

PowerTeacher Pro for School Administrators

The PowerTeacherPro gradebook can be viewed by school administrators while in use by teachers. This document will walk through how school administrators access teachers' gradebooks in a view only mode. It will also show how to view the robust analytics displaying student performance.

Note: In order for administrators to launch the view only version of PTPro, a view-only security role must be in place and attached to the administrators' security access page (i.e. PTPro view only access role). Please see the schools' data manager or PowerSchool LEA coordinator as needed.

Launching PTPro

There are two ways to access PTPro from within PowerSchool. Both ways begin with knowing which teachers' gradebook you wish to view.

1 - Teacher Schedules page

On the Start page of PowerSchool, navigate to the Teacher Schedules page.

Navigation: Start Page > Under Functions > Teacher Schedules

The screenshot shows the PowerSchool interface. On the left, the 'Functions' menu has 'Teacher Schedules' highlighted. The main content area shows a list of teachers, with 'Bryant, Renata L.' selected. Below this, a table titled 'Teacher Schedule - Bryant, Renata L 13121' displays course sections. The table has columns: Expression, Term, Course #, Course, Sec #, Room, Enrollment, and Attendance. Two sections are listed: 1(A-B) and 4(A-B), both for MAT2100 Calculus. A 'PowerTeacher Pro' button is highlighted in the top right of the table area.

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(A-B)	S1	MAT2100	Calculus	1	110	25	
4(A-B)	S1	MAT2100	Calculus	3	110	25	

1. Select a teacher to see their schedule page
2. Click PowerTeacher Pro button

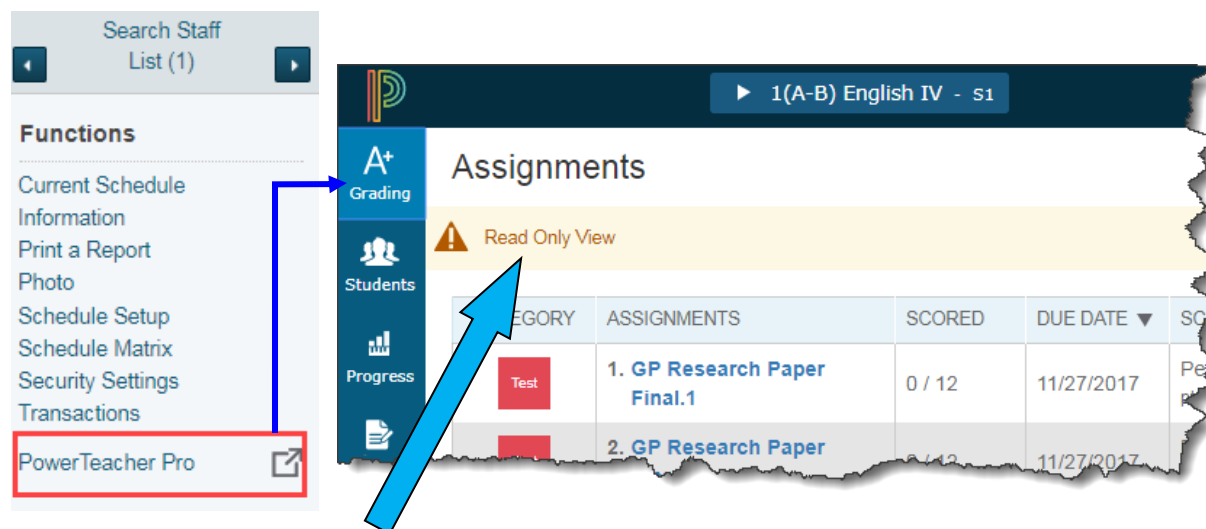
Note: If the button is not appearing on this page, see your Data Manager or LEA Coordinator. This means you do not have the proper security permissions to view PTPro gradebooks.

2 – Teacher's Staff Account Page

On the Start page of PowerSchool, search for and open the Teacher staff record.

Navigation: Start Page > Search for and open Teacher Staff Record

On the left navigation panel – click the PowerTeacher Pro link



Notice you are in a 'Read Only View'. Anything you click or modify will NOT be saved when you leave the gradebook.

Using PowerTeacherPro

While in a view only mode, the screenshot below shows how to navigate around the gradebook. Some functional options are not available through the administrator view.

Basic Navigation of PTPro

The screenshot shows the PTPro Assignments page. The interface includes a top navigation bar with a class selector (1(A-B) English IV - s1), a sidebar with navigation icons (Grading, Students, Progress, Reports, Settings, Apps), and a main content area with a table of assignments. Numbered callouts highlight the following features:

- 1:** The 'Charms' sidebar on the left.
- 2:** The class dropdown menu in the top right.
- 3:** The column headers of the assignments table, which are sortable.
- 4:** The 'Gear' icon (Settings) in the top right.
- 5:** The 'Terms' dropdown menu in the top right.

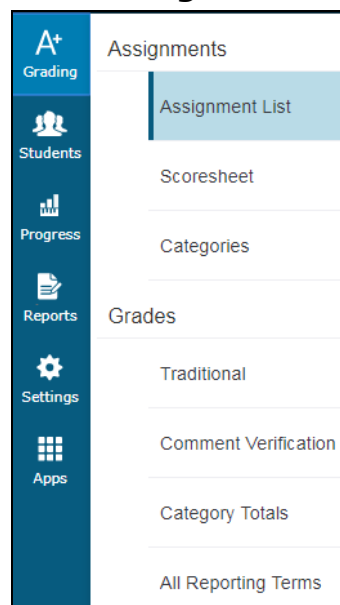
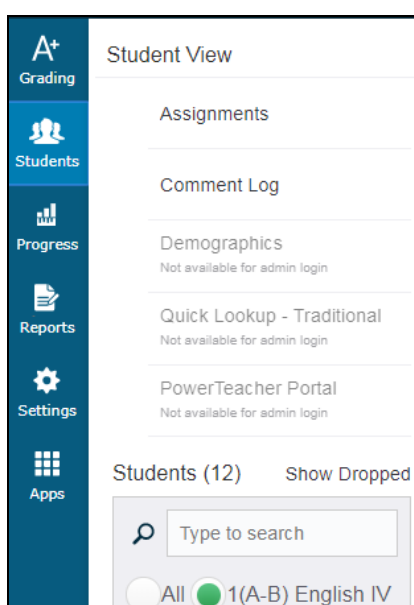
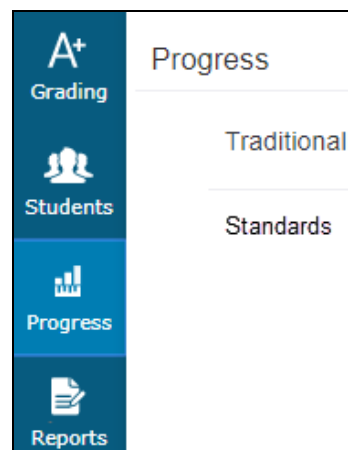
CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
Test	1. GP Research Paper Final.1	0 / 12	11/27/2017	Percent pts: 100	
Test	2. GP Research Paper Final.2	0 / 12	11/27/2017	Percent pts: 100	
CW/H	3. STYLE Revision Activity	0 / 12	11/9/2017	Percent pts: 100	
Quiz	4. Weekly Quiz ELG 6	9 / 12	11/9/2017	Percent pts: 100	
CW/H	5. Weeks 10 and 11 Participation	0 / 12	11/9/2017	Percent pts: 100	
CW/H	6. SUPPORT/ELAB Revision Activity	0 / 12	11/7/2017	Percent pts: 100	
CW/H	7. ORGANIZATION - GP Workshop Revisions	0 / 12	11/2/2017	Percent pts: 100	

1. Called 'Charms'. Each charm handles a different functional area
2. The triangle serves as a dropdown to select a class to view
3. These column headings are sortable
 - a. Click a heading one time to sort the grid in an ascending order
 - b. Click a heading two times to sort the grid in a descending order
4. Called 'Gear'. Two options under the gear
 - a. Show/Hide Filter. When shown, the filter is displayed above the grid

The screenshot shows the 'Read Only View' filter interface. It includes a search bar with a 'Filter' label, a 'Clear' button, and an 'Apply' button. Below the search bar, it indicates '1-17 of 28 items'. The table below shows the first row of the assignments grid.

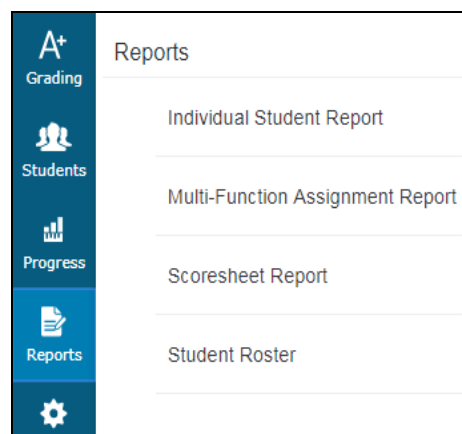
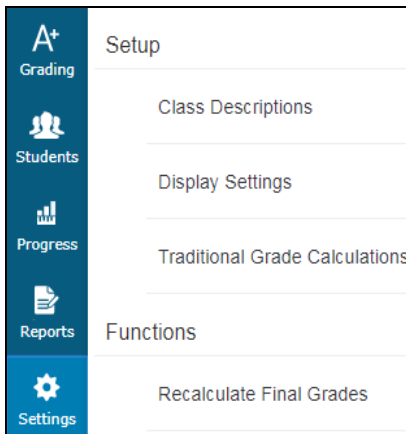
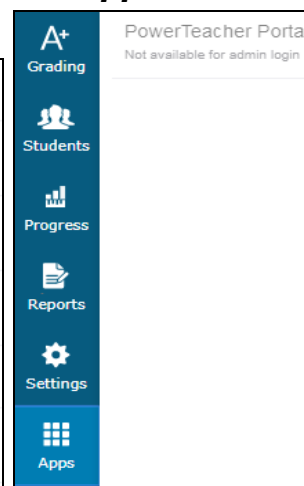
CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYP
Test	1. GP Research Paper Final.1	0 / 12	11/27/2017	Percent pts: 100

- b. Copy Assignments. Where teachers can get assignments from other classes or terms and bring them into another class
5. Terms box. Select the term you want to view by choosing it from the dropdown

A+ Grading Charm**Students Charm****Progress Charm**

Notice in the 'Students' charm, there are functions not available through the administrator view.

In the Progress Charm – You will only see the grading process available for that teacher/school. For example, if this teacher doesn't use standards based grading, the Standards progress link will not be displayed here.

Reports Charm**Settings****Apps**

The only option available under the 'Apps' charm is the ability for a teacher to go back to PowerTeacher and thus is not available through the administrator view only mode.

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.