

# CRPS PowerTeacher -Quick Start

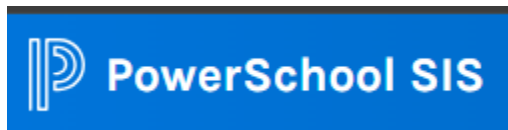
## Signing into PowerTeacher

- Use PT anywhere you have access to the Internet.
- We highly recommend using Chrome when using this program  
Link to [PowerTeacher](#)

## Navigation Page - Getting Started PowerTeacher home page (Navigation Page)

Start Page- First screen you see after signing in.

**PowerSchool logo**- Click on to return to start page



**Help**- Access the online help database






**Your initial in a circle**



-Sign out Inside your initial drop down screen (protect the security of your class records by signing out of PT)

-Manage Profile

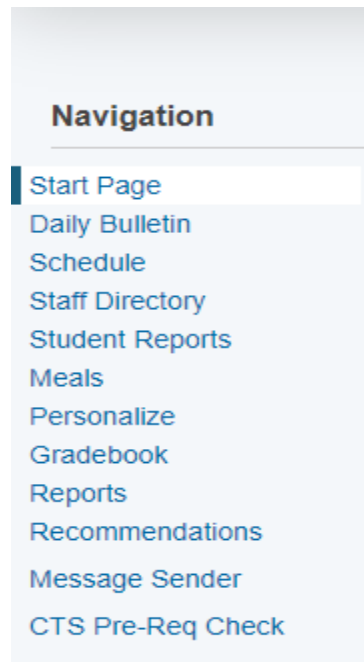
- will allow you to set your applications preferences to which screen you would like to open on the student automatically
- will allow Section Numbers to display on Powerteacher

- 
-  [Manage Profile](#)
  -  [My Tasks](#)
  -  [Sign Out](#)

Printer Icon - Print this page



## **SIDE Navigation holds this information**



**Daily Bulletin-** View news and announcements/Reminders

**Schedule-**List of all courses you teach

**Staff Directory** -Access a list of staff members name, phone numbers & email address

**Student Reports-** Run your current student report cards and view previous archived years

**Personalize-**change password, set default student screen, and hide class section numbers

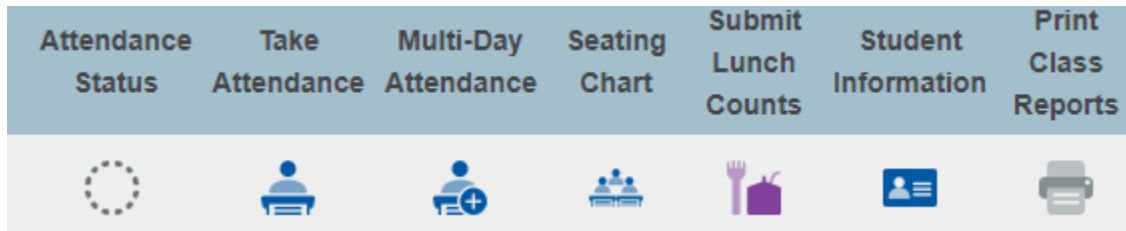
**Reports-** to run reports for all of your students

**Recommendations-**Click here to enter course recommendations for your students

**CTS Prerequisite Report-** High school CTS class can check their students pre-reqs

Daily

## \*Icons on the Start Page (where all your classes reside)



## \*Attendance -Single day or Multi Day

Choose which class you want to take attendance for by click on the appropriate icon

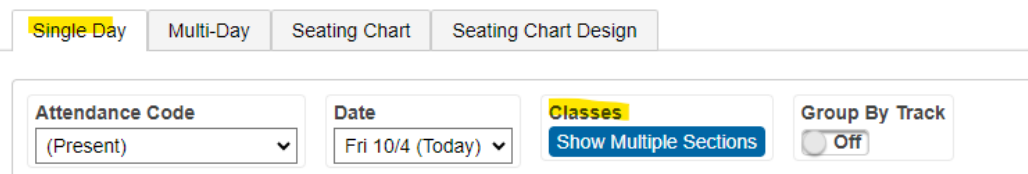
The attendance icon will change as your attendance is done... -Clear (not submitted), **Yellow** (partial), **Green** (has been submitted)

### Things to Note

- Date range
- Attendance codes
- If marked at the office you can't override

One other feature is the ability to take attendance for 2 classes offered at the same time

- click on single day and show Multiple sections



## \*Student Information - takes you to "student information" area of PT

**Access to**

**-Email Addresses**

Click on a student name- you now have access to

\*Demographics shows

- Who student resides with -Guardian email address (parent contact information on a different screen)
- Emergency contact information
- allergies
- FOIP/TECH
- Student/ Network Username/Password

\*Log entries - see previous log entries on student

\* Print a report-List of reports

- **Label for Network Id, Password, Email**
- **Network username**
- **CRPS Consents for FOIP/TECH Walking** *(be aware that the information has to be entered by admin support before it is here)*
- **Sub Roster with photos**
- **Class Roster for Teachers**
- **Medical Alert with Photo**
- **Student contact report**

\*Quick look up- Shows marks/attendance on all subjects for the individual student,

- **you can also view student document atPASI on this screen (In document tab)**
- **High School teachers can take advantage of of this screen for**
  - **Credential (progress on Achieving requirements)**
  - **Reports (Detailed Academic Report / Credential Checklist)**

Quick Lookup	Standards Grades	Credentials	Reports	Accommodations	Documents
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**\*Student Matrix/Schedule-** schedule of student

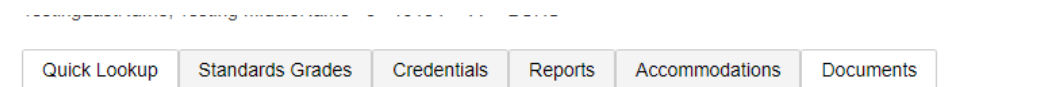
**\*Student Account and Access Summary -** Shows how often a parent/Student sign into look at PowerSchool

**\*Student Reports-** Run your students current report card and see previous years

**\*Submit Log entry-** enter log entries here (discipline/attendance/Positive contact)

**The bottom 4 listed will take you to this screen -** Where you can review

- Credentials
- Reports
- Accommodations
- Documents



## **Guardians of Students**

**Guardians can be found in 3 different places**

1. **PowerTeacher Navigation page-** Click on Student> click on Quick contact icon
2. **PowerTeacher Pro** Select class >Students> Demographics. click on the student name in the column, you will first see the student information then guardians below. You can expand and contract the arrows
3. **Reports-** (medical Alert with photo and Student contact report)
  - tip watch for the Guardian alert icon listed below, this is a Guardian/Parent Alert. You will not see this alert in PTP. Any questions arising about guardianship should be directed to your administration team in the office

## **REPORTS**

**Reports can be printed 3 different ways (see list above on reports available)**

1. **From start page**

2. Student information
3. From printer icon in course

## Icons on students

Click on Icons to get details of the messages. Shows on each student's page when they have an alert warning.



Medical Alert



Guardian Alert



Birthday Alert



Other Alert



Quick Contacts (does not show on Demographic page)

## Email Addresses

Class Student information tab

Click top email Address under class information

Place a check mark in the Student Email box, this will fill in all check down the list

Now scroll down to the bottom of the page and Build email list, use comma and click on Build list

Copy the email and place it as a **BCC** into a new email.

**DO NOT SHARE STUDENT or GUARDIAN EMAILS WITH OTHERS**

## Tips around Navigation

- If you are wanting to print information for your homeroom make sure to click on the printer or student information tabs for the proper class (navigation page)

- **If by accident you have clicked on the report button on the left without picking a class you will automatically get all student that you teach**
- **Clicking on the PowerSchool SIS at the top in the blue will always bring you to the the start page**

### **How can I get help?**

Talk to your administrative Team in your main office first, they will email us if they need further assistance

Find a mentor teacher in your school who can show you some quick tips and tricks, and doesn't mind answering the odd question.