Administering PowerTeacher Pro Quick Start Guide

This quick start guide is designed to assist you in setting up PowerTeacher Pro for teachers and other administrators.

For complete details on all procedures described in this guide, see the PowerSchool online help.

Conversion Scale Migration

PowerTeacher Pro uses grade scales exclusively for standards grades, instead of conversion scales like PowerTeacher Gradebook. Therefore, when starting PowerSchool for the first time after updating to this release, existing conversion scales will be migrated as grade scales. These migrated scales will then automatically be associated to their respective standards for use with PowerTeacher Pro.

To ensure the numeric conversion scales migrate properly, be sure that none of your existing numeric conversion scales have any of the following invalid setup issues:

- Any grade labels that are > max or < min.
- The scale is set to 0 decimals, but in the scale the grade label is a decimal value. Trailing decimal zeros are okay.
- Any whole number integers between min and max as well as the min and max themselves are missing.
- The lowest numeric grade has a cut-off percentage not equal to 0.
- Not every item has a % value and % cut-off.
- Duplicate grade labels.
- Duplicate cut-offs.

Migrating Scores to PowerTeacher Pro

PowerTeacher Pro provides a method for migrating existing assignments created in PowerTeacher Gradebook (PTG).

The following conditions must be met in order to successfully migrate assignment data:

- The Gradebook Type is set to PowerTeacher Pro for the section for the current year.
- No assignments exist in PowerTeacher Pro.
- At least one assignment exists in PTG for the current year.

If these conditions are met, the first time you launch PowerTeacher Pro, a Migrate Data to PowerTeacher Pro screen appears.

If a co-teacher launches PowerTeacher Pro before the lead teacher, all classes in which the co-teacher can edit will be migrated.

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.

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.

When a teacher signs in to PowerTeacher Pro for the first time, the Migrate Data to PowerTeacher Pro dialog appears. When they click Migrate Data, all scores from PowerTeacher Gradebook (PTG) are migrated to PowerTeacher Pro. This guide provides an overview of what transpires with the Assignment Score and Assignment Standard Score data during this process.

For more detailed information on the full migration process, see the *PowerTeacher Pro Data Migration Guide*, available on **PowerSource**.
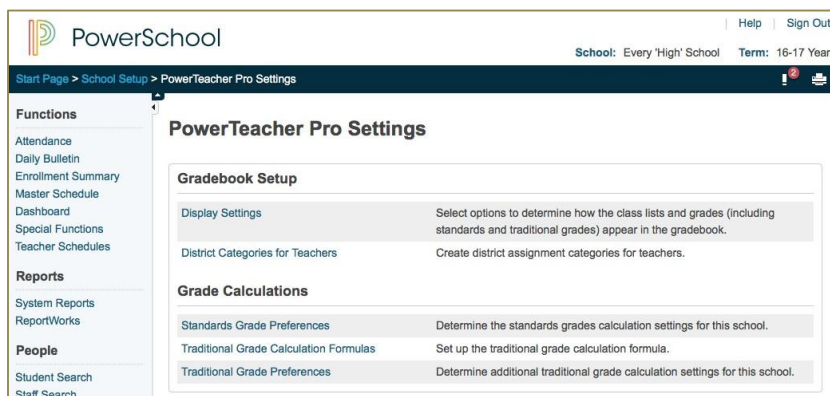
PowerTeacher Pro Settings

Several features are available at the District Office for defining PowerTeacher Pro as the default gradebook, and for configuring grading preferences and calculations.

At the district level, you can configure the grading preferences and calculations for a single school or for multiple schools to provide grading consistency, and to save teachers from having to set up the preferences in PowerTeacher Pro for each section they teach.

To set up district grading preferences, navigate to the District Setup page and then click **PowerTeacher Pro Settings**.

To view and manage the preferences at the school level, navigate to the School Setup page and click **PowerTeacher Pro Settings**. You may edit some of the preferences at the school level, but some are view-only.

Gradebook Setup

Use these settings to configure PowerTeacher Pro used at the district, display preferences for PowerTeacher Pro for each school, and the district-wide assignment categories available for teachers. For more information, click **Help** on the Default Gradebook Type page.

Display Settings

Select options to determine how the class lists and grades (including standards and traditional grades) appear in PowerTeacher Pro. For more information, click **Help** on the Display Settings page.

District Categories for Teachers

Categories are groups of the same types of assignments. Create a list of the available grading categories at the District Office. These categories can be made available for teachers at different schools to use when grading. The district sets different category attributes, but some attributes are available for the teacher to set in PowerTeacher Pro. Once categories are created, they appear on the District Categories for Teachers page. This page displays basic information about the category and allows you to set the sort order of how the categories are displayed for teachers in PowerTeacher Pro. The categories also appear in PowerTeacher Pro and are available for teachers to use. For more information, click **Help** on the District Categories for Teachers page.

Manage Next Year Calculations

Use this optional feature to create a copy of the calculations settings for the next school year during the current year. After completion, change the calculations as needed for the next school year without affecting calculations for the current school year. Note that if this process is used, subsequent changes to the current year calculations will not be migrated to the next year calculations as part of the end-of-year process. For more information, click **Help** on the Manage Next Year Calculations page.

Standards Grade Preferences

Determine the standards grades calculation formula settings for the district and edit the calculation formula for a school. For more information, click **Help** on the Standards Grade Preferences page.

Traditional Grade Calculation Formulas

Determine the traditional grades calculation formula settings for the district and edit the calculation formula for a school. For more information, click **Help** on the Traditional Grade Calculation Formulas page.

Traditional Grade Preferences

Set the traditional grade calculation attributes for each school at the District office. For more information, click **Help** on the Traditional Grade Preferences page.

Special Codes Grade Scales

Special Codes are new for PowerTeacher Pro, and while similar in some respects to Score Codes in PowerTeacher Gradebook, they have extended functionality. A special code may be used in conjunction with any grade scale you create. For example, you may create a special codes scale that includes alphanumeric codes, or you may create one that includes codes such as "Inc" for incomplete, or "Abs" for absent. When you associate a regular grade scale with a special codes scale, teachers can access all of the items on both scales.

Teachers can assign special codes as final course grades. For example, a teacher can use the special code to mark a final course grade as NC (no credit). However, special codes are never the result of a final grade calculation.

Special codes can also be used for assignment scoring. For example, a teacher marks an assignment as ABS to indicate that the student was absent for the assignment or uses another code to award a pre-defined percentage of the total points possible.

On the start page, choose **District > Grade Scales**. For more information, click Help on the Grade Scales page.

Standards Import and Export

Using the PowerSchool import and export feature, you can manage standards more efficiently for your district.

There are three areas in which you can import and export standards into or out of PowerSchool using the Data Import Manager or Data Export Manager. Each area provides specific information for managing standards:

- Standards: District List for importing and exporting general information and associations for standards.
- Standards: Course Weight for importing and exporting course weights for a parent standard or lower level standard.
- Standards: Final Grade By Class for importing and exporting standards final grades.

You can import your standards into PowerSchool and make them available for teachers to use in PowerTeacher Pro.

The Data Import Manager and Data Export Manager pages are accessible via **Start > System > Page and Data Management.** You must have the correct security permissions and user roles in order to use this feature. For more information, click **Help** on the Data Import Manager or Data Export Manager page, or see the *Standards User Guide for PowerSchool 10.x*, available on PowerSource.

Standards: District List

Use the Standards: District List to mass update general standards information, such as the identifier, conversion scale, grade scale, or parent identifier.

When updating standards, you can either use the Standards ID or the identifier and year. You can obtain the ID for each standard by exporting the **Standards: District List** first. You can use the export to add or change data and import it back in to PowerSchool.

Standards: Course Weights

To import course weights, you must have standards already created and associated to courses in PowerSchool.

In the Standards: Course Weights dataset, the Parent Weight is used when calculating a final traditional grade. Modifying this weight will impact final traditional grades.

Child Weight is rolled up to the Parent Weight in final standards grades.

You can export the Standards: Course Weights data set, make any necessary changes, and import the updated dataset back in to PowerSchool.

Standards: Final Grades By Class

Export a list of all standards final grades. This export allows you to choose if you want to use the current student selection to export final grades for a selection of students.

PowerTeacher Pro Read-Only Access

Managing User Access Roles

User Access Roles provide PowerSchool administrators with the ability to create roles specifically for their system's use. User Access Roles control user access to PowerSchool or external applications, such as PowerSchool Independent Software Vendor (ISV) systems.

When a role is created, you can assign a PowerSchool security group to that role. This role can then be used to override the default security group for a user within a specific school context.

There are two types of User Access Roles: Roles with a PowerSchool security group associated to them, and roles without a security group. Typically, roles created without a PowerSchool security group associated to them are the roles used to uniquely identify a user to an external application. Roles without a PowerSchool security group associated to them can be simply labels, or they can have field-level security or document attachment access restrictions. If they are simply labels, they provide flexibility in identifying the user to an external system, but they do not affect the users access within PowerSchool. Roles with a PowerSchool security group associated to them directly control the access the user has within PowerSchool.

It is important to understand that the security group is the backbone of a role that is used for PowerSchool access. A role that has a PowerSchool security group can be used to override a user's default security group for any school affiliation. Users can have multiple role/group combinations for each of their schools, but can only have one default security group. If a user has no roles with a PowerSchool security group, PowerSchool recognizes the user's default security group.

Mass Assign User Access Roles to Selected Group of Users

Using the Mass Assign/Remove User Access Roles function, you can assign or remove roles to multiple staff members. Be sure to review the security settings for the roles you want to mass assign to ensure you are providing the correct security settings for each staff member.

You can access this feature two ways:

- On the start page, click **Staff**. Search for multiple staff members. Click **Functions**. Click **Mass Assign/Remove User Access Roles.**

OR

- On the start page, click **System > Security > Mass Assign User Access**

Roles. For more information, click **Help** on the Mass Assign User Access Roles

page.

Administrator Access to PowerTeacher Pro

Set the user access roll to allow a PowerSchool administrator user to view a teacher's PowerTeacher Pro data in read-only mode.

1. On the start page, choose **System** > **Roles Administration > User Access**.
2. Select the **PowerTeacher Pro Read Only Admin Access** checkbox.
3. Click **Submit**. A confirmation message appears.

View PowerTeacher Pro in Read-Only Mode via Teacher Schedules

1. On the start page, select **Teacher Schedules**.
2. Select a teacher.
3. Click the **PowerTeacher Pro** button to launch a read-only version of the application.

View PowerTeacher Pro in Read-Only Mode via Current Schedule

1. On the start page, search for and select a staff member.
2. Select **PowerTeacher Pro** from the staff pages menu to launch a read-only version of the application.