PowerSchool Classroom: Understanding the Basics for New PowerTeacher Pro Users

Quick Reference Card

PowerSchool Classroom: Understanding the Basics for New PowerTeacher Pro Users

This quick reference card is intended for users new to both PowerSchool Classroom and PowerTeacher Pro (PTP). Learn how to use basic PowerSchool Classroom features, how to set up teacher grading preferences, and how to use PowerTeacher Pro features.

Accessing PowerSchool Classroom

Use PowerSchool Classroom to sign in to all of your PowerSchool products with a single account. There's no need to launch a separate application to access PowerTeacher, PowerTeacher Pro, Learning, or other teacher tools. Navigate to PowerSchool Classroom by entering your server address in a web browser.

To sign in to PowerSchool Classroom:

1. Enter the URL of your PowerSchool Classroom site
2. Enter your username and password
3. Click **Sign In**

To sign out of PowerSchool Classroom:

1. Click your name at the bottom of the Navigation menu
2. Click **Sign Out**

Navigating the Dashboard

As a teacher, once you sign in to PowerSchool Classroom, you immediately have information at your fingertips that influences the course of your day. Adjust lesson plans and activities as needed based on information about school-wide events, class activities, current assignments, and current standards progress.

Page Navigation

Use these PowerSchool Classroom icons to complete navigational tasks:

Icon	Definition
PowerSchool	Click the PowerSchool logo to return to the Dashboard from any other page
10(A) Intermediate Theatre …	Open the class selector menu to select the class or class groups you wish to work with
+	Click the + Global Create icon to add assignments
🔔	Click the Notifications icon when a number appears next to the icon indicating a notification
🔍	Click the Search icon to quickly find a student

PowerSchool Classroom: Understanding the Basics for New PowerTeacher Pro Users

Icon	Definition
	Click the teacher's name at the bottom of the Navigation menu to modify the profile page, update settings, switch roles, and sign out

Calendar Review

Use the calendar section to quickly review the current events, assignments, and personal reminders for the day. Use the next and previous arrows to switch to a different date or open the calendar icon to select a different month and year. Click **View More** to view the current date, the week, or the month in a grid format.

Risk Analysis

Use the risk analysis section to quickly assess if students are meeting required standards. It may be necessary to adjust the lesson plan based on this information or create a reminder to meet with a few select students who are struggling with particular concepts. Click **View All** to open the Standards Progress page for further analysis. Click the PowerSchool logo to return to the Dashboard.

To look at specific standards, click **Select**. Once the list of standards opens, check the boxes next to a few standards. Click **Search Content** to find aligned instructional resources, or click **Create Assignment** to create an assignment that is aligned to the selected standards.

Assignment Review

Use the Recent Assignments section to view the latest class assignments. To see previous assignments, toggle the Navigation slider or click **View All** to see all assignments for the term.

Activity Feed

Use the Activity Feed section to communicate with students and parents. Recent posts appear in the activity feed window. To see previous posts, click **View More**.

To add a new post:

1. Click in the Activity Feed field
2. Enter an announcement, such as `Shakespeare projects are due tomorrow!`
3. Click **Post**

Take Attendance

To record class attendance:

1. On the Dashboard page, click the class selector menu
2. Click the Chair icon next to the class for which you want to take attendance

   Note: A white chair icon represents a class that is in session on the current date.
3. On the Record Attendance page, select the appropriate attendance tab
4. Open the Attendance Code menu and select an attendance code
5. Click in the Attendance field next to a student's name to add the code
6. Click **Submit**

Viewing Students

Using PowerSchool Classroom, you can access student information easily and work with a class of students or with one student at a time.

Working with a Class of Students

To work with a class of students, first select the class section from the class selector menu. Next, click the Students icon in the Navigation menu.

Now select how you wish to view the students in a class. Use the grid view or list view options. The grid view option displays individual cards for each student.

Use early warning alerts to see if a student has a failing grade, a high number of absences or tardies, missing assignments, or a combination of these issues.

To view the alerts using either the grid view or list view:

1. Click the Students icon in the Navigation menu

2. Click the Grid View icon

3. For students with early warning information, visual indicators appear underneath the student's picture

   If the student has a grade warning (defined by a color level orange or red in the grade scale), the letter grade and percentage appears in red.

   If the student has missing assignments, a circle with a question mark and the number of assignments missing appears in red.

   If the student has absences exceeding a set threshold, Abs appears in red.

4. Now click the List View icon

   Early warning information appears in the Grades, Assignments, and Alerts columns.

Working with a Student

To work with an individual student, enter the student's last name in the Dashboard Search field and click the Search icon. Click the student's name to open the Student Profile page.

When you are already working on the Students page, follow these steps to view an individual student:

1. Using either the grid or list view, click a student's name

   A pop-up window appears with a quick overview of general student information.

2. Click **View Profile**

   The Student Profile Overview tab displays the overall grade, recent assignment grades, and individual standard performance information for the selected student.

   Explore the Assignments, Standards, and Profile tabs for all standards, all assignments, and student alerts/grades across classes.

3. Click the Quick Links tab

   Use the Quick Links tab to access additional student pages such as Graduation Plan Progress, Recommendations, and Student Assessment Results.

PowerSchool Classroom: Understanding the Basics for New PowerTeacher Pro Users

Using and Setting up the Grading Functions

PowerSchool's PowerTeacher Pro gradebook is a robust classroom management tool that includes advanced features for both standards-based and traditional grading. Access PowerTeacher Pro features using the Grading icon in PowerSchool Classroom or by selecting **Quick Links** or **Settings**.

Viewing and Adding Class Descriptions

The gradebook includes view-only details about each class you teach, such as the course name, course number, section number, period, term, start date, end date, and associated grade scale. Add more details about the class—such as a description or the syllabus—that will be visible in the PowerSchool Student and Parent Portals, and in PowerSchool Mobile. Or customize the name of the class.

To customize the class name and add a description:

1. At the bottom of the Navigation menu, select the teacher's name

2. Click **Settings**

3. In the PowerTeacher Pro section, click **Class Descriptions**

   The Class Description page for the selected class opens.

4. To customize the name of the class, click in the Custom Class Name field and enter the name

5. Enter the class description, syllabus, or other details in the Class Description field

6. Click the arrow to the left of another class name to open the details pane and add a custom name or description

7. Click **Save**

Setting Up Display Preferences

Customize the display settings to control how class names appear in your gradebook—by period and day, by section number, or by custom name. Additionally, define whether or not to show standards and traditional grades.

To set up display preferences:

1. At the bottom of the Navigation menu, select the teacher's name

2. Click **Settings**

3. In the PowerTeacher Pro section, click **Display Settings**

4. Open the "Display and Sorting" menu and select an option, such as **Section Number (sort by Course Name)**, to change the way class names appear

5. Check **Show Traditional Grades** to view traditional grades in the gradebook

6. Then from the "Values to Show in the Traditional Grade Column" menu, select the types of grades you want to see, such as **Grade**, **Percent**, and **Points**

7. Check **Show Standards Pages and Links** to use the standards grading features in the gradebook

8. Check **Show Standards on Assignments** to show standards aligned to assignments in the gradebook

9. To make the auto-calculation of standards scores from assignments scores the default setting when you create a new assignment, choose **New Assignments Start Checked** from the "Auto-Calculate Assignment Standards Scores Initial State" menu

    Making this selection will cause the "Auto-Calculate Assignments Standards Scores" check box to be selected by default when you create an assignment. To view the setting when creating a new assignment, navigate to the Standards tab, select the standards that are aligned to the assignment, and click the Show Selected Standards tab.

10. To change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu, open the Navigation Links Sort Order menu and choose **Standards, Traditional**

    The default setting is Traditional, Standards.

11. To display the Professional Judgment Indicator on the Standards and Standards Progress pages, check **Show on Grading: Standards** and **Show on Students: Standards Progress**

12. Under Student Names, use the Display menu to define how students' names will appear in the gradebook, such as by first, then last name

13. Use the "Sort Students by" menu to choose how to sort the lists of students, such as by first name

14. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom**

15. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**

16. Click **Save**

Setting Up Grading Preferences

Administrators may choose to set up the grading preferences at the district or school level for all teachers. However, if they are permitted to do so by their district and school leaders, teachers may define some of the grade calculations for the classes they teach.

To define a traditional grade calculation for a class:

1. At the bottom of the Navigation menu, select the teacher's name

2. Click **Settings**

3. Select **Traditional Grade Calculations**

4. To see the grade calculations for all of the classes, click **Expand All**

5. For one of the classes in the list, click the Edit icon next to the first reporting term

6. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked

7. Open the Type menu and choose a calculation type, such as **Category Weighting**

8. Open the Attribute menu and select a category, such as **Homework**

9. To define the weight of the selected category, enter a value in the Weight field, such as 2 (for 20%)

10. To include another category, click the **+** sign

11. Open the Type menu and choose **Category Weighting**

12. Open the Attribute menu and select a different category, such as **Quiz**

13. To define the weight of the selected category, enter a value in the Weight field, such as 3 (for 30%)

14. Repeat steps 9–12 to set up weighting for a couple more categories

    Use weight values that will make the values in the Percent columns add up to 100%.

15. To save the grade calculation, click **Save**

    Set up the grade calculations for the remaining reporting terms. If you do not have access to edit the grade calculation preferences, follow your school and district policies or contact your PowerSchool administrator.

To define standards grade calculations:

1. At the bottom of the Navigation menu, select the teacher's name

2. Click **Settings**

3. Select **Standards Grade Calculations**

4. Define how standards grades will be calculated from assignment scores by default, for example, choose **Most Recent Scores**

5. Define the number of recent scores to include in the calculation and their relative weighting by clicking the Edit icon, choosing the number of scores, and modifying the values in the Weight column

6. To automatically calculate higher-level standards grades from lowest-level standards grades, check **Auto-Calculate**

7. Select the metric that will be used in the calculation, such as **Mean**

8. Click **Save**

Working with Assignments

Before you begin creating assignments, it's recommended that you create categories so that you can group assignments by type. Then, set up assignments in the gradebook, choose whether or not to include them in students' final grades, and tie them to standards. Your district leaders may also set up assignment categories at the district level for you and other teachers to use.

Creating Categories

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes. Set up your own categories, or use district-created categories. District-created categories are identified by an icon that looks like a school house next to the category name.

To create an assignment category:

1. Click **Grading**

2. Click **Categories**

3. Click **Create**

4. Select **Category**

5. On the Category tab, open the Select Classes menu and select the class or classes in which you will use the category

6. Enter the name of the category, such as `Test`

7. Select a color for the category, such as **Red**

8. Use the default status of **Active**

   Check Inactive when you want to make categories that you no longer use inactive.

9. Enter a description of the category, such as `Use for test assignments`

10. Click the Assignment Defaults tab

11. Select the default score type that assignments in this category will use, such as **Points**

12. To include extra points in the assignments by default, click **Extra Points** and enter the number of extra points, such as `5`

13. To weight assignments in this category by default, click **Weight** and enter a value, such as `2`, in the Weight field

14. In the Score Entry Points field, enter the number of points that assignments in this category will be worth by default, such as `100`

15. Use the Publish Assignment menu to define when assignments in this category will be published

16. To publish the scores of assignments in this category by default, verify that **Publish Scores** is selected

17. To include assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected

18. To save the new category, click **Save**

Creating and Viewing Assignments

View assignments on the Dashboard and on the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. To save time, duplicate existing assignments or create duplicates while creating a new assignment.

To create an assignment:

1. Click **+** in the top right corner of the window

2. Select **Assignment**

3. Open the Select Classes menu and select a class

   Click outside the Select Classes menu to close it.

4. Enter the name of the assignment, such as `Unit 1 Test`

5. Select **Test** as the category

6. Select a score type, such as **Points**

7. Enter the number of score entry points, such as `80`

8. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected

9. Enter the assignment due date

   The default due date is today's date.

10. Enter a description, such as `This test covers all of the topics in Unit 1`

11. Click the Students tab

12. Verify that the assignment applies to all students

    To apply the assignment to a selection of students, click **Add/Remove Students**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

13. Click the Standards tab

14. Select the standards that are aligned to the assignment

15. Click the Publish tab

16. Open the Publish Assignment menu and choose when to publish the assignment for students and parents

17. To publish students' scores once you've scored the assignment, check **Publish Scores**

18. Click **Save and Close** at the bottom of the Create window

Instead of closing the edit window, you could also copy the assignment by clicking **Duplicate** at the bottom of the Create window.

Score the new assignment immediately by clicking **Score Assignment** in the alert at the top of the gradebook window.

> ✓ Assignment: Unit 1 Test created successfully.   Score Assignment   ✕
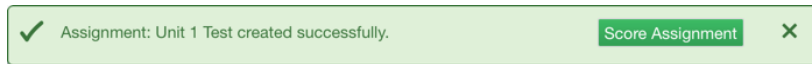
To duplicate an assignment for use in another class:

1. Click **Grading**

2. Click **Assignment/Activity List**

3. Roll your cursor over the assignment row and click the pencil icon that appears on the right side of the row

4. Click **Duplicate** at the bottom of the Edit window

5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class

Click outside the Select Classes menu to close it.

6. Edit the duplicated assignment name by deleting the underscore and number that were appended to the end

7. Use the same category, score type, score entry points, due date, description, and publication settings as the original assignment, or modify the values as needed

8. Click the Standards tab

9. Click **Add/Edit Standards** and, if needed, select a new set of standards that are aligned to this assignment

10. To save the assignment and close the Edit window, click **Save and Close**

11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to

12. Locate the duplicated assignment in the list of assignments

Copying Assignments

Copy one, some, or all of the existing assignments in a selected term and class to other terms and classes using the Copy Assignments feature. Use the existing due dates, a custom due date, or proportional due dates relative to the selected term.

To copy assignments from a Semester 1 class to a Semester 2 class:

1. Click **Grading**

2. Click **Scoresheet**

3. On the Scoresheet page, click the Gear icon on the right

4. Click **Copy Assignments**

5. Under From, open the Term menu and select **Semester 1**

6. Under From, open the Class menu and select the class from which you want to copy the assignments

7. Under To, open the Term menu and select **Semester 2**

8. Under To, open the Classes menu and select the class or classes to which you want to copy the assignments

9. Under Copy Options, open the Due Dates menu and choose whether you want to use existing, relational, or custom due dates

10. Under Choose the Assignments, check the box to the left of the Category heading to select all of the assignments, or check individual boxes next to the assignment names to choose a smaller selection

11. To complete the process, click **Copy Assignments**

Be sure to edit the due dates of the copied assignments.

Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

To enter scores:

1. Click **Grading**

2. Click **Scoresheet**

3. From the Scoresheet page, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and then typing the score

Navigate horizontally through the score columns by clicking the blue columns with left- or right-facing arrows at the end of the rows.

View the summary above the list of assignments to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored), and the due date.

In the summary, click **Edit Assignment** to edit the assignment details. Click **Show More** to view additional information, such as the associated grade and special codes scales.

To view additional metrics for a selected assignment on the Assignments/Activities page or for all assignments on the Scoresheet page:

1. Click the Gear icon at the top of the page

2. Click **Show Metrics** to view the mean, median, and mode statistics for the assignments or the aligned standards
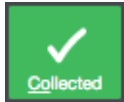
Using the Score Inspector and Flags

While you can enter scores manually, use the Score Inspector to provide more details about the student's performance, such as when a student has a missing or late assignment. Also use the Score Inspector to enter a comment about a student's score.
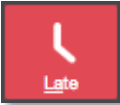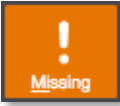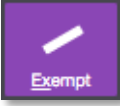
Your district leaders may have associated a special codes scale to the regular grade scale. If that is the case, you can click **Codes** in the Score Inspector and select a special code, such as **INC**, to score a student's assignment. In some cases, you may also see other system-generated icons that are related to standards grades.

To open the Score Inspector, click in a score cell on the Assignments or Scoresheet pages.

The following table provides brief explanations of the flags (score indicators) and other icons available in the gradebook.

Flag or Icon	Description
	Indicates that an assignment was collected

PowerSchool Classroom: Understanding the Basics for New PowerTeacher Pro Users

Flag or Icon	Description
	Indicates that an assignment is late
	Indicates that an assignment is missing
	Indicates that an assignment is exempt
	Indicates that an assignment wasn't completed due to the student being absent
	Indicates that an assignment is incomplete
	Indicates that a comment was added
	Indicates that evidence exists for mastery that may differ from a student's calculated standard score
	Indicates that the standard grade is auto-calculated from the lower-level standards scores

Flag or Icon	Description
	Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment

Filling Scores

Use the Fill functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

To fill students' scores for one assignment:

1. For the selected assignment, click in a score cell on the Assignments/Activities or Scoresheet pages
2. Enter the score or select the flag in the Score Inspector
3. Click the Fill icon with the vertical arrows
4. Save the scores

To fill multiple assignment scores for one student:

1. For the selected student, click in a score cell on the Assignments/Activities or Scoresheet pages
2. Enter the score or select the flag in the Score Inspector
3. Click the Fill icon with the horizontal arrows
4. Save the scores

Adding Comments

As you enter scores or flags for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the star next to a comment in the bank to set it as one of your favorite comments.

To fill comments, enter a comment for one student and click the Fill icon. Then choose to fill comments only or to fill scores, flags, and comments.

When you use the fill functions to fill comments that include the student's name or any gender pronouns, PowerTeacher Pro detects this and you have the choice of applying the smart text to the comment for each student or using the original text. For example, if you enter a comment for one student that says, "James completed all assignment tasks," and fill the comment for other students, select **Use Smart Text**, so that each student's name will be personalized in the resulting comments.

To add a comment:

1. Click **Grading**

2. Click **Scoresheet**

3. From the Scoresheet page, click in the cell where the student's name intersects with the assignment name

4. Click the Comment icon in the Score Inspector

5. Either enter a comment in the text box, or click **Comment Bank** and select a comment

   A blue Comment icon appears in the student's score cell.

6. Click **Save**

7. Click the icon to read the comment

STUDENTS (30)	GRADE		MAP SKILLS FR... (9/5/2016)
8. Calhoun, Percy	B+	88.7%	41
9. Cantrell, Heather	D+	69.9%	40
10. Copeland, Stacy	B	85.4%	40
11. Daugherty, Polly	B+	88.6%	48

Marking Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page, or score multiple assignments on the Scoresheet.

To enter scores, flags, or comments for a single assignment:

1. Click **Grading**

2. Select **Assignment/Activity List**

3. Click the name of an assignment

4. Click in a student's score cell and type a score, such as `72`

   View the assignment summary above the list of students to see which score type to use.

5. Click the Comment icon in the Score Inspector

6. Enter a comment, such as `Needs to turn work in on time`

7. Click the right-facing Score arrow in the Score Inspector to move to a standards score cell (if standards are aligned to the assignment)

8. Enter a standards score for the student

   View the assignment summary above the list of students to see which grade scale type to use.

9. Save the scores

To enter scores, flags, or comments for one or more assignments on the Scoresheet:

1. Click **Grading**

2. Select **Scoresheet**

3. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector

4. Click the vertical Fill icon to fill all of the blank score cells with the score you entered in the Score Inspector

5. In the alert window that lists the number of scores that were filled, click **Ok**

6. Click in a different student's score cell for a different assignment and click the Exempt flag

7. Click **Save**

When you delete or edit a score, a small Gear icon appears next to the values in the student's Grade column because they are being edited. Once you save the changes, the student's grades will be recalculated using the new score.

Working with Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure that your final grades are accurate. For example, you may have to enter standards grades, modify individual scores, or enter citizenship grades. Occasionally, you may also need to modify a student's final grade in a course based on effort, participation, or other performance factors.

To work with final grades, click **Grading** and use the links in the Grading section. Access the same links through the Quick Menu—the arrow next to the heading at the top of the grading pages.
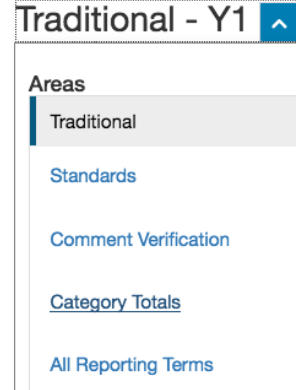
To modify a final grade:

1. Click **Grading** > **Grading**

   Ensure that **Traditional** is selected.

2. Click a student's final grade

3. In the Score Inspector, edit the student's grade

   For example, change a letter grade of A- to A, and a percentage of 91 to 94.

4. Click **Save**

   Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.
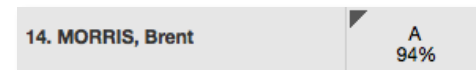
5. Open the Quick Menu and select **Standards**

6. Click a standards grade for the same student and edit it

   For example, change a score of 3 to 4.

7. Click **Save**

To revert to the calculated grade, click the Undo icon in the Score Inspector. To view additional standards metrics, click the Gear icon at the top of the page and then select **Show Metrics** to view the mean, median, and mode statistics.

Entering Citizenship Scores

If your school doesn't track behavior through standards, then your district leaders may enable citizenship score entry and set up a citizenship scale that includes codes like S for Satisfactory or N for Needs Improvement for you to use in PowerTeacher Pro.

To enter citizenship scores:

1. Click **Grading** > **Grading**

   Ensure that **Traditional** is selected.
2. Click in a student's cell in the Citizenship column
3. In the Score Inspector, select a citizenship score, such as **S**
4. Click **Save**

STUDENT (30)		Y1		CITIZENSHIP
1.	Aguirre, Marla	B+	87.6%	H
2.	Anthony, Dwight	B+	86.5%	S
3.	Anthony, Jeanette	B-	80.4%	H
4.	Barnett, Judy	B+	88.6%	N

Recalculating Final Grades

Although final grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes in the gradebook, such as adding multiple assignment scores for students who transferred from another class. Also, recalculate grades when your PowerSchool administrator changes a setting that affects the gradebook, such as the grade calculation formula.

To use the recalculate tool:

1. At the bottom of the Navigation menu, select the teacher's name
2. Click **Settings**
3. Select **Recalculate Final Grades**
4. Select the classes in which you are recalculating grades
5. To recalculate traditional grades, check **Traditional Final Grades**
6. To recalculate standards scores, check **Standards Final Grades**
7. Click **Recalculate**

Indicating Final Grade Readiness

To determine whether or not teachers have completed their final grade reviews, administrators run the section readiness report. Teachers communicate final grade readiness with administrators by adding notes about the grade status or checking that the final grades are ready.

To add a note about the grade status:

1. In the Navigation menu, click **Grading**
2. From the Grading menu, click **Grading**
3. At the bottom of the Traditional, Standards, or Comment Verification pages, click **Final Grade Status**
4. Enter a note to update the status
5. Click **Save**

To indicate that final grades are ready:

1. In the Navigation menu, click **Grading**
2. From the Grading menu, click **Grading**
3. At the bottom of the Traditional, Standards, or Comment Verification pages, click **Final Grade Status**

4. Indicate that final grades are complete by checking the check box

5. Click **Save**

Using Reports, Calendars, and Quick Links

Learn how to generate reports, add items to your calendar, and how to link to other system pages.

Running Reports

Multiple reports are available in PowerSchool Classroom to enhance the teacher experience. Here is an example of some of the reports and what they do.

Report	Purpose
Individual Student Report	• Use this report to view or print a summary of the class activity per student • Present a summary of student work to parents at conferences or to a principal during a review, or use the report as a midterm update for students and parents • Choose whether or not to include course grades and attendance, assignments, category totals, citizenship scores, and comments • Print the report for a few students or a group
Assignment Report	• Use this report to view or print a list of students and scores per assignment • Use it to find missing, late, or incomplete assignments, to help students and parents keep up with class work, to target students who need extra help, or to gauge which assignments present the most

Report	Purpose
	challenges to students
Scoresheet Report	• Use this report to print a copy of the Scoresheet page • Include final grades and assignment scores • Use student numbers or names • Sort students by name, student number, or randomly • Use it to post a printout of students' grades • Run the report as a PDF or an Excel spreadsheet
Student Roster	• Use this report to view or print demographic information by class • Use the report to keep track of money collected for classroom field trips, or as an emergency contact list, for example • Customize the report by adding blank columns (the report retains the information you entered last) • Use the Order arrows to arrange the columns in any order • Run the report as a PDF or an Excel spreadsheet

Follow these steps to run teacher reports:

1. From the Navigation menu, click **Analysis**

2. Click **Reports**

3. Select a report, such as **Scoresheet Report**

4. Enter the report options

5. Click **Run Report**

Managing the Calendar

Use the PowerSchool Classroom calendar feature to track your school, class, and personal activities all in one place.

Add Events

Use the Events section to track any activities that have the potential to impact your classroom, such as an early dismissal. Events are public and viewable in the student and parent portals.

To add an event to your calendar:

1. In the Calendar pane, click **+** next to Events

2. Add a name for the event

3. Add a description

4. Select a class

5. Determine if the event will be all day or if you need to indicate a specific time frame

   By default, events are set to occur all day. To add specific times for the event, toggle the All Day Event setting off. You are required to set start and end times for the event in the fields that will appear below the date.

6. Enter start and end dates for the event

7. Click **Submit**

Add Personal Reminders

Remind yourself of tasks you need to complete by adding notes to the personal reminder section. Personal reminders can be seen by only the teacher and are not viewable in the student or parent portals.

To add a personal reminder to your calendar:

1. In the Calendar pane, click **+** next to Personal Reminder

2. Add a name for the reminder

3. Add a description

4. Determine if the personal reminder will be all day or if you need to indicate a specific time frame

   By default, reminders are set to occur all day. To add specific times for the personal reminder, toggle the All Day Event setting off. Required start and end times for the event will appear below the date.

5. Enter start and end dates for the reminder

6. Click **Submit**

Using Quick Links

Use quick links to access multiple product pages from PowerSchool Classroom.

To navigate to quick link pages and then return to PowerSchool Classroom:

1. In the Navigation menu, click **Quick Links**

2. Select a quick link page, such as **PowerTeacher Portal Home**

   The page will open in another tab.

3. When finished working with the page, close the tab

4. Return to PowerSchool Classroom by selecting the PowerSchool Classroom tab