Log into PowerSchool Teacher ([http://ps.msad52.org/teachers)](http://ps.msad52.org/teachers)
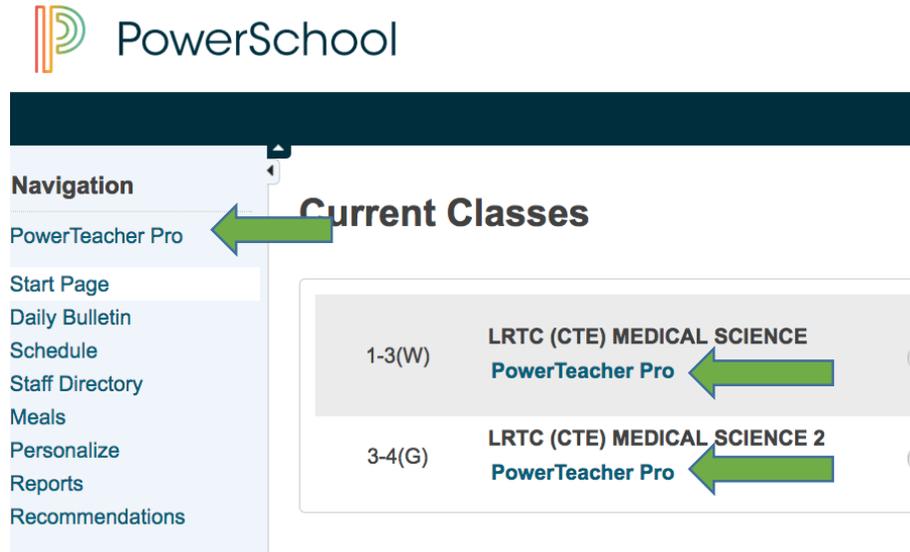

You then click on PowerTeacher Pro, in either of these locations. Clicking on the link with the class name will bring you directly to that class, but you can switch between classes easily.

Once inside PowerTeacher Pro, there are a couple of key things to note. First is the class (in the elementary levels, this would be subject) you are in. This is viewable in every screen in PowerTeacher Pro, and can be changed from any screen.
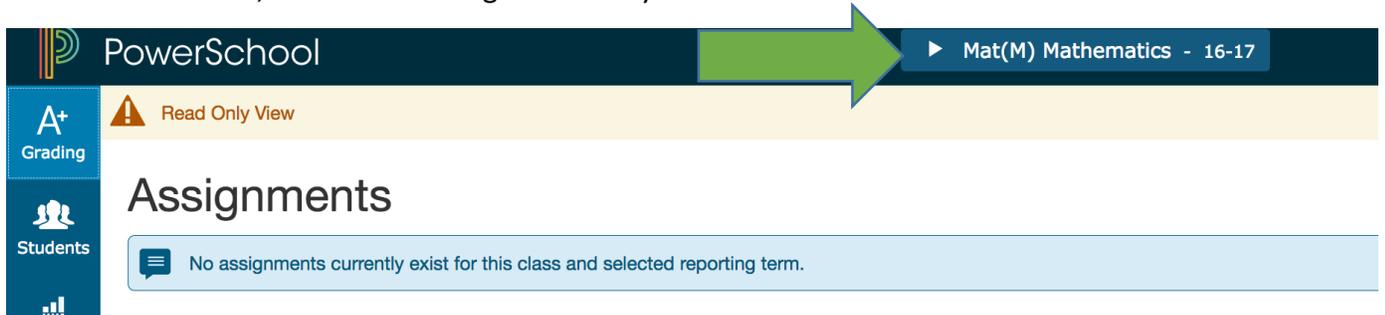
The next thing to be cognizant of is the term. This can also be changed in each screen, so if you want to look at past terms, you can change it. **If you are entering grades, it is critical you make sure you are working in the correct term.**
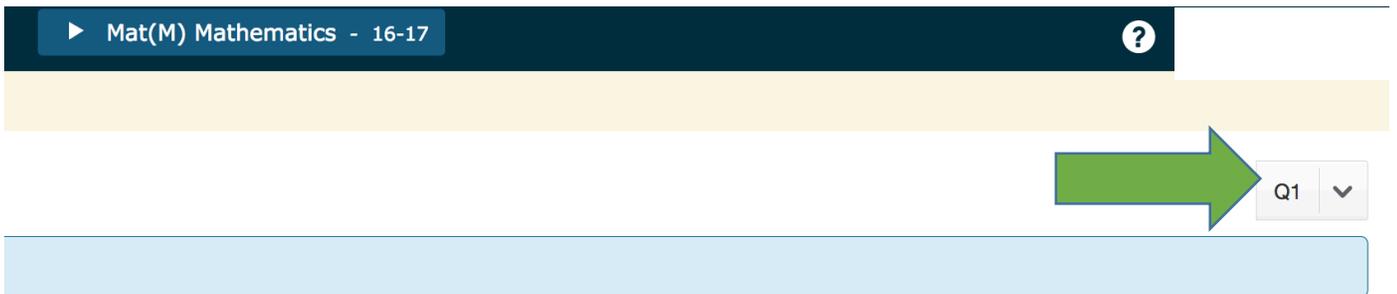
A+
Grading

👥
Students

📊
Progress

📝
Reports

⚙
Settings

▦
Apps

...ts

Assignment List

Scoresheet

Categories

Grades

Traditional

Standards

Comment Verification

Category Totals

All Reporting Terms

When you are ready to start entering your grades, you'll click on Grading and select Standards. *This applies to any teacher who is just manually entering a grade for each standard on the report card. If you are using the gradebook to enter assignments and having the gradebook calculate your grades, you do not do this.*

This brings you to a screen that shows 2 things. The first is the traditional grade column, with the header Q1 (or whatever term you're working in. REMEMBER TO CHECK YOUR TERM). We do not use traditional grades any longer, so you can ignore this column entirely. (Note, this column is an A-F grade scale, but we ignore it). The rest of the columns will have headers for each standard in that subject area. This is where you will fill out the scores.

Grades: Standards - Q1 ⌄

Mat(M) Mathematics

Class Grade: Q1				Calculation: Total Points			
Grade Scale Type: (A+ - F)					Grade: -- | -- | --		

STUDENT (19)	**Grade Column** Q1	GR6.MA.1	GR6.MA.2	GR6.MA.3	GR6.MA.4	GR6.MA.5	GR6.MA.6

Standard Columns

When you click in a cell it will expand a box on the right of the screen with all the options for you to enter a score. You can type or click button to add the grade for the student. The up down arrows next to the name let you scroll through the list of students in the class. The left right arrows next to the standard identifier let you scroll through the standards in that class for the current student. If the standard has a comment associated with it, the comment box will appear and can be filled out. Finally, the fill up/down and fill left/right arrows allow you to fill scores for any blank value. This can be very helpful if the majority of your class is getting the same score, you can fill in the scores that are different first, and then use the fill arrows, or fill everyone the common score, and change the others after. **Remember to save your work!**

When the class is filled out, you can change to the next class, and you'll be on the same screen you were just working on, so you can continue to fill in scores.

Next some general tips, not specific to entering grades:
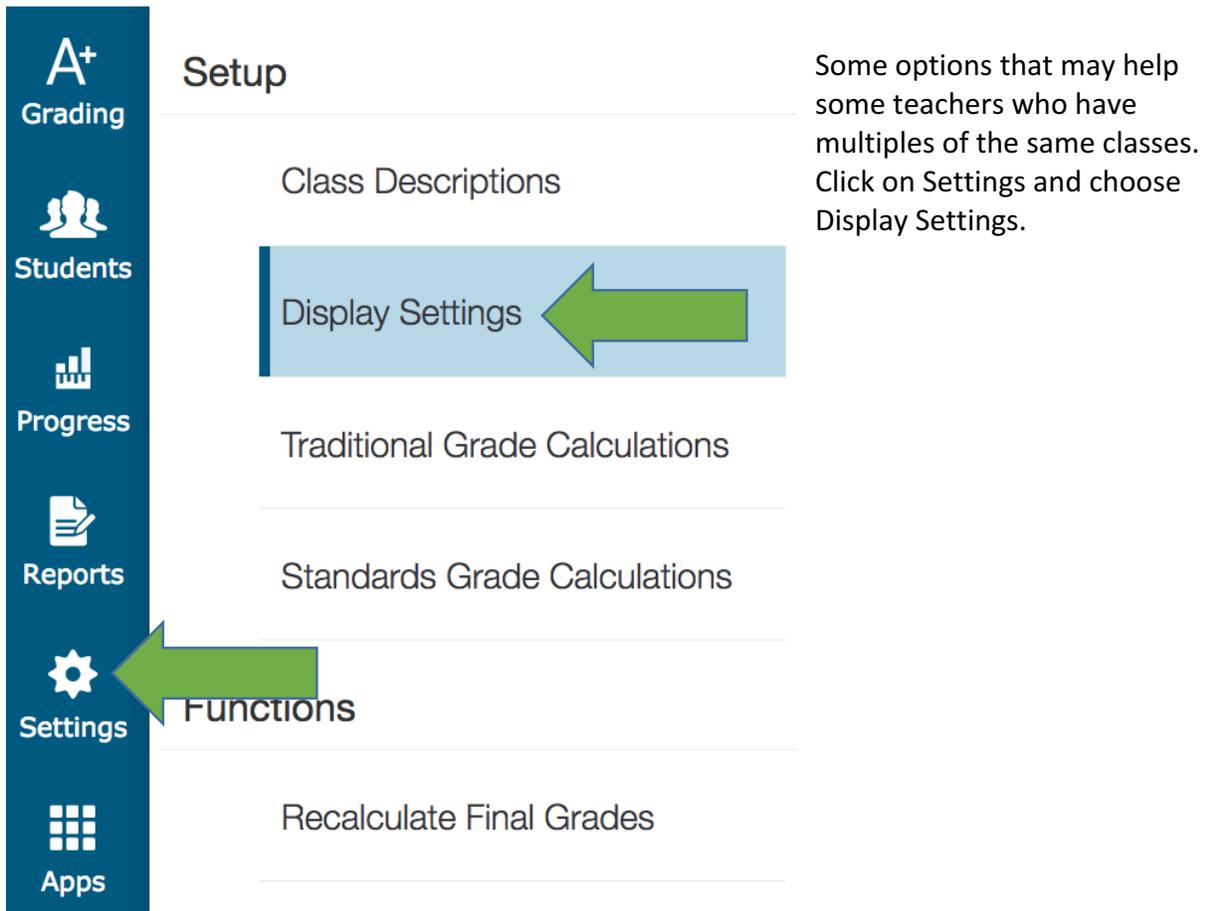
Some options that may help some teachers who have multiples of the same classes. Click on Settings and choose Display Settings.

The Class Names section is by default set to Period/Day. This doesn't mean much in the elementary grades. A better option may be to set it to Section Number, and either sort by Number or Course Name. All section numbers are set to Grade Level and Home Room Teacher's Last Name (4Smith would be grade 4 Smith for example).

Since we do not use Traditional grades, you can uncheck the box to show Traditional Grades if you'd like.

You can also change how student names are displayed and sorted to something other than last name, first name, if you prefer something different.

And once more, I'll remind everyone to **MAKE SURE YOU ARE WORKING IN THE CORRECT TERM**

Any questions should be directed to Jason Breton