

# **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.

Search Staff List (8)	PowerSchool	Welcome,   Help   Sign Out School: Apple Grove High School Term: 16-17 Year
Functions	Start Page > Start > Select A Start Member > Security Settings - Applications - Aldene, Christopher 707	Januar, Appe Grote Hyrr School Humen Harry Hoar
Current Schedule Information Print a Report Photo	Security Settings - Applications - Aldene, Christopher 707	
Schedule Setup Schedule Matrix	Teachers and Affiliations Admin Access and Roles Applications	
ecurity Settings	PowerTeacher Administrator and ReportVionis Developer users require a username and password on the Admin Access tab.	
Custom Screens	Allow Access	
PSU Information RA Laptop Initiative	PowerTeacher Administrator	
Staff Numbers	ReportWorks Developer	
	Oracle Application Express Account (APEX)	
		Submit

MISD PowerTeacher Gradebook to PowerTeacher Pro



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

PowerS	abaal	Welcome,	Help   Sign Out
Powers	chool	School: Apple Grove High Sc	
			i 🕯 🖷
Functions Attendance Attendance Today Daty Buildtin Enrollment Summary	Start Page		
Master Schedule Dashboard Roset Class Counts Special Functions Teacher Schedules	Advanced Vow Folduxt [7]		
Reports	9 10 11 12 M F All Stored Searches Stored Selections		
System Reports ReportV/orks	Current Student Selection (0)		
MISD Enhancements TIEnet Import/Export	🐺 The current selection is empty.		
People		Select By Hand	Seled Fundion • [?]
Student Search Staff Search	What's New		
Parent Search Enroll New Student	See what's new in the latest feature release of PowerSchool. Read more		
New Staff Entry New Parent Entry	PS DEMO		
Setup			
School System Personalize			
Applications			
PowerScheduler			
PS Administrator PT Administrator			
ReportWorks Developer			

- 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.

			My Account   Lopout   Help
POI	werTeacher 🏠 💽 🧕		Logged In:
	Administration Oradebook Reports		Groups
Settings Preferences	Administrator Login		
Email Setup			
Login	Schools	Texchers	
Administrator Login	Apple Grone Migh School	- Abran, Michael	
Grades Grade Scales	Apple Grove High School 2	Accatino, Steve	
Content	Apple Grove High School 3	Adams, Mark Ratard Patar	
Class Content	Apple Grove High Summer School Cherry Hill Middle School	Ballard, Peter	
Standards /	Common Core State Standards Middle School	Bendi Garle	
Citizenship	Detreine Hich School	Bove Shelden	
School Usaga	Graduated Students	Brachemyer, Das	
Calculation	Scheduling Feeder School	Bryant, Renata	
	Scheduling High School 1	Calson, Steven	
	Scheduling High School 10	Carruthers, Elizabeth David, Peter	
	Scheduling High School 11 Scheduling High School 12	Davis, Peter Davis, Deborah	
	Scheduling High School 12 Scheduling High School 13	Davis, Deboran Deminoar Malcom	
	Scheduling High School 14	Dambark Batchman	
	Scheduling High School 15	Edwards, Karrie	
	Scheduling High School 16	Finten, Linda	
	Scheduling High School 17	Gereghty, Mark	
	Scheduling High School 18	Gregen, Lynn	
	Scheduling High School 19	<ul> <li>Hestings, Jacquelyn</li> </ul>	
		Download Windows App Download Mac App Launch Gradebook Launch Gradebook App	
		For more information about the Gradebook App installers click here	

- 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**.



Edit User Access Role	
tomma   supress   samples reporting	
term 1	Alexandra
Canada April and	
	representation v VIII et escentralisme la R
Branchast .	
Security prosp accepted to the total	A Communities and a communities of the communities
Categories	2
Disig American	
Powerfaueran Pro Raid Unit Assess Access	
	books manual

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).
  - $\circ$   $\;$  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.



- 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.

PowerSo	cho	l		Welcome, Hep Sign Cu School: District Office Term: 16-17 Yes
Start Page > District Setup >	Standard	is > Standard Conversion Scales		i, e
Functions Attendance Daty Buildin Enrollment Summary Master Schedule Dashboard Reset Class Counts Special Functions Teacher Schedules Reports	Star	ndard Conversion Sca	les	
		New		
	ID	Name	Edit Scale	Description
	771	+/- Scale	Edit Scale	Yes or No rubric used in Kindergarten to assess ability to recognize, pronounce and write letters and numbers.
	2413	5-1	Numeric (1 - 5)	5-1 Scale
	399	Default	Edit Scale	
teports vstem Reports	766	Elementary Rating Scale-4321	Edit Scale	Used for first, second and third grade report cards: 4 - Outstanding - Consistently exhibits shills 3 - Very Good - Exhibits shills most of the time 2 - Making Progress - Experiencing Difficulty 1 - Needs Improvement - Experiencing difficulty
reportWorks	779	Elementary School Standards-N_P_NI	Edit Scale	
ISD Enhancements Enet Import/Export	784	Elementary Subject Scale - O+ to S-	Edit Scale	0+00-8+88-NI
	774	Null	Edit Scale	For use with Parent standards for which no score is to entered
eople	1963	Standards Rubric- E_M_A_B	Edit Scale	Exceeds Standard Meets Standard Approaches Standard Below Standard
tudent Search taff Search arent Search nroll New Student		: These Standards Conversion Scales app lis server.	ity to all schools	
ew Staff Entry tw Parent Entry	PS-DEI	ио		

PowerS	chool		Wek	come,	Help	
10				School: Di	strict Office Term	n: 16-1
tart Page > District Setup :	> Grade Scales					
Functions Attendance Daily Bulletin Enrollment Summary Master Schedule	Grade	Scales				N
ashboard eset Class Counts pecial Functions	Basic	liter				
eacher Schedules	Grade	Scale Type	I Alpha I Numeric Special			
eports stem Reports					Clear	Арр
sportWorks SD Enhancements	14 of 14	items				
Enet Import/Export	Deid	Name	Description	Grade Scale Type	Special Scale Name	Ed
udent Search	292	+- Scale	Yes or No rutnic used in Kindergarten to assess ability to recognize, pronounce and write letters and numbers	Alpha	A Special Code: Example	s 🗖
rent Search roll New Student	314	5-1	5-1 Scale	Numeric	A Special Code: Example	5
w Staff Entry w Parent Entry	25	100 Point Scale		Alpha	A Special Coder Example	5
tup	279	A Numeric Example Scale	This is an example numeric gradescale. For PowerTeacher Pro It can be assigned to standards and used for overall course grades.	Numeric	A Special Code Example	s 🔽
stem rsonalize	275	A Special Codes Example	These special codes are the starting example for all grade scales. Districts can create more codes for this scale and more entire special codes scales as needed. Each Alpha or Numeric gradescale can have a set of Special Codes.	Special		-
plications	1	Default	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Alpha	A Special Code: Example	s 🗖
verLunch Administrator	308	Default1		Alpha	A Special Code: Example	s 🛃
Administrator portWorks Developer	287	Elementary Rating Scale-1321	Used for first, second and third grade report cards. 4 - Outstanding - Consistently exhibits skills 3 - Very Good - Exhibits skills most of the time 2 - Making Progress - Experiencing Difficulty 1 - Needs improvement - Experiencing difficulty	Alpha	A Special Code: Example	s 🔽
	295	Elementary School Standards-N.P. NC		Alpha	A Special Codes	s 🔽

MISD PowerTeacher Gradebook to PowerTeacher Pro



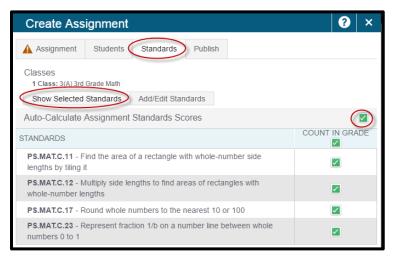
Edit Standard		×
Year	2016 - 2017	1
Name	Colors *	
Identifier	W0.1T.CO *	
Parent Standard	W0.1T First Term	
Sort Order Within Parent	1 *	
Level	5	
Is Active	8	
Description	Know my colors	
Courses	EL1	
Subject Area	K-First Term	
Grading Information		
Conversion Scale	Standards Rubric- E_M_A_B	
Grade Scale (PowerTeacher Pro)	Standards Rubric- E_M_A_B	
	Sub	nit

- 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.

Display Settings	
Display and Sorting	Period / Day
Traditional Grades	
Show Traditional Grades	
Values to Show in the Traditional Grade Column	Select Values
Standards Usage	
Show Standards Pages and Links	
Show Standards on Assignments	
Auto-Calculate Assignment Standards Scores Initial State	New Assignments Start Unchecked
Navigation Links Sort Order	New Assignments Start Checked
Professional Judgment Indicator	New Assignments Start Unchecked

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

MISD PowerTeacher Gradebook to PowerTeacher Pro



#### **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.

PowerTeacher Pr	o Help			
	6 G			Q
Introduction Introduction Interpret ProverTeacher Pro Quick Start Genting Ready for Report Cards Interpret Cards Interpret ProverTeacher Pro Videos Videos Videos Carding Ready for Report ProverTeacher ProverTeac	Assignment screen. • You can copy n Save Toner Whet When printing certain background graphics to conserve toner. Cc Row Shading option Hot Keys	ate multiple classes to a single assignment, with different due dates, multiple assignments into different classes, and assign relational due a Using Print Screen and Printing Report a pages in Rower Tracher Pro, you can specify in your browser if you will prud detailed information available on these pages. However, y mult your browser application colume help for informations on print to save toner when printing reports. its, or hor keys, to enter score flags quickly Press Enter to view the	dates, by using the <u>Copy Assignments</u> feature. a want to print background graphics. Printing the ou can also avoid printing background graphics on pages ig background graphics. On reports, select the <b>Exclude</b>	
Class	Hot Key Code	Description		
Students	Co or (.)	Marks an assignment collected.	-	
Progress	La or (*)	Marks an assignment late.		
Assessment	Mi or (/)	Marks an assignment missing.		
Reports	Ex	Marks an assignment exempt.	_	
	Ab	Marks an assignment incomplete due to student absence.		
Settings	In	Marks an assignment incomplete.		
		Copyright © 2005-2018 Proverbings Devent Life and an an efficiency of All indicates one state reveal or biomark by Devent Deven	ingen normal and an antifanne	

### 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.

Powers	School					Welcome,   Help   Sign School: District Office) Term: 16-17 1
Start Page > District Setup	> PowerTeacher Pro Set	tings > District Categories for Teachers				1
Functions Attendance Daily Bulletin	District Cat	egories for Teachers				
Enrollment Summary Master Schedule	Create the dis	trict list of available teacher calegories. These can th	en be selected as default categories for teac	thers and used in final grade setup		
Dashboard Reset Class Counts						Show Inactive Add
Special Functions	Sort Order	Category Name	Description	Color	Active	Number of Schools
Teacher Schedules	Class	swork		Blue	×	7 / 7
Reports	Proje	ect .		Purple	1	7.17
System Reports	🔹 🖬 Quiz			Tan	×	7 / 7
ReportWorks MISD Enhancements	Test			Red	1	7.17
TIEnet Import/Export						
People	ARM-SANDBOX					
Student Search						
taff Search 'arent Search						
nroll New Student						
lew Staff Entry lew Parent Entry						
Setup						
District						
System						
Personalize						

### 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.

