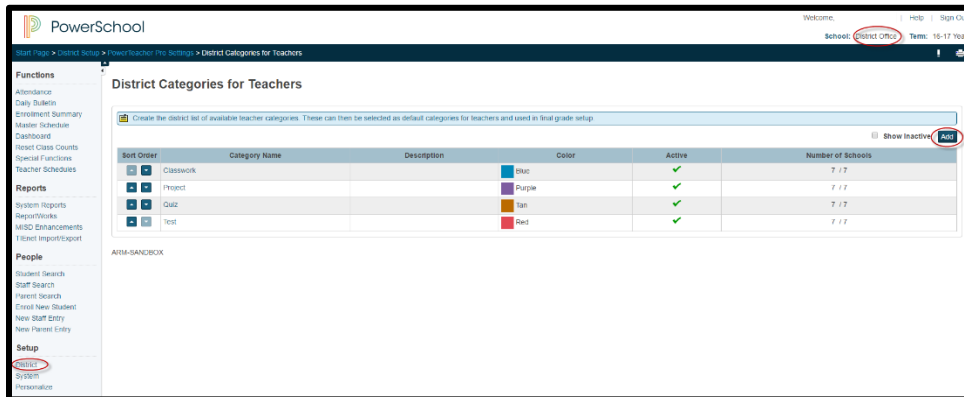
If a different view is selected, your preference will be stored/saved.



## Categories: How to create a category at the district level.

From the District office > go to District > select PowerTeacher Pro Settings under grading > select District Categories for Teachers > from here you can re-order or add a category.

**NOTE:** Categories will be useful when it comes to districts that have to report for PERIS submissions.



## The Undo Button in the score inspector

On the Scoresheet, select a final grade for a student. When looking at the Score Inspector to the right, you may notice a button similar to the one above. If the button is gray, the final grade has not been manually overridden. Also, you might see a small gray triangle in the top-left corner of the grade box if the final grade has been overridden. Select the **Undo** button to revert to the original calculated grade.

