Flowing Wells School District Staff Development
Technology for the 21st Century

PowerTeacher
Manual
Primary Grades: K-2
Objectives:

1. Viewing Students’ information

2. Entering Grades for Report Cards

3. Entering Comments on Reports Cards

4. Viewing and Printing Class Attendance Audit

5. Viewing and Printing Report Cards
Objective 1: Viewing Students’ information

1. From the Start Page, click on the backpack icon (any backpack icon on this page will enable you to view student information).

2. From the class list, click on a student’s name.
3. Click on “Demographics.”

4. If you would like to see another student’s information, click on the student’s name, and then repeat steps two and three.
Objective 2: Entering grades on Report Cards

1. From the Start Page, click on the backpack icon for the desired subject.

   *Note: AM attendance contains the behavioral grades for 1st and 2nd grade. AM attendance also contains the Kindergarten grade entry.

2. From the class list, click on a student’s name.
3. The “Final Grade Entry” screen for the given student most likely will open (see step 4). If not, go to the “Select screens” drop-down window, scroll down, and click on “Final Grade Entry (Standards).”

*Note: PowerTeacher always will specify the current subject above the class list.

4. Click on the drop-down menu to select a grade of E, S+, S-, N, or I.
   Click on the next student name to enter grades for that student.
   **Note: For K, drop-down options will be X, /, NE, and C.**

5. Click on “Submit.”

6. If you would like to switch to a new subject, click on a new subject under “Change Class”; then click on a student’s name.

**Note: Always make sure you are in the correct academic quarter.**
2. For academic subjects, make sure to indicate student’s level of performance (above, on, below, or modified).

3. Enter the grades.

4. Click on “Submit.”

*Important* Always click “Submit” to save progress.
Objective 3: Entering comments on Report Cards

1. From the Start Page, click on the backpack icon for Reading (Grades 1 & 2).

*Note: Kindergarten will enter all grades and comments under AM Attendance.

2. From the class list, click on a student’s name.
3. Enter comments into the comment window for the appropriate quarter.

4. Click “Submit,” and repeat the process for each student.

NOTE: PowerTeacher now includes a spell-check feature, but it does not check grammar. The following solution will expedite the process of posting comments for you, and will ensure that the spelling and grammar are correct...

Create a Microsoft Word document entitled “Report Card Comments.” Type your comments in this Word document, then copy and paste them into the comment field of PowerTeacher. Save this Word document to your H: drive for use with future report cards.
Objective 4: Viewing and Printing Class Attendance Audit

Note: The Class Attendance Audit provides a list of your students and is useful as a checklist for various records throughout the year, in addition to displaying attendance information.

1. From the Start Page, click on the printer icon, or click on “Reports.”

*Note: To preview and/or print report cards, you will follow a similar process. See Objective 5 on page 12.

2. “Class Attendance Audit” will be the first report in the scroll-down menu. Click on “Submit.”
3. Click on “Refresh” to change the status from running to view.

*Note: The “Status” should change from “Running” to “View.”

4. When the “Status” has changed to “View,” click on “View” to preview the report before printing.

5. The report will be a PDF file that you can save or print by using the toolbar at the top.

*This report can be used to print a class list or to use as a checklist during the year.
Objective 5: Viewing and Printing Report Cards

1. From the Start Page, click on the printer icon for the desired subject, or click on the “Reports” tab.

   *This option of printing and viewing your report cards will generate a report with a class set of your report cards.

2. Scroll down to the appropriate report card option. Then click on “Submit.”
3. Click on "Refresh" to change the status from running to view.

*Note: "Status" should change from "Running" to "View."

4. When the "Status" has changed to "View," click on "View" to preview the report before printing.

*Note: Larger reports like this one take longer to generate, so you may have to click on "Refresh" multiple times.

5. The report will be a PDF file that you can save or print by using the toolbar at the top.

*Note: To view the report cards, click on a student’s name or use the scroll-down arrow.
1. To view an individual report card, from the Start Page, click on the backpack icon.

2. From the class list, click on a student's name.

3. Click on “Print A Report.”
4. Scroll down to the appropriate grade level and then click on “Submit.”

4. Click on “Refresh” to change the status from running to view.

*Note: The “Status” should change from “Running” to “View.”

5. When the “Status” has changed to “View,” click on “View” to preview the report before printing.

*Note: Larger reports like this one take longer to generate, so you may have to click on “Refresh” multiple times.
6. The report will be a PDF file that you can save or print by using the toolbar at the top.