MISD PowerSchool Document

PowerTeacher Pro Admin Button

Step 1:
System>Roles Administration>User Access

You can create a new role specifically for PTPro (**recommended**) or add it to an existing role.
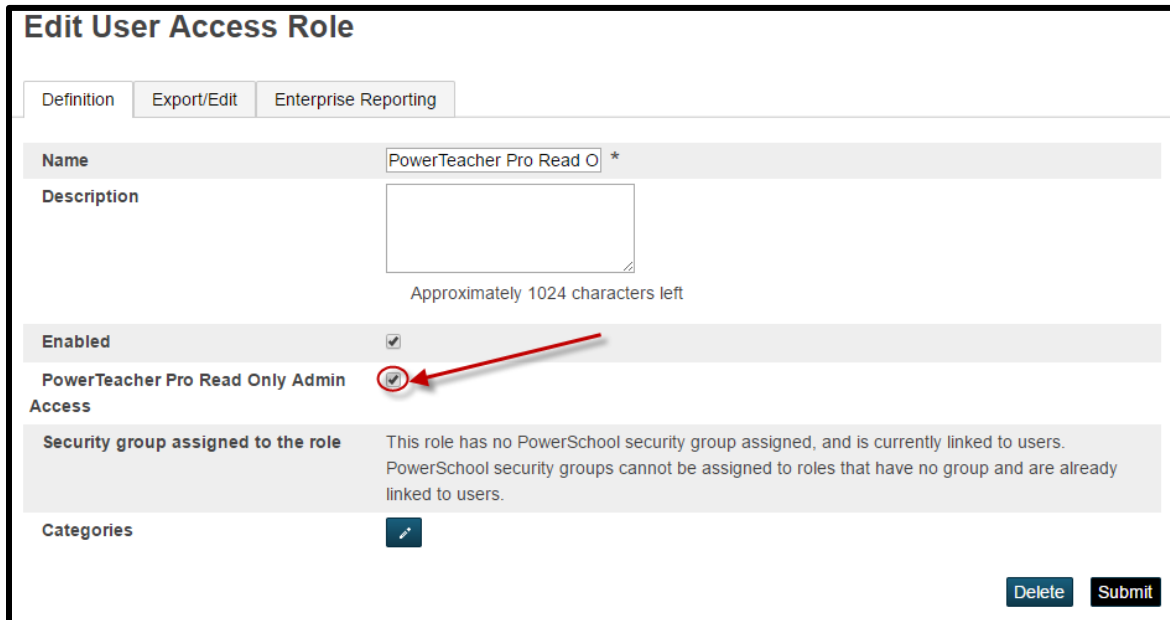
Click **New**

Name the role

Check Enabled

Check PowerTeacher Pro Read Only Admin Access.

Remember to click **Submit**.

Step 2:

To give a user PTPro 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: PowerTeacher Pro Read Only Access) and click OK.
- Click Submit.

Step 3:

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

View PowerTeacher Pro in Read-Only Mode via Teacher Schedules

- On the state page, select **Teachers Schedules.**
- Select a teacher
- Click the **PowerTeacher Pro** button to launch a read-only version of the application.

View PowerTeacher Pro in Read-Only Mode via Current Schedule

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