

PowerTeacher

Signing in to PowerTeacher:

- Use PT anywhere you have access to the Internet.
- We highly recommend using Chrome when using this program.
- <https://powerschool.crps.ca/teachers/pw.html>

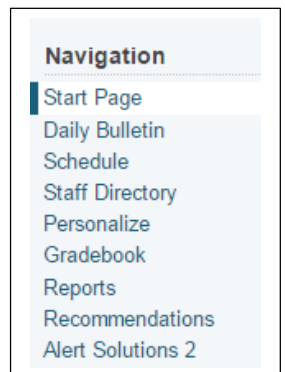
Getting Started – PT Home Page:

- PowerTeacher Start Page – first screen you see after signing in
- PowerSchool logo - click on to return to start page
- Help – access the online help database
- Sign Out – protect the security of your class records by signing out of PT
- Notifications – system notifications such as the last time you logged in
- Printer Icon – print this page



Navigation Menu on left hand side:

- **Daily Bulletin** – view news and announcements/reminders
Who can see Daily Bulletin? **Admin/Teachers/Public** (created by Admin Support)
- **Schedule** – list of all courses you teach
- **Staff Directory** – access a list of staff member's names, phone numbers & email address
- **Personalize** – change password, set default student screen, and hide class section numbers
- **Reports** – to run reports for all of your students
- **Recommendations** – Click here to enter course recommendations for your students.



Icons you see on start page:



- **Attendance**
 - Single day or multi day.
 - Choose which class you want to take attendance for
 - Single Day/Multi-Day/Seating Chart
 - Attendance icon – clear (not submitted) yellow (partial) green (has been submitted)
 - Things to note:
 1. Date range
 2. Attendance Codes

Attendance-cont'd

3. If marked at office – you can't over ride

Taking attendance for 2 classes offered at the same time.

-Click on Single day and Show Multiple Sections

Single Day	Multi-Day	Seating Chart	Seating Chart Design
Attendance Code (Present) ▼		Date Mon 11/16 (Today) ▼	Classes Show Multiple Sections

Please do not look at documents on this page. PowerSchool does not have it working correctly yet.



- **Student Information** – takes you to “*student information*” area of PT
 - Email Addresses
 - Class Roster on left hand menu
 - Select Screens (top right)

Select Screens for Individual student

Select Screens include

- *Demographics
- *Log Entries
- *Net Access- shows how often parents/Student sign into look at PowerSchool
- *Print a report – CRPS reports
- *Student Matrix
- *Reports (PASI)- Will take directly to DAR for printing
- *Report Card Review
- *Teacher Comments- view other teacher's comments
- *Term Grades –Show Stored grades for student.

***Quick look –Shows marks/ attendance on all subjects for the individual student,**

-you can also view student documents at PASI on this screen (in documents)

Quick Lookup	Standards Grades	Credentials	Reports	Accommodations	Documents
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High schools can take advantage of this screen for

Credentials (Progress on Achieving requirements






Reports (Detailed Academic Report / Credential checklist)



- **Reports** - 3 Ways to print reports:
 1. From start page on the left under Navigation (for all your students)
 2. Student information (individual students)
 3. From printer icon (just students in that course)

Other:

- **Alerts**- Click on icon to get details of alert message. Shows on each student page when they have an alert warning.

1. Medical 
2. Guardian 
3. Discipline 
4. Birthday 
5. Other 

Best Practices for Information



If you are wanting to print information for your homeroom make sure to click on the printer or student information tabs for the proper class on the Navigation Page


If by accident you have clicked on the report button on the left without picking your class, you will automatically get all students that you teach.

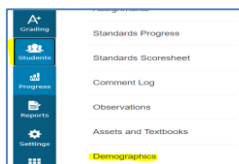
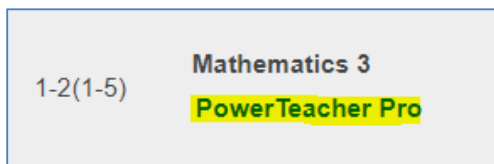
Come back to the Navigation screen by hitting the back button, and then select the proper printer icon

Guardians of Student *3 places you can find it

In contacts please ignore the School pick up/ Emergency/Receives mails contact fields, we do not fill this in.

1. Student information  in PowerTeacher navigation > Click on student > Click on Icon 
2. Powerteacher> select class> students>demographics. Click on the student name in the column > You will first see student information then Guardians and parents below. You can expand and contract arrows
3. And in Reports (Medical Alert with Photo and Students Contact Report)

Tip: Watch for this symbol  on the top of the Demographic or quick look up page This is a Guardian/parent alerts. You will not see this alert in PTP. Any questions arising about guardianship should be directed to your Administration team in the office.



Email addresses

Click on Student info tab 

Click EMAIL ADDRESS. On the top of the left side under class information

Place a check mark in the Student Email box, this will fill in all checks down the list

Now Scroll down to the bottom of the page and Build Email List, use comma and click on Build list

Copy the emails and place as a BCC into a new email

DO not share student emails or Guardian emails with others

Class Information
Email Addresses
Computers 7 -
Class Information
Birthday List
Email Addresses
Student Information

PowerSchool SIS

School: []

Email Addresses & Lists

Select student, guardian and/or parent portal emails to copy, and scroll to the bottom

Filter: []

Student Name	Student Email	Parent/Guardian Email	Parent Portal Email
Bar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
But	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Build Email List

Select the delimiter required by your email program and click Build List

Delimiter type: Comma

Build List

Copy highlighted text, and paste into the BCC (blind carbon copy) field of a new email. This will prevent parents from seeing each others' email addresses, which should be kept confidential.

How can I get help?

- Talk to your Administrative Assistant in your main office first they then will email us for further help.
- Find a mentor teacher in your school who can show you some quick tips and tricks, and doesn't mind answering the odd question.