

PowerTeacher Quick Reference Card (HS)

LOGIN

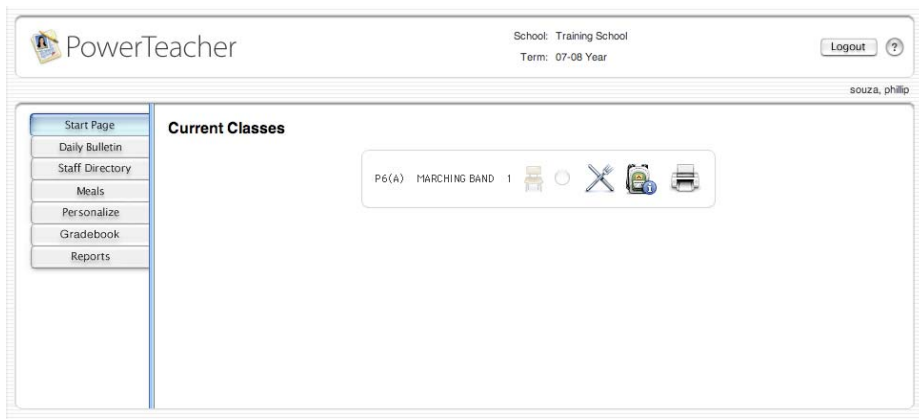
Username: MUNIS number

Password: FL**** (first initial last initial and last 4 of your SSN)



ATTENDANCE

Take attendance after the first 10 minutes of each class. The current attendance code popup menu is defaulted to P for Present (shows blank). If the student is absent, pull down the menu to **A for absent** and click in the box after the student's name. If the student arrives in class tardy, pull down the menu to **T for tardy**. After you have marked each student, click "Submit" at the bottom of the page. A green dot will appear after attendance is taken for each class.



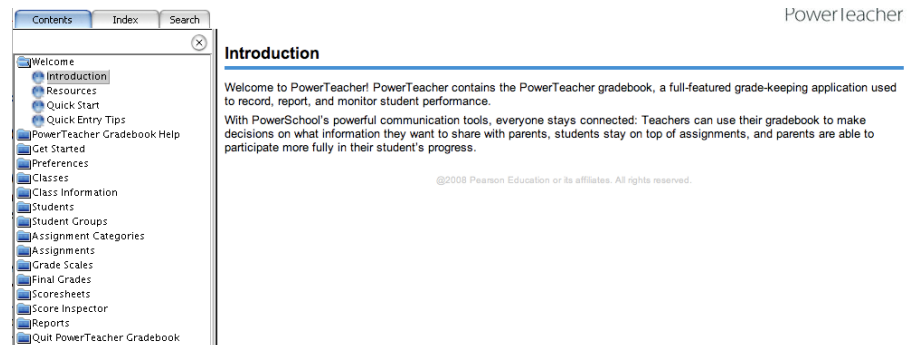
URL: <https://powerschool.cmcss.net/teachers>

GRADEBOOK



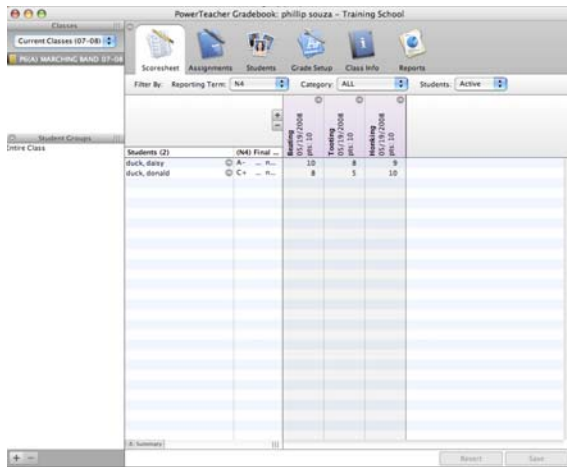
Click on "Launch Gradebook". It will ask if you trust the certificate; click "trust". Download Manager will allow you to open gradebook now.

For help in specific categories, select Help menu.



Quick Entry Tips

Select **Quick Entry Tips** on the PowerTeacher gradebook Help menu to view shortcuts.



Creating Categories

1. On the gradebook menu bar, choose **Tools>Categories**.
2. Click the **+** button in the lower left corner of the window. Enter information. Click **Close**.

Add Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.
2. Click the **+** button. Enter information.
3. Click **Save**.

Change Publishing Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.
2. Select the assignment you want to publish, then click the **Publish** tab.
3. From the **Publish Assignment** pop-up menu, choose when to publish.
4. If you selected **On Specific Date**, enter the date the assignment should appear in the **Date On** field.
5. If you selected **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.
6. Click **Save**.

Enter a Score on Scoresheet

1. Select a class, then click on the **Scoresheet** tab.
2. Click the assignment column of the student for whom you want to enter a score.
3. Enter the score by pressing **ENTER**. Click **Save**.

Mark Assignments

1. Select a class, then click the **Scoresheet** tab.
2. Click in the assignment column of the student for whom you want to enter an assignment status. On the **Scoresheet** window, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Collected**, **Late**, **Exempt**, or **Missing**. Click **Save**.

Add a Score Comment

1. Open the **Score Inspector** and select the assignment of the student you want to update.
2. Manually enter score comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.
3. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
4. Click **Close** to save.

Reports

The following reports are available on the **Reports** tab:

- **Attendance Grid**
- **Category Total**
- **Final Grade ad Comment Verification**
- **Individual Student Report**
- **Missing Assignment**
- **Scoresheet**
- **Student Multi-Section**
- **Student Roster**