



**Flowing Wells School District Staff Development  
Technology for the 21<sup>st</sup> Century**

**PowerTeacher  
Manual  
*Primary Grades: K-2***

# **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

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# POWERTEACHER MANUAL

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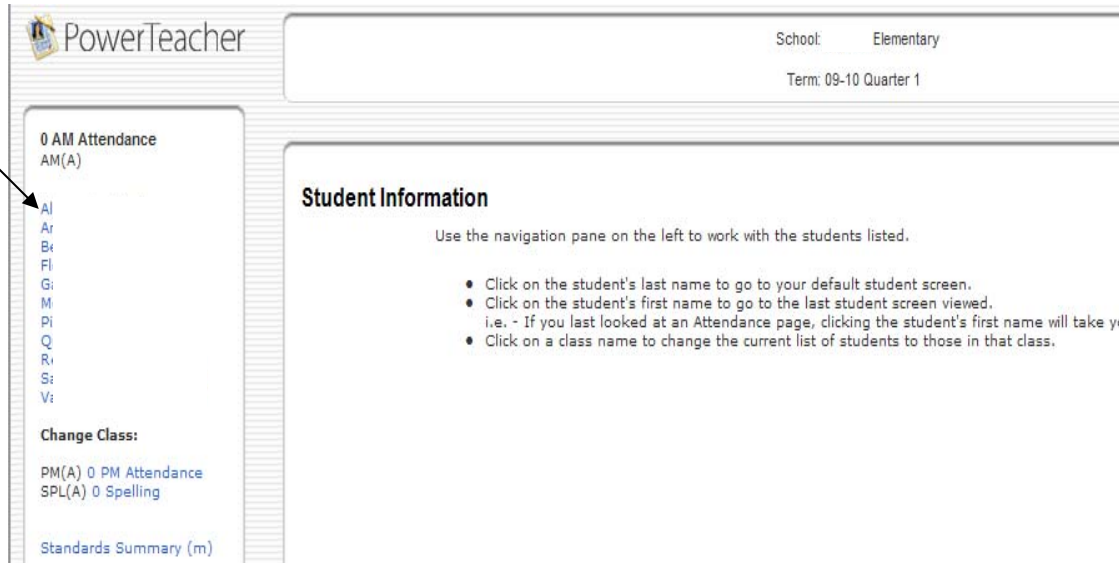
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## Objective 1: Viewing Students' information

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.”

PowerTeacher

School: Elementary  
Term: 09-10 Quarter 1

Logout ?

0 AM Attendance  
AM(A)

Al  
Ar  
Be  
Fl  
Gi  
Mi  
Pi  
Qi  
Ri  
Se  
Vz

Change Class:  
PM(A) 0 PM Attendance  
SPL(A) 0 Spelling

Standards Summary (m)

**Final Grade Entry**  
Doe, Jane

No final grade setup has been completed for this section.

Submit

Select screens

Select screens

Cumulative Grade Information

**Demographics**

Meeting Attendance

Net Access Summary

Print A Report

Quick Lookup

Recommendations

Schedule

Standards

Student Photo

Submit Log Entry

Teacher Comments

Term Grades

4. If you would like to see another student’s information, click on the student’s name, and then repeat steps two and three.

PowerTeacher

School: Elementary  
Term: 09-10 Quarter 1

Start Page > Student Selection > Demographics (L)

**Demographics**  
Doe, Jane

Demographics

Value

Name (Last, First MI)

Address

Home Phone

Age

Aggregate days of membership (YTD)

Area/neighborhood

DOB

Ethnicity

Father

Father's Day Phone

Father's Employer

Father's Home Phone

Gender

Grade Level

Graduation Year

Guardianship

Guardian Email

Mailing Address

Mother

Mother's Day Phone

Mother's Employer

Mother's Home Phone

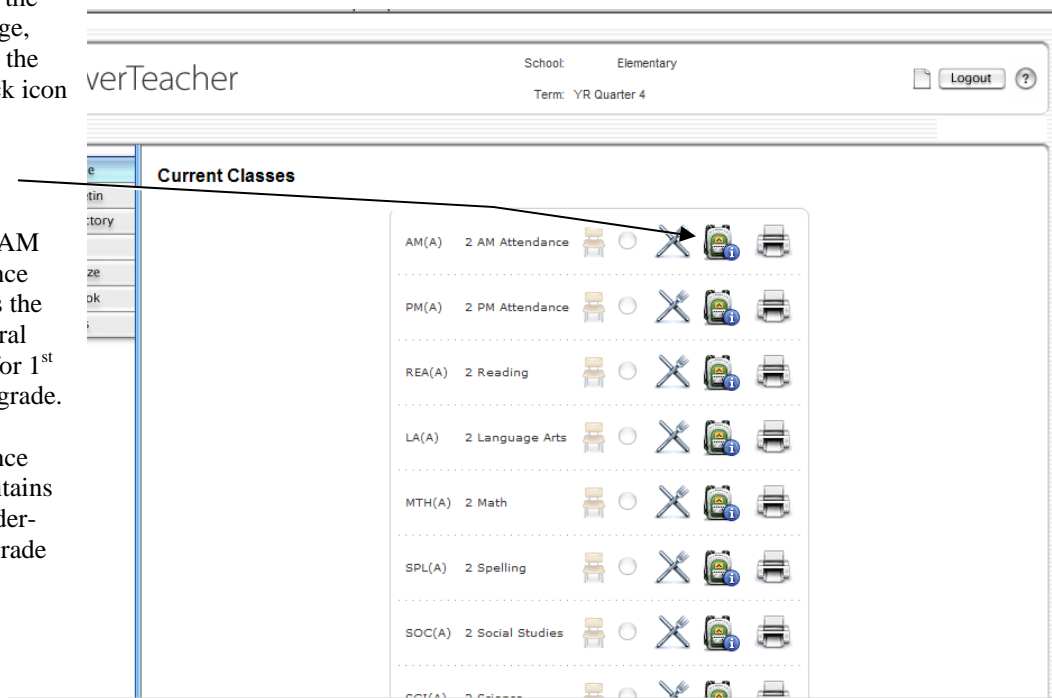
Previous Student ID

Student number

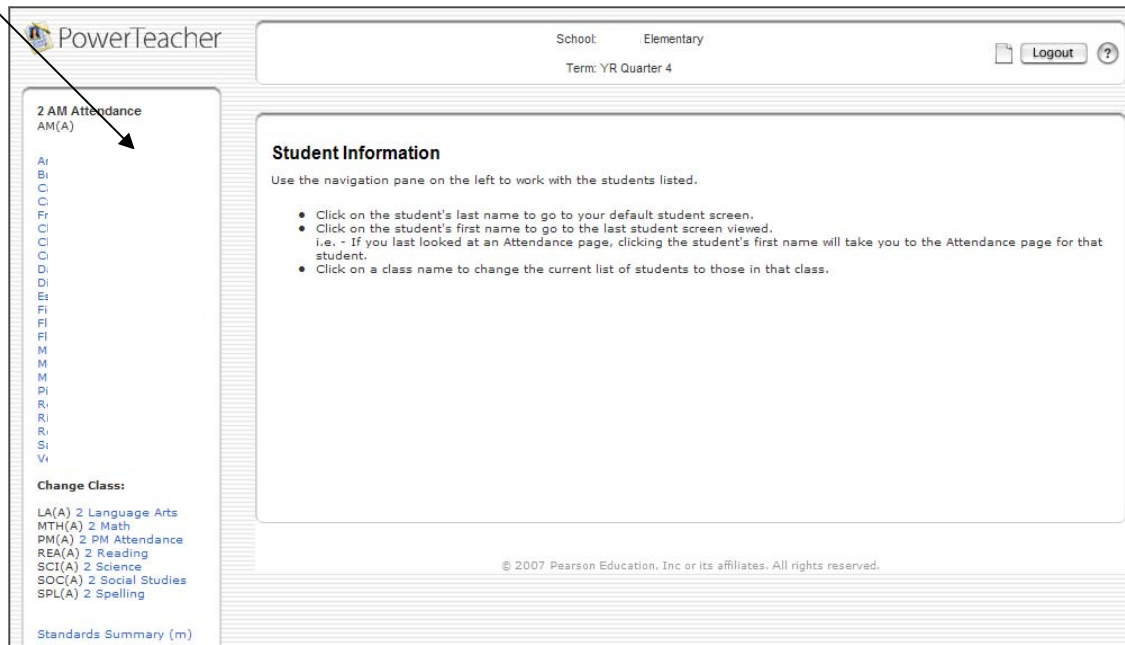
## Objective 2: Entering grades on Report Cards

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

**\*Note:** AM attendance contains the behavioral grades for 1<sup>st</sup> and 2<sup>nd</sup> 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.

PowerTeacher

School: Elementary  
Term: YR Quarter 4

Logout ?

2 AM Attendance  
AM(A)

A  
B  
C  
C  
C  
C  
C  
D  
D  
D  
E  
F  
F  
F  
M  
M  
M  
P  
P  
P  
R  
R  
R  
S  
V

Change Class:

LA(A) 2 Language Arts  
MTH(A) 2 Math  
PM(A) 2 PM Attendance  
REA(A) 2 Reading  
SCI(A) 2 Science  
SOC(A) 2 Social Studies  
SPL(A) 2 Spelling

Standards Summary (m)

Schedule

Doe, Jane

Exp	Trm	Crs-Sec	Course	Teacher	Room
AM(A)	YR	2AM150-150010	2 AM Attendance	McAllister, Tamara	11
PM(A)	YR	2PM150-150010	2 PM Attendance	McAllister, Tamara	11
REA(A)	YR	2REA150-150010	2 Reading	McAllister, Tamara	11
LA(A)	YR	2LA150-150010	2 Language Arts	McAllister, Tamara	11
MTH(A)	YR	2MATH150-150010	2 Math	McAllister, Tamara	11
SPL(A)	YR	2SPELL150-150010	2 Spelling	McAllister, Tamara	11
SOC(A)	YR	2SOC150-150010	2 Social Studies	McAllister, Tamara	11
SCI(A)	YR	2SCI150-150010	2 Science	McAllister, Tamara	11
PE(A)	YR	2PE150-McAllister	2 Physical Education	Lee, Judson	MPR
MUS(A)	YR	2MUS150-McAllister	2 General Music	Bickford, Rosemarie	

Select screens

Select screens

Cumulative Grade Information

Demographics

Final Grade Entry (Standards)

Meeting Attendance

Net Access Summary

Print A Report

Quick Lookup

Schedule

Standards

Student Photo

student\_photo.html

Submit Log Entry

Teacher Comments

Term Grades

8/7/2008 - 5/22/2009

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4. Click on the drop-down menu to select a grade of E, S+, 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.

PowerTeacher

School: Elementary  
Term: YR Quarter 4

Logout ?

2 AM Attendance  
AM(A)

A  
B  
C  
C  
C  
C  
C  
D  
D  
D  
E  
F  
F  
F  
M  
M  
M  
P  
P  
P  
R  
R  
R  
S  
V

Change Class:

LA(A) 2 Language Arts  
MTH(A) 2 Math  
PM(A) 2 PM Attendance  
REA(A) 2 Reading  
SCI(A) 2 Science  
SOC(A) 2 Social Studies  
SPL(A) 2 Spelling

Standards Summary (m)

Final Grade Entry

Doe, Jane

Select screens

	Q1	Q2	Q3	Q4
1_3.SDS - SOCIAL DEVELOPMENT SKILLS				
1_3.SDS.1 - Displays positive attitude	S+	E	S	S
1_3.SDS.2 - Accepts responsibility for personal behavior	S	E	S+	S+
1_3.SDS.3 - Uses problem solving skills	S+	S+	E	S+
1_3.SDS.4 - Respects rights, property, feelings of other	S	S+	E	E
1_3.ST - STUDY SKILLS				
1_3.ST.1 - Follows directions	S+	S+	E	E
1_3.ST.2 - Stays on task	E	E	S+	S+
1_3.ST.3 - Works cooperatively	S	S	E	E
1_3.ST.4 - Works independently	E	E	S+	S+
1_3.ST.5 - Works carefully and neatly, is organized	S+	S	S	S+
1_3.HW - HOMEWORK				
1_3.HW.1 - Completes and returns homework on time	E	E	E	E

Submit

**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.

PowerTeacher

School: Elementary  
Term: YR Quarter 4

Logout ?

2 Social Studies  
SOC(A)

Ar  
BL  
C  
C  
Fr  
C  
C  
Di  
Di  
Es  
Fi  
Fi  
M  
M  
M  
Pi  
R  
R  
R  
S  
V

Change Class:  
AM(A) 2 AM Attendance  
LA(A) 2 Language Arts  
MTH(A) 2 Math  
PM(A) 2 PM Attendance  
REA(A) 2 Reading  
SCI(A) 2 Science  
SPL(A) 2 Spelling

Standards Summary (m)

### Final Grade Entry

Doe, Jane

Select screens

	Q1	Q2	Q3	Q4
1_3.SS - SOCIAL SCIENCES				
1_3.SS.1 - Level of Performance	On	On	On	On
1_3.SS.2 - Social Studies	N/A	N/A	N/A	N/A
1_3.SS.3 - Science/Health	S-	S+	S+	E

Submit

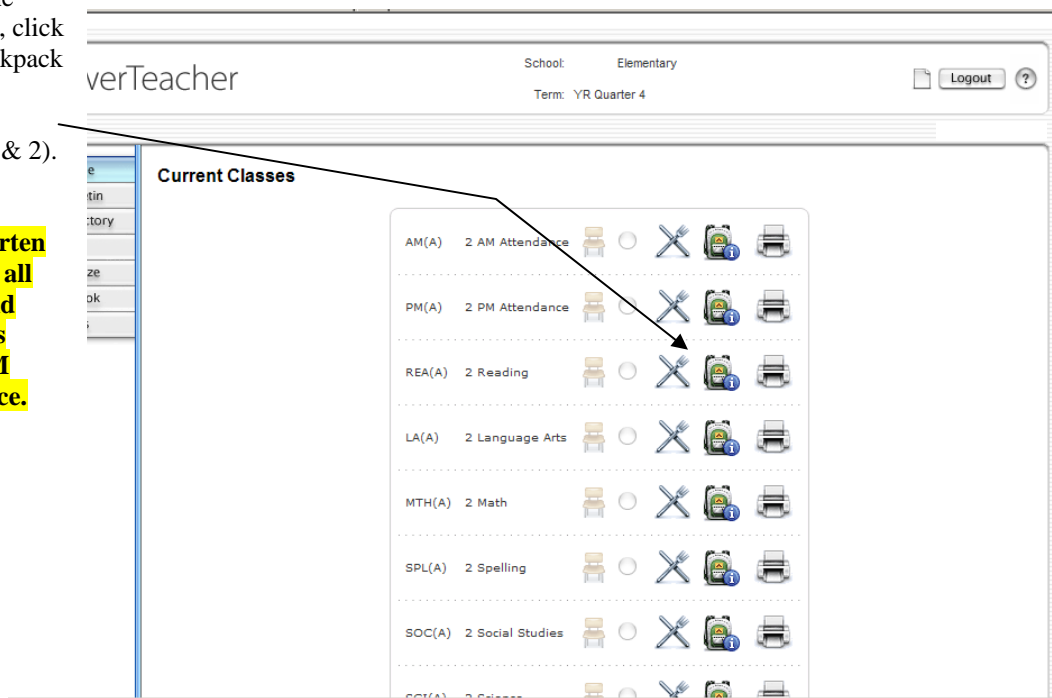
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### Objective 3: Entering comments on Report Cards

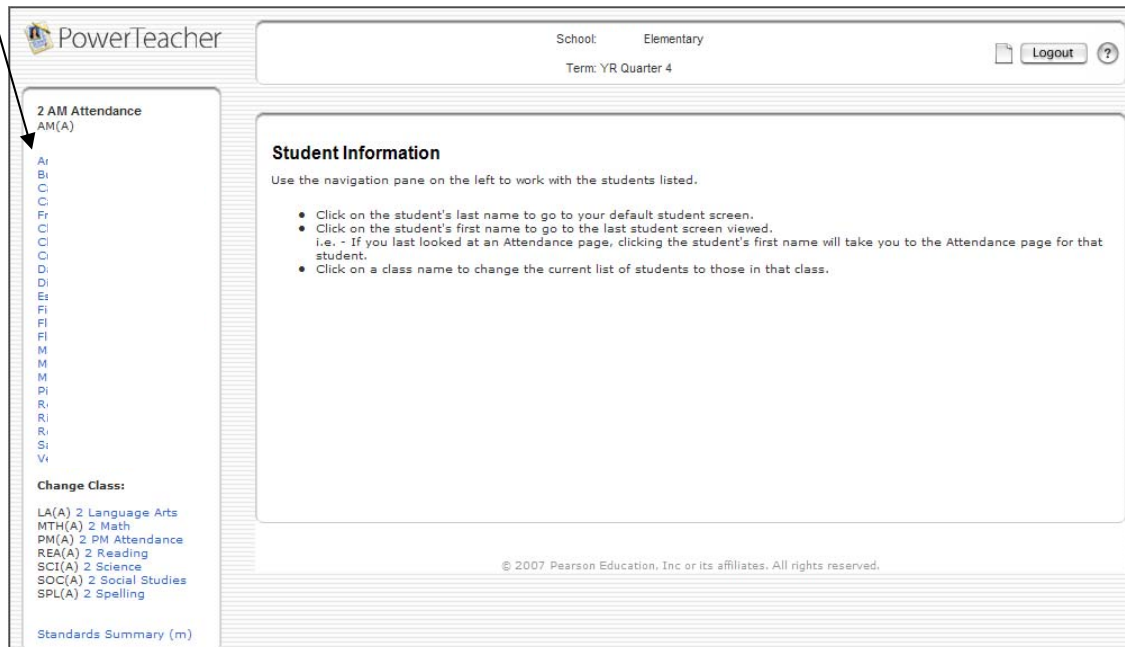
1. From the Start Page, click on the backpack icon for Reading (Grades 1 & 2).

**\*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.

**PowerTeacher**

School: Elementary  
Term: YR Quarter 4

Logout ?

**Final Grade Entry** 📖 ✏️

Doe, Jane

Select screens

2 Reading  
REA(A)

Ar  
Bi  
Cc  
Cc  
Fr  
Ci  
Cc  
Di  
Di  
Es  
Fi  
Fi  
M  
M  
Pi  
Ri  
Ri  
Si  
Vi

**Change Class:**

AM(A) 2 AM Attendance  
LA(A) 2 Language Arts  
MTH(A) 2 Math  
PM(A) 2 PM Attendance  
SCI(A) 2 Science  
SOC(A) 2 Social Studies  
SPL(A) 2 Spelling

Standards Summary (m)

1\_3.RE - READING

Q1 Q2 Q3 Q4

Q1 Comment: Conference Re; spelling in context and using  
Q2 Comment: has done very well this quarter and y  
Q3 Comment: Once again, you can be proud of  
Q4 Comment: It has been a pleasure to have in cla

1\_3.RE.1 - Level of Performance On On On On  
1\_3.RE.2 - Vocabulary X X X X  
1\_3.RE.3 - Phonetic skills X X X X  
1\_3.RE.4 - Reads fluently X X X X  
1\_3.RE.5 - Reads with comprehension X X X X  
1\_3.RE.6 - Achievement Grade S+ S+ S+ S+

Submit

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**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...**

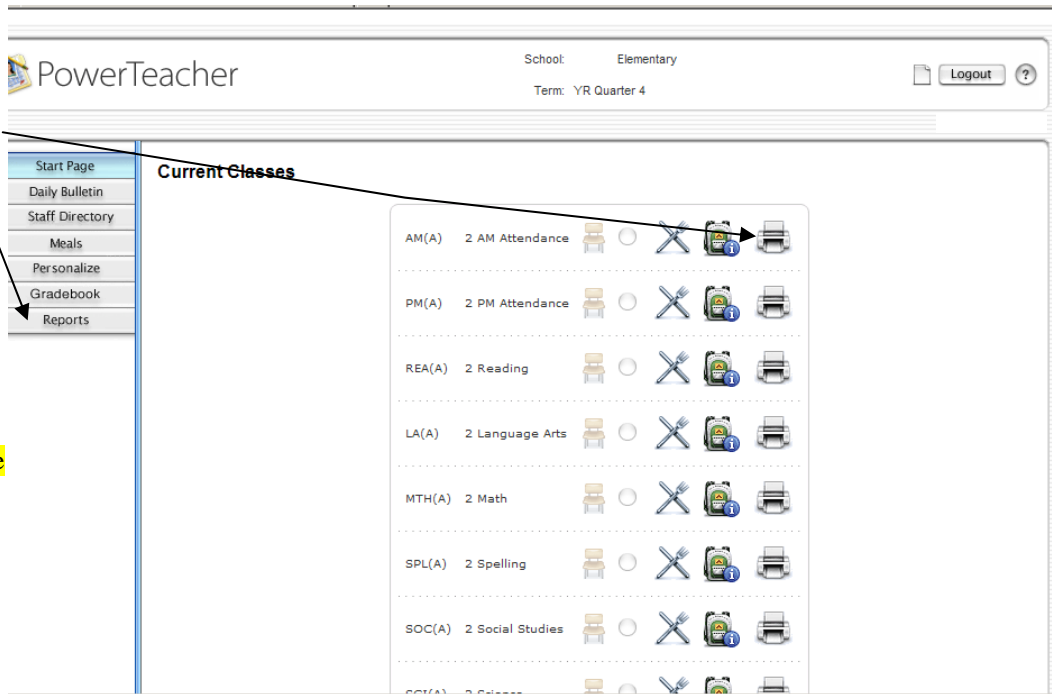
Create a Microsoft Word document entitled “Report Card Comments.” Type your comments in this Word document, then copy and paste them into the comment field of PowerTeacher. Save this Word document to your H: drive for use with future report cards.

#### Objective 4: Viewing and Printing Class Attendance Audit

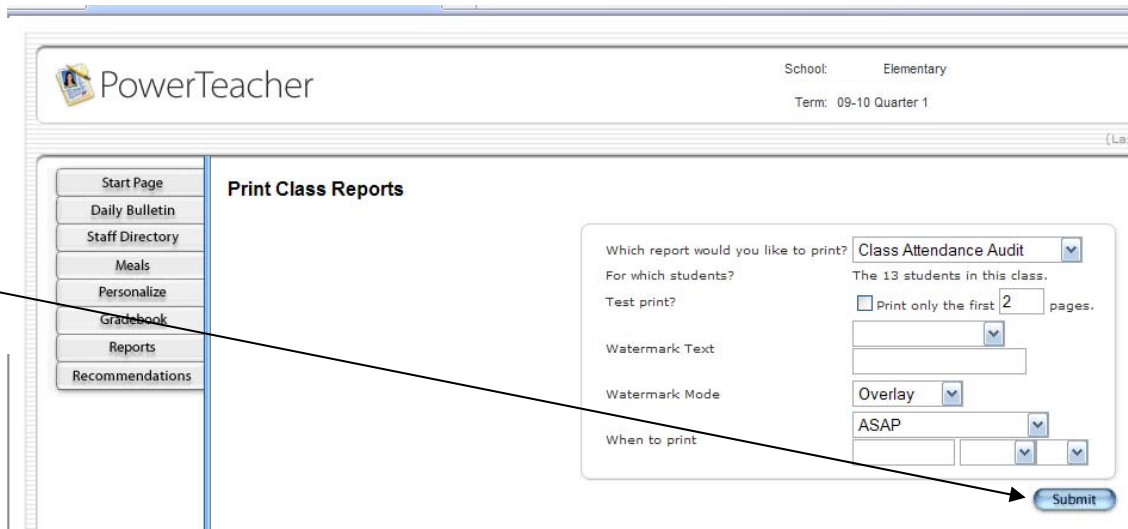
Note: The Class Attendance Audit provides a list of your students and is useful as a checklist for various records throughout the year, in addition to displaying attendance information.

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."




PowerTeacher

School: Elementary

Term: 09-10 Quarter 1

(Last Login: 7/28/2009 at 10:39 AM)

Report Queue - My Jobs [Refresh](#)


Created	Job Name	Started	Ended	Status
08/01/2009	<a href="#">Class Attendance Audit</a>	08/01/2009 5:12 PM		Running 

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

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


PowerTeacher

School Elementary

Term: 09-10 Quarter 1

Logout

(Last Login: 7/28/2009 at 10:39 AM)

Start Page

Daily Bulletin

Staff Directory

Meals

Personalize

Gradebook

Reports

Recommendations

### Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
08/01/2009	<a href="#">Class Attendance Audit</a>	08/01/2009 5:12 PM	08/01/2009 5:12 PM	Completed <a href="#">View</a>

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

Save a Copy Search 116% Search Web

## Class Attendance Audit

**Teacher:**  
**Course:** 0 AM Attendance  
**Section:** 150019  
**Expression:** AM(A)

Student	Gr.	Entry	Exit	Total Mem.	Total Att.	AUGUST						
						A T 6	A F 7	A M 10	A T 11	A W 12	A T 13	A F 14
1. Al	0	08/06/09	05/21/10	7	7							
2. Ar	0	08/06/09	05/21/10	7	7							
3. Be	0	08/06/09	05/21/10	7	7							
4. Fl	0	08/06/09	05/21/10	7	7							
5. Ga	0	08/06/09	05/21/10	7	7							
6. Hc	0	08/06/09	05/21/10	7	7							
7. Mo	0	08/06/09	05/21/10	7	7							
8. Pi	0	08/06/09	05/21/10	7	7							
9. Qu	0	08/06/09	05/21/10	7	7							
10. Rr	0	08/06/09	05/21/10	7	7							
11. Sa	0	08/06/09	05/21/10	7	7							
12. Ta	0	08/06/09	05/21/10	7	7							
13. Va	0	08/06/09	05/21/10	7	7							

Total Membership: 91  
 Total Attendance: 91  
 \* Student off track

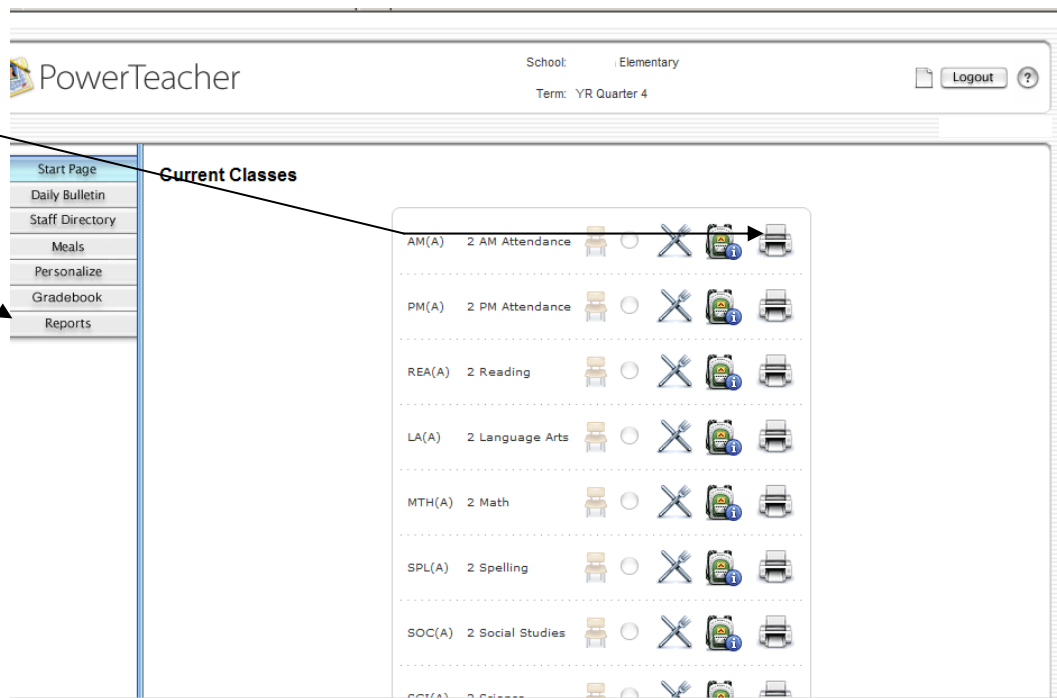
1 of 1

Total Membership: 91  
Total Attendance: 91  
\* Student off track

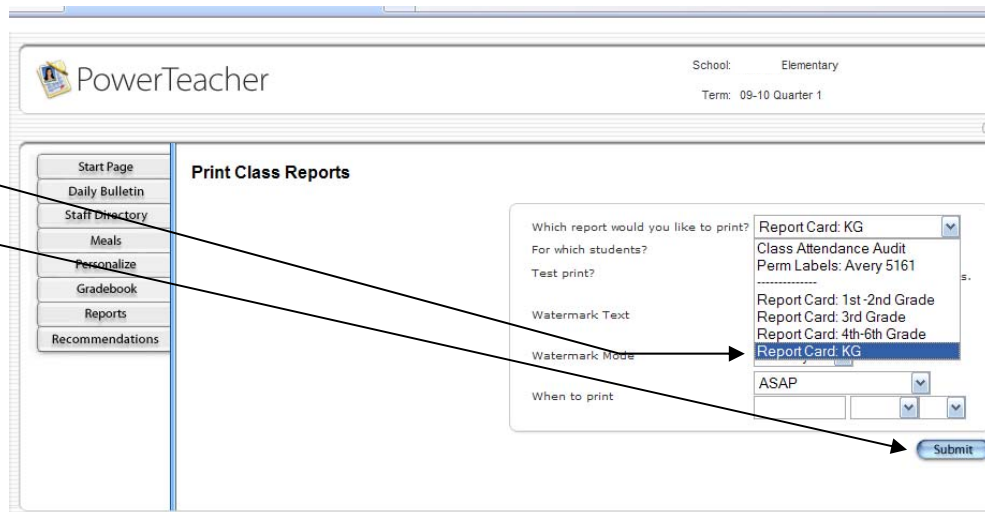
## Objective 5: Viewing and Printing Report Cards

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.

PowerTeacher

School: Elementary  
Term: 09-10 Quarter 1  
(Last Login: 7/28/2009 at 10:39 AM)

Report Queue - My Jobs Refresh

Created	Job Name	Started	Ended	Status
08/01/2009	Report Card: KG	08/01/2009 6:02 PM		Running

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

PowerTeacher

School: Elementary  
Term: 09-10 Quarter 1  
(Last Login: 7/28/2009 at 10:39 AM)

Report Queue - My Jobs Refresh

Created	Job Name	Started	Ended	Status
08/01/2009	Report Card: KG	08/01/2009 6:02 PM	08/01/2009 6:03 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

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.

Save a Copy Print Search Select 97% Search Web

Reading RSS

Pre Post

<input type="checkbox"/>	<input type="checkbox"/>	Identifies likenesses, differences in word forms [IA1] (4 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Recognizes rhyming words [IA2] (4 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names the upper and lower case letters of the alphabet [IA3] (52 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names the beginning consonant sound in spoken words [IA4] (18 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names a word that begins with each letter [IA5] (18 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names the beginning short vowel sound in spoken words [IA6] (10 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Reads basic sight words for kindergarten [IB1] (37 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Follows spoken directions to correctly mark the paper [IB2] (8 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Organizes pictures to show story order and logical sequence [IC3] (2 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Follows oral directions [IC4] (3 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Listens to a story and answers simple questions [IC5] (4 points possible)

Tucson, AZ  
Phone:

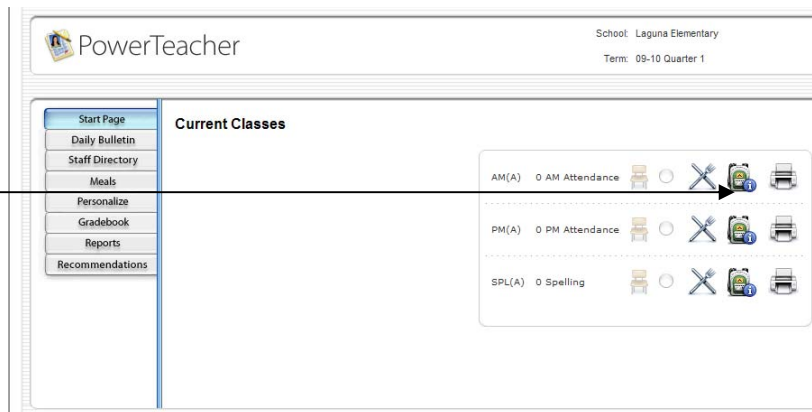
Elementary

TEACHER:  
PRINCIPAL:

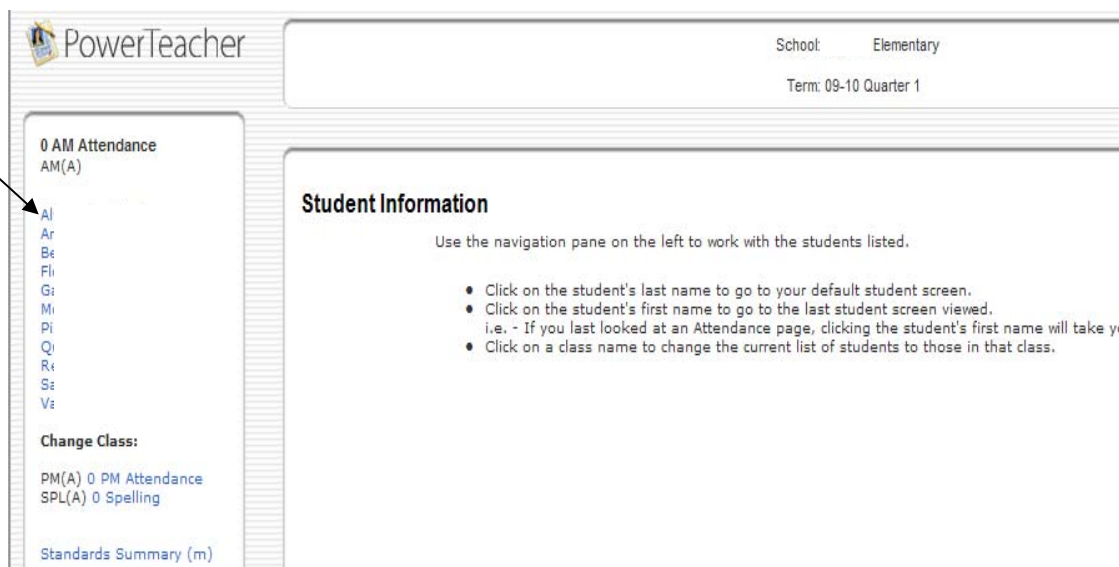
2009-2010

1 of 52

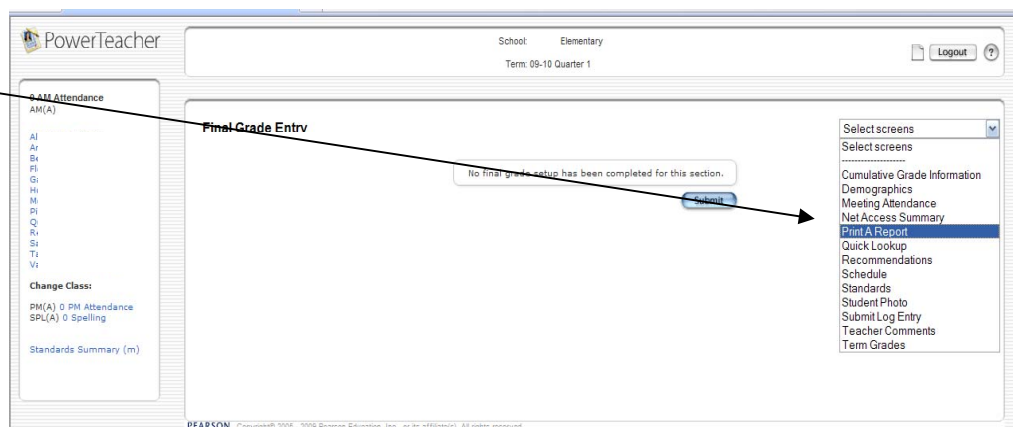
1. To view an individual report card, from the Start Page, click on the backpack icon.



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."

Created	Job Name	Started	Ended	Status
08/01/2009	Report Card: KG	08/01/2009 6:29 PM		Running
08/01/2009	Report Card: KG	08/01/2009 6:02 PM	08/01/2009 6:03 PM	Completed 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.

Created	Job Name	Started	Ended	Status
08/01/2009	Report Card: KG	08/01/2009 6:29 PM	08/01/2009 6:30 PM	Completed View
08/01/2009	Report Card: KG	08/01/2009 6:02 PM	08/01/2009 6:03 PM	Completed View

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

Save a Copy Search Select 116% Search Web

Pages

Reading R.S.S.


**FW**

Tucson, AZ  
Phone:

**Elementary**

**TEACHER:**

Pre	Post	
<input type="checkbox"/>	<input type="checkbox"/>	Identifies likenesses, differences in word forms [IA1] (4 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Recognizes rhyming words [IA2] (4 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names the upper and lower case letters of the alphabet [IA3] (52 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names the beginning consonant sound in spoken words [IA4] (18 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names a word that begins with each letter [IA5] (18 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Names the beginning short vowel sound in spoken words [IA6] (10 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Reads basic sight words for kindergarten [IB1] (37 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Follows spoken directions to correctly mark the paper [IB2] (8 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Organizes pictures to show story order and logical sequence [IC3] (2 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Follows oral directions [IC4] (3 points possible)
<input type="checkbox"/>	<input type="checkbox"/>	Listens to a story and answers simple questions [IC5] (4 points possible)



1 of 4