



## Accessing PTAdministrator

Using PTAdmin to access the teacher's *Gradebook* is a great tool in troubleshooting *Gradebook* problems.

1. In order to access PTAdmin, the user's account must be edited on the *Security Settings* page > *PowerTeacher Administrator User* must be checked *Yes*.  
Once you have access to PTAdmin you will:
  2. Select *PTAdministrator* from the *Start* page menu under *Applications* and a new window will display
  3. Select *Administration* > *Security Groups* > *Default System Administrator*
    - a. Check all the boxes on the *Administrator Login* line and select *Update*
  4. Under *Administration* select *Account Settings*. Check the *Activate* box under *Administrator Login* and select *Update*
  5. Under *Administration* > *Manage Accounts* > select the *Username* for person you want to access PTAdmin
  6. Under *Administration* > *Security Groups* select to add the group *Default System Administrator*
    - a. Under *Account Permissions* select all the boxes for *Administrator Login* and *Update*
  7. If you are setting this up for yourself you must close out of PTAdmin and open it back up before you will have access to the *Gradebooks*.
  8. Once your account is active, under *Gradebook* select *Administrator Login*
  9. Select the school from the column on the left and the teachers for that school will display on the right
  10. Select the teacher and *Launch Gradebook* (you must have Java on your computer)
  11. You will have full access to see all of the *Gradebook* however you cannot make any changes - you cannot save
  12. Once you login to the *Gradebook* the teacher will get a *Notification* that you have been looking at their *Gradebook*