

## Unified Classroom Solutions

### For Customers Previously Using PowerSchool

This Quick Reference Card is intended for users new to PowerSchool Unified Classroom, but who have previously used PowerTeacher Pro. Learn how to use basic PowerSchool Unified Classroom features.

### Getting Started

Use PowerSchool Unified 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 Unified Classroom by entering your server address in a web browser.

Create a unique PowerSchool ID to sign in to Unified Classroom. Make sure you securely record the Unified Classroom URL, your username, and password you create for the next time you sign in. Once created, your PowerSchool ID will be used to access all of your PowerSchool systems.

Take the following steps to create a PowerSchool ID:

1. In a web browser, enter your teacher portal URL

You will be redirected to the Unified Classroom Sign In page.

2. Click **Create PowerSchool ID** at the bottom of the page
3. Enter your current PowerSchool SIS username

4. Enter your current PowerSchool SIS password

Before you can get a new PowerSchool ID, you must validate your existing PowerSchool username.

5. Click **Sign In**
6. Click **Continue**
7. Enter your email address as your PowerSchool ID username  
Use your school or school district email address.
8. Enter a password

Your new password must be unique, must contain more than eight characters, and cannot contain more than three repeating characters.

9. Click **Create PowerSchool ID**
10. Click **Continue to Unified Classroom Sign In**

Once you have created a PowerSchool ID, to sign in to PowerSchool Unified Classroom:

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

To sign out of PowerSchool Unified Classroom:

1. Click the user menu at the bottom of the navigation menu
2. Click **Sign Out**

## Beginning Your Year with Unified Classroom

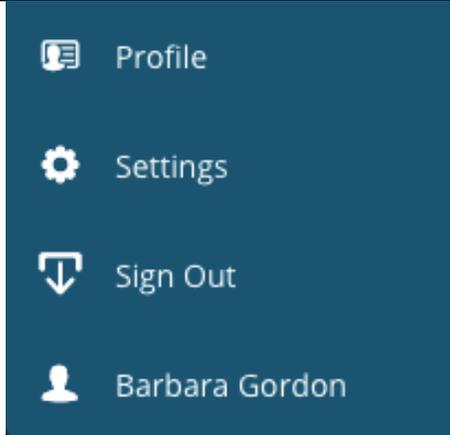
As a teacher, once you sign in to Unified Classroom, you immediately have information at your fingertips that influences the course of your day. Access student information easily and work with a class of students or with one student at a time.

Adjust lesson plans and activities as needed based on information about school-wide events, class activities, current assignments, and current standards mastery and academic progress.

## Understanding Dashboard Navigation

Use these Unified Classroom icons to complete navigational tasks:

Icon	Definition
	Click the Unified Classroom logo to return to the Dashboard from any other page
	Open the class selector menu to select the class or class groups you wish to work with
	Use the Term menu to select the term
	Click the + Global Create icon to add assignments
	Click the notification icon to view new system notifications
	Click the help icon to access step-by-step directions, LiveAssist, videos, and Quick Reference Cards

Icon	Definition
	Click the search icon to quickly find a student
	Click your name at the bottom of the navigation menu to open the user menu and access your profile, update settings, and to sign out

## Working with a Group of Students

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

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

- 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 question mark and the number of missing assignments appears in red
- If the student has absences exceeding a set threshold, "Abs" appears in red

Click **Filter** to search for a specific student. Click **X** to close the selection screen.

## Using Quick Links

When you're working with a class or group of students, quickly access multiple product pages from within PowerSchool Unified Classroom. Use Quick Links to access features such as a link to recommendations, the daily bulletin, and the staff directory. Links are also available for custom pages if your district has enabled custom content.

To navigate to a quick link, click the name of the link. A new tab will open in your web browser. When you finish working in that area, close the tab and select the Unified Classroom tab to return to Unified Classroom.

## Working with One Student

There are several ways to view an individual student. One option is to click the Search icon in the top-right corner of the Dashboard. Enter the student's last name in the Search field. Click the student's name to open the Student Detail page.

Another option is to click **Students** from the navigation menu and roll your cursor over the student tile of the student you wish to work with. From this point, you have several options.

1. Click the view icon to open the Student Detail page
2. Click the Quick Links icon to open the student's Demographics page
3. Or, on the Students page, click the student's name to view a window with a quick overview of general student information and then click **View Detail** to go to the Student Detail page

On the Student Detail page, the Overview tab displays the student's class overview, including the student's current grade, recent assignment information, and personal information about the selected student.

Use the Assignments tab to view the assignments this student has been assigned. Click an individual assignment to view details on the student's performance on the assignment.

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

## Activity 1 – Work with a Student

One of your students just turned in corrections to a recent assignment. Update his score. Search for a student with a last name similar to yours and edit an assignment grade.

1. On the Dashboard, click **Students**
2. Select a student with a last name similar to yours
3. Click **View Detail**
4. In the Recent Assignments area, click **Edit Scores**
5. Click a grade in the Score column next to the assignment you wish to modify
6. Use the Score Inspector to enter the new score
7. Click **Adjust Scores**
8. Click **Save**
9. Click the Unified Classroom logo to return to the Dashboard

## Handling Daily Classroom Management Tasks

In the center of the page is the class selector menu. Click the class selector menu to open it. From this menu, select the class you wish to work with. A white chair icon represents a class that is in session on the current date. Classes that have a grayed-out chair icon are not in session.

Click the options icon (the icon that looks like three dots) in the upper-right corner of a class tile to open the Attendance page for a class that is not in session, open the Seating Chart page, or open the Scoresheet.

## Activity 2 – Take Attendance

Record attendance for a class that is in session today.

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 to record attendance for a single day, multiple days, or using the seating chart
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**

## Using the Calendar to Plan Your Day

Use the Calendar area on the dashboard 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.

Add events that are viewable by students and parent. Add personal reminders to track your tasks and stay organized.

## 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.

### Activity 3 – Add an Event to the Calendar

Add an event to your calendar to remind students and parents about teacher conferences.

1. In the Calendar pane on the Dashboard, click the + sign next to Events

2. For the name of the event, enter **Teacher Conferences**
3. For the description, enter **Please contact me this week to schedule a conference for your student.**
4. In the Classes section, click the gear icon
5. Click **All Classes**
6. Click the second calendar icon and enter a date that is a week from today's date  
  
By default, events are set to occur all day. To add specific times for the event, toggle the Specific Time setting on. Then enter start and end times for the event in the fields that will appear below the date.
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 visible to administrators, students, or parents.

To add a personal reminder to your calendar:

1. In the Calendar pane, click the + sign 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 Specific Time setting on. Enter the start and end times for the reminder below the date.
5. Click **Submit**

## Communicating Class Activities

Use the Activity Feed section to communicate with students and parents. Recent posts appear in the activity feed window. Access the Activity Feed area on the Dashboard or click **Communication** on the navigation menu to open the Activity Feed page.

To add a new message, click in the text field and type a message. In addition to several formatting options, your messages can include tables, links, and images. You can also add an assignment to a post. Click the assignment icon to add an existing assignment. Check the box next to the assignment name and click **OK**. Click the gear icon to use the class menu to select who will see the message. Click **OK** to close the menu. Click the attachment icon to add an attachment to your message. When the message is complete, click **Post**.

On the Dashboard, to see previous posts, click **View More**.

### Activity 4 – Create a New Post

Add a new post to remind students that an assignment is due tomorrow.

1. On the Dashboard, in the Activity Feed, click in the text box where it says "Post"
2. In the post field, enter an announcement, such as **Group projects are due tomorrow!**
3. Click the assignment icon
4. Scroll through the assignments list and check the assignment you wish to attach to the post
5. Click **OK**
6. In the Post To area, click the gear icon
7. Check the check box next to each class where the assignment is due tomorrow
8. Click **OK**
9. Click **Post**

## Reviewing Student Progress to Drive Your Instruction

By default, standards and traditional progress information is visible on the Dashboard. Use this area to quickly assess if students are meeting required benchmarks. 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** in the Standards Progress or Traditional Progress area for further analysis. Click the Unified Classroom logo to return to the Dashboard.

For teachers not using both standards and traditional grades, modify the display settings to show only the progress area you use. How to work with display settings is discussed later in this document.

## Checking Assignment Effectiveness

Use the Recent Assignments area to view the latest class assignments. When you roll your cursor over an assignment, the view, score, and edit icons appear. Click the view icon, which looks like an eye, to see details about the assignment and open the Assignments/Activities page. Click the score icon, which looks like a calculator, to enter grades for an assignment. Click the edit icon, which looks like a pencil, to edit assignment details. Click **View All** to see all assignments for the term.

### Activity 5 – Update a Recent Assignment Grade

Modify a score for a student on a recent assignment.

1. On the Dashboard, roll your cursor over an assignment in the Recent Assignment area  
  
The view, score, and edit icons appear.
2. Click the score icon

- On the Assignments page, locate a student and click in the Score column

The Score Inspector opens.

- Using the Score Inspector, modify the grade according to the score type
- Click **Save Scores**

## Activity 6 – Duplicate a Recent Assignment

Duplicate a recent assignment for use in another class.

- On the Dashboard, roll your cursor over an assignment in the Recent Assignment area

The view, score, and edit icons appear.

- Click the edit icon
- Click **Save and Duplicate** at the bottom of the Edit window
- Edit the duplicated assignment name by deleting the underscore and number that were appended to the end and add a new name for the assignment
- Use the same description, category, student work type, due date, publication selection, score type, score entry points, and standards settings as the original assignment, or modify the values as needed
- Click the edit icon in the Class/Students section
- Modify the classes or students as necessary and then click **OK**
- To save the assignment and close the window, click **Save and Close**
- To verify that you copied the assignment to a different class, click the class selector menu at the top of the page and select the class that you copied the assignment to
- Locate the duplicated assignment in the list of assignments

## Evaluating Student Success Using Standards Progress

Use the Standard Progress page to view standards grades progress for a class or a group of your classes. The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

To view standards grades progress:

- From the navigation menu, click **Analysis**
- From the Analysis menu, click **Standards Progress**

The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

STANDARDS	GRADE DISTRIBUTION (Q3)	ASSIGNMENTS
MAT.H.10.AG - Graph polynomial functions	22   3	6
MAT.H.11.AG - (+) Graph rational functions	23   2	5
MAT.H.12.AG - Graph exponential and logarithmic functions	22   3	4
MAT.H.15.AG - (+) Represent a system of linear equations as a single matrix equation	24   1	4
MAT.H.16.AG - (+) Find inverse of a matrix and use it to solve systems of linear equations	20   5	4

- Click the graph for one standard to open the Standard Grades Distribution window
- On the left side of the Standard Grades Distribution window, view the grade distribution for the selected standard for each reporting term in the school year

5. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

A red arrow in the Grade column indicates that the student's level of mastery is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change.

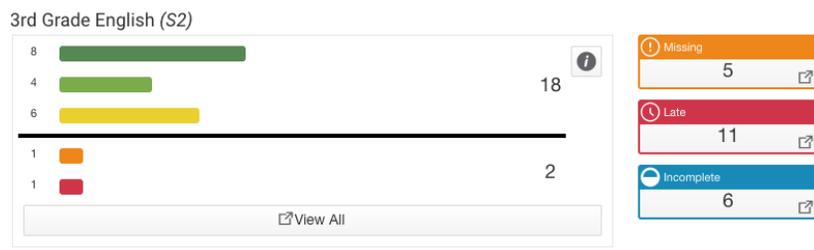
6. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column
7. To close the window, click **X** in the upper-right corner

## Evaluating Student Success Using Traditional Grades Progress

To view traditional grades progress:

1. From the navigation menu, click **Analysis**
2. From the Analysis menu, click **Traditional Progress**

The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term. To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments. To view the grades in each grade scale color level, click the information (i) icon.



3. Click **View All** to open the Traditional Grades Distribution window

4. On the left side of the Traditional Grades Distribution window, view the grade distribution for each reporting term in the school year
5. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

A red arrow in the Grade column indicates that the student's grade is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. You can see which students are performing better or worse between terms.

6. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column
7. To close the window, click **X** in the upper-right corner

## Generating Encouraging Feedback

Multiple reports are available in Unified Classroom to enhance the teacher experience and to share information with students and parents. The following table provides brief descriptions of the reports and their purposes:

Report	Purpose
Individual Student Report	<ul style="list-style-type: none"> <li>• Use this report to view or print a summary of the class activity per student</li> <li>• Include only one class or the student's full schedule</li> <li>• Include student numbers next to student names for identification purposes</li> <li>• 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</li> <li>• Choose whether or not to include course grades and attendance, assignments, category totals, standards scores, citizenship scores, and comments</li> <li>• Print the report for a few students or a group</li> </ul>
Assignment Report	<ul style="list-style-type: none"> <li>• Use this report to view or print a list of students and scores per assignment</li> <li>• 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 challenges to students</li> </ul>

Report	Purpose
Scoresheet Report	<ul style="list-style-type: none"> <li>• Use this report to print a copy of the Scoresheet page</li> <li>• Include final grades and assignment scores</li> <li>• Use student numbers or names</li> <li>• Sort students by name, student number, or randomly</li> <li>• Use it to post a printout of students' grades</li> <li>• Run the report as a PDF or an Excel spreadsheet</li> </ul>
Student Roster	<ul style="list-style-type: none"> <li>• Use this report to view or print demographic information by class</li> <li>• Use the report to keep track of money collected for classroom field trips, or as an emergency contact list, for example</li> <li>• Customize the report by adding blank columns (the report retains the information you entered last)</li> <li>• Use the Order arrows to arrange the columns in any order</li> <li>• Run the report as a PDF or an Excel spreadsheet</li> </ul>

Follow these steps to run teacher reports:

1. From the navigation menu, click **Analysis**
2. Click **Reports**
3. Select a report, such as **Assignment Report**
4. Enter the report options on the Criteria, Students, and Format tabs

## 5. Click **Run Report**

Based on how your computer settings are configured, the reports will download in a PDF or Excel format, based on your selections.

### Activity 7 – Run the Scoresheet Report

To analyze your students' grades, you like to export their assignment scores and final grades so that you can work with the data in a spreadsheet. Use the Scoresheet report to generate a summary of your students' Semester 2 grade data in Excel.

1. Verify that you are working in the S2 term
2. Click **Analysis**
3. Click **Reports**
4. Select **Scoresheet Report**
5. Enter a report title, such as **S2 Scoresheet**
6. Open the Classes menu and choose the classes to include on the report  
  
Click outside of the menu to close it.
7. If you've customized the names of your classes and want to use the custom names in the report, check **Use Custom Class Name**
8. To see your students' names in the report, instead of their student numbers, open the Student Field menu and select **Student Name**
9. You typically view your class rosters in the gradebook by students' last names, so sort them the same way in the report by opening the Students menu and selecting **Last Name**
10. You want to see your students' grades in all assignment categories, so use the default setting of **Any Category** for the Categories menu

11. Verify that the Final Grades and Date Range menus are set to S2 since you want to include students' grades from the entire Semester 2 reporting term
12. All of the students in the selected classes are included by default, so skip the Students tab and click the Format tab instead
13. Open the Orientation menu and choose **Landscape**
14. To generate the report as a spreadsheet, open the Output menu and select **Excel**
15. Use the default values for the rest of the settings and click **Run Report**

Depending on how your browser settings are configured, the report will be saved as a download or it will open in your browser. Now you can work with your students' grade data in a spreadsheet.

## Personalizing Unified Classroom

Click the teacher's name at the bottom of the navigation menu to open the user menu and access your profile, update settings, and to sign out.

User Menu	Purpose
	Manage your Unified Classroom accounts
	Teachers are able to modify several settings such as class descriptions, display settings, and assigning alternate grade scales to individual students
	Close your current Unified Classroom session

## 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 student and parent portals. Or customize the name of the class.

### Activity 8 – Add a Class Description

Customize the class name and add a description for two of your classes.

1. On the Dashboard, click the user menu
2. Click **Settings**
3. Click **Class Descriptions**
4. Select a class from the class list
5. In the Custom Class Name field, enter a new name for the class such as **1st Period Biology**

Note that you will be the only one who can see the custom class name. Students and parents will not see it.

6. Enter a class description in the Class Description field
7. Scroll down the page and click the arrow to the left of another class name to open the details pane and add a custom name and description
8. When you are done making changes, click **Save**

## Setting Up Display Preferences

Customize the display settings to control how class names appear in Unified Classroom—by period and day or by section number. Additionally, define whether or not to show standards and traditional grades. By default, standards and traditional progress information is visible.

To display just traditional progress on the Dashboard, clear the "Show Standards Pages and Links" check box. Clearing this check box removes additional standards features within Unified Classroom. To display just standards progress on the Dashboard, clear the "Show Traditional Grades" check box.

### Activity 9 – Modify Display Settings

Modify your display preferences in Unified Classroom.

1. At the bottom of the navigation menu, click the user menu
2. Click **Settings**
3. Click **Display Settings**
4. To increase the size of the text and page elements in Unified Classroom, open the Scale View menu and choose **Medium** or **Large**  
  
Small is the default size.
5. 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
6. Check **Show Traditional Grades** to view traditional grades in Unified Classroom
7. 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**
8. Check **Show Standards Pages and Links** to use the standards grading features and to display standards information in Unified Classroom

9. Check **Show Standards on Assignments** to show standards aligned to assignments
6. 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.

7. 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.

8. To display the Professional Judgment Indicator on the Standards and Standards Progress pages, check **Show on Grading: Standards** and **Show on Students: Standards Progress**
9. Under Student Names, use the Display menu to define how students' names will appear, such as by first, then last name
10. Use the "Sort Students by" menu to choose how to sort the lists of students, such as by first name
11. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom**
12. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**
13. Click **Save**

## Assigning an Alternate Grade Scale

Administrators may make alternate grade scales available for teachers and administrators to assign to individual students. If you have permission to do so, assign alternate grade scales to students who need to be graded using a grade scale that's different from the scale assigned to the class. For example, a student may have an IEP that specifies the use of an alternate grade scale.

### Activity 10 – Assign an Alternate Grade Scale to an Individual Student

To assign an alternate grade scale to an individual student:

1. At the bottom of the navigation menu, open the user menu
2. Click **Settings**
3. Click **Student Grade Scales**
4. Locate the section the student is enrolled in and click the arrow next to the section name
5. To add a student grade scale, click **Add**
6. From the Choose Grade Scale menu, select the alternate grade scale
7. Check the box to the right of the student's name
8. Click **Save**
9. To confirm the change, click **Save Changes**

New assignment scores that you enter for the student will be based on the alternate scale. To update previously entered scores, recalculate final grades.

10. On the Student Grade Scales page, view, modify, or remove grade scales assigned to individual students

Note: When a student has been assigned an alternate grade scale, the Scoresheet will include a gold triangle in the name cell for that student.

STUDENTS (25)	GRADE	
1. <b>BISHOP, Donovan</b>	3	92.25%
2. <b>BLACK, Perisa</b>	B	86.75%
3. <b>CAMPBELL, Butler</b>	B	85.91%

## Communicating with Students and Parents

You can use several tools within Unified Classroom to keep both students and parents informed. Create new Activity Feed items by selecting the Communications page from the navigation menu.

Add and review events using the Calendar page.

Use the Class Pages feature to create public-facing pages for posting information, sharing resources, and to facilitate discussions.

Use the Reports feature within the Analysis section to print reports to send home with students.

## Glimpsing What Your Students See

Just like with PowerSchool, districts and schools may choose to give students and parents access to the Unified Classroom Student and Parent Portals. With these portals, students and parents can use many of the same features as teachers.

Students and parents use the same username and passwords from PowerSchool Student and Parent Portals to sign in to Unified Classroom.

The screenshot shows the Unified Classroom Dashboard for a user named Barry Anderson. The dashboard includes a navigation menu on the left with options like Communication, Class Pages, Progress, Calendar, Quick Links, Profile, Settings, Help, Sign Out, and Barry Anderson. The main content area is divided into several sections: a Calendar for Monday, November 13, 2017, with tabs for Events, Assignments, and Personal Reminder; a Class Overview section showing a list of classes with their current grades and percentages; and two sections for Upcoming and Recent Assignments, each with a table listing assignment details like category, name, due date, flags, and score.

## Finding Help When You Need It

Learn where to find help articles from within Unified Classroom and how to ask a question through LiveAssist. Then learn about other training opportunities, such as PD+ Distance Learning for self-paced learning available online 24/7.

- Help online
- LiveAssist
- Professional Development Plus (PD+)
- PowerLabs
- Other training offerings

## Finding Help in Unified Classroom

To access step-by-step directions, videos, and Quick Reference Cards, click the help icon in the top right corner of the Dashboard. The Help page opens in a new browser tab or window so you can keep it open while using Unified Classroom and then close the tab or window when you are done.

To ask for help from our Support Team, at the top right corner of the Help page, click **Live Assist**. You will have the option to use the Live Assist feature to share your screen with a support agent during normal business hours, or you can create a support ticket and an agent will follow up with you within one business day.