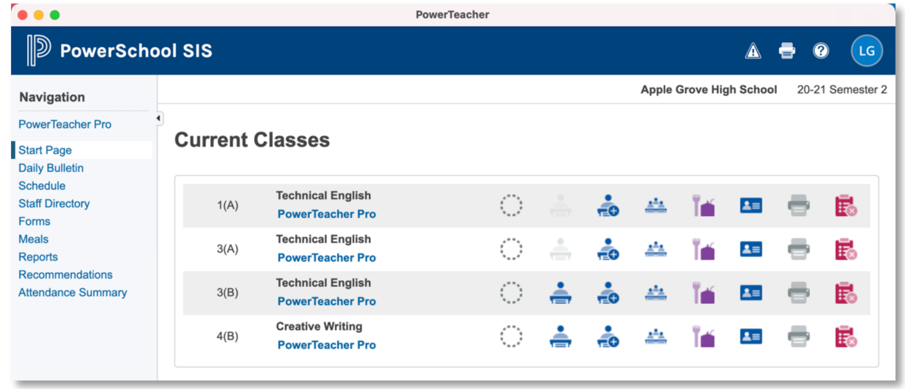
PowerSchool SIS: Teacher Portal

The PowerSchool SIS Teacher Portal is an essential component of the PowerSchool Student Information System (SIS). Teachers use the teacher portal to manage student data and use the web-based gradebook, PowerTeacher Pro Gradebook, to track grades and assignments.



Signing In to the Teacher Portal

Use the teacher portal wherever you have access to the Internet.

1. Open a web browser (such as Safari, Firefox, or Chrome)
2. In the browser address bar, enter the address of your PowerSchool SIS server, followed by **`/teachers`**

   Example: www.yourschool.powerschool.com/teachers
3. Press **Enter**
4. On the Teacher Sign In page, enter your username and password
5. Click **Sign In** to access the teacher portal Start Page

Navigating the Teacher Portal

Begin on the teacher portal Start Page. The Start Page consists of these areas: the header, the navigation toolbar, the Navigation menu, and the Current Classes area.

Managing Your Profile

Follow the steps below to set personal preferences in the teacher portal. Open the **User** menu to change your password, to select the default student screen for the teacher portal, and to select whether to display the section number on the teacher portal Start Page.

Changing Your Password

1. On the Start Page, open the **User** menu (circle with initials)
2. Click **Manage Profile**
3. Click **Change Password**
4. Enter the old password
5. Enter the new password
6. Verify the new password by entering it again
7. Click **Submit**

Setting the Default Student Screen

1. On the Start Page, open the **User** menu

2. Click **Manage Profile**
3. Open the **Initial Student Screen** menu and select the page that you would like to see when you first open a student record
4. Click **Submit**

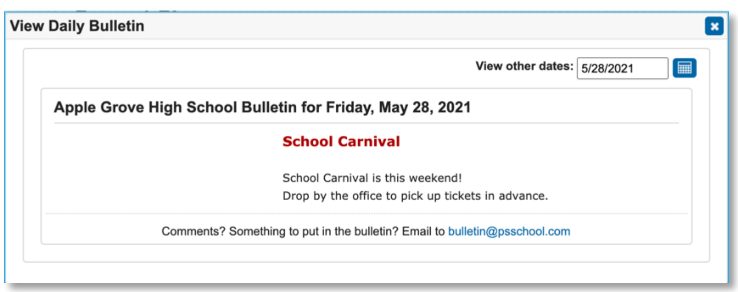
Showing the Section Numbers on the Teacher Portal Start Page

1. On the Start Page, open the **User** menu
2. Click **Manage Profile**
3. Toggle "Display Section Number on the PowerTeacher Home Page" to **Yes**
4. Click **Submit**

Viewing the Daily Bulletin

The daily bulletin is an online bulletin board. Administrators, secretaries, counselors, teachers, and staff use the daily bulletin to post announcements, messages, and reminders to other staff, students, and parents or guardians.

1. On the Start Page, click **Daily Bulletin**



2. View the current day's bulletin message(s)
3. To view bulletin items for other days, click the **Calendar** icon and select a date
4. To submit a new bulletin item, click the administrator email address at the bottom of the View Daily Bulletin window

Using the Staff Directory

Teachers access the staff directory through the teacher portal. The staff directory is a list of all staff members that can be sorted by staff type. The directory shows each staff member’s name, room number, email address, home phone number, and school phone number.

Filtering the List of Staff Members

1. On the Start Page, click **Staff Directory**
2. To view a list of all staff members, click **All**
3. To view a list of teachers, click **Teachers**
4. To view a list of staff members, such as office staff and administrators, click **Staff**
5. To view a list of lunch staff, click **Lunch Staff**
6. To view a list of substitute teachers and staff members, click **Substitutes**

Emailing a Staff Member

On the Staff Directory page, click the email address link next to the person's name.

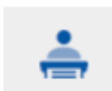
Emailing a Group of Staff Members

At the bottom of the Staff Directory page, use the Group Email field to email a group of staff members. The field is filled automatically with the email addresses of the staff members shown on the page, which is based on the listing option chosen above the list.

Modify the group if necessary and then copy and paste the email addresses into an email.

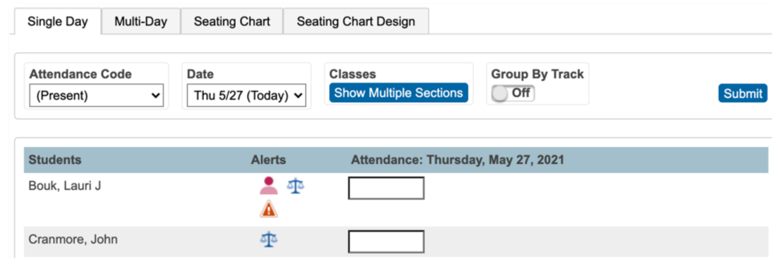
Viewing Your Meal Information

If your school uses PowerLunch, click **Meals** on the Start Page to view your current meal balance and meal transactions. Keep in mind that this is a view-only page.

Taking Attendance 

As soon as teachers take attendance, student attendance information is available to school administrators, parents, guardians, and students.

1. On the Start Page, click the **Take Attendance** icon next to the class for which you want to take attendance
2. Select the attendance code



3. Select the date, if other than today
4. Click the cell next to a student's name to assign that code
5. Click the **Comment** icon to enter a comment about the attendance code and click **OK**
6. To save the attendance record, click **Submit**

   Even if all the students are present, click the **Take Attendance** icon to open the attendance screen, and then click **Submit**.

   Fields left blank typically indicate that the student is present unless the attendance preference has been enabled that requires teachers to insert a P – Present attendance code for students who are present.

Taking Multi-Day Attendance 

Use the Multi-Day icon or tab to mass fill attendance codes and to record planned absences in advance.

Mass Filling Attendance

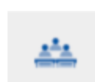
1. On the Start Page, click the **Multi-Day** icon next to the class for which you want to take attendance
2. Select the attendance code
3. Click the day for which you are assigning the code

   The attendance code appears in the cells for every student in the class, but the code will not overwrite attendance codes that were already submitted.
4. To save the attendance record, click **Submit**

   Note that the mass-fill function records attendance, but you cannot use it to mass delete attendance.

Recording Future Absences

1. On the Start Page, click the **Multi-Day** icon next to the class for which you want to take attendance
2. Edit the date range
3. Select the attendance code
4. Find the day the student will be absent
5. Click the student's cell to assign the code
6. Click **Submit**

Taking Attendance with a Seating Chart 

Use the seating chart feature to configure a chart that matches your classroom. Start by adding students to the chart.

Then, use the chart to record attendance by selecting a code from the menu and clicking any student photo.

To create a seating chart:

1. On the Start Page, click the **Seating Chart** icon (looks like a classroom of students)
2. In the “Your default layout is blank” window, click **OK**

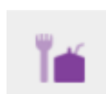
   The first time you access the seating chart, you will see a prompt to prepopulate the layout. To fill the page with a default seating chart, click **OK**, or to begin with a blank layout, click **Cancel**.
3. Click the **Seating Chart Design** tab
4. Use the Seats and Objects options to create a seating chart that matches your classroom
   - Drag and drop student photos to different locations
   - Add rows of chairs
   - Add individual chairs
   - Add chairs in a table format
   - Add objects, such as a door or whiteboard
   - Add text to identify a classroom object
5. In the upper-left corner of each photo, click **x** to remove a student photo from the seating chart

   The student photo now appears in the Add Students section. Click **Undo** if you made a change accidentally.

6. Click **Save** when the chart is complete

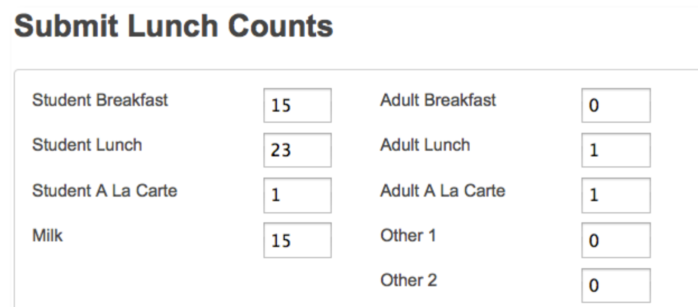
To take attendance using the seating chart, follow the instructions from the section on taking attendance, but instead of clicking the attendance cell next to the student's name, click the student's photo.

Submitting Lunch Counts



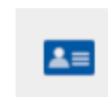
Whether you submit the lunch count for your students during homeroom or for yourself during another class, the count is included in the PowerLunch Class Counts report.

1. On the Start Page, click the **Submit Lunch Counts** icon next to the class for which you want to submit a lunch count
2. Enter the number of students ordering breakfast, lunch, a la carte, and milk
3. Enter the number of adults ordering breakfast, lunch, and a la carte
4. Enter the number of other orders



5. Click **Submit**

Viewing Student Information



More than a dozen student pages are available through the Select Screens menu. The following table provides brief descriptions of the student information screens available in the teacher portal.

1. On the Start Page, click the **Student Information** icon next to the class you wish to view
2. Click a student's last name
3. Select a screen

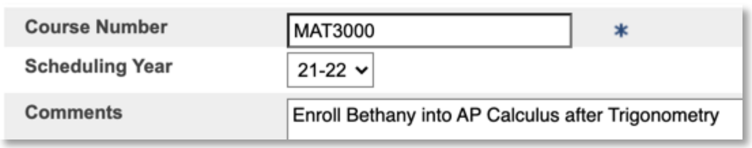
Student Screen	Description
Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Fitness	Enter, modify, or view a student's fitness tests. **Note:** This option is available only when fitness tests are enabled for a course.
Final Grade Entry (Traditional)	Enter, modify, or view a student's final grade for a class. **Note**: Teachers using PowerTeacher Pro should not use the teacher portal to enter final grades.
Graduation Plan Progress	Shows the student's progress toward graduation based on his or her chosen graduation plan.
Meeting (or Daily) Attendance	Displays a student's attendance record for the term for every course in which he or she is currently enrolled.
Net Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool SIS via the Internet.
Print a Report	Used to print a school-created report for the student.
Quick Lookup	Displays a summary of the student's current grades, teachers, and attendance for each class. Click a blue link to access additional information. Click the Standards Grades tab to view standards scores.

Student Screen	Description
Recommendations	Create and view the teacher's course recommendations for the student.
Schedule Matrix	Displays the student's schedule for each period and day for all terms in the current school year.
Schedule	Displays the student's class schedule for the current term.
Student Photo	Displays the student's photo, if available.
Submit Incident Entry	Create an incident entry using the incident date, time, title, and details fields if your school uses Incident Management.
Submit Log Entry	Used to create a log entry for disciplinary or other anecdotal information for the student's permanent record.
Teacher Comments	Displays comments entered by the student's teachers. Comments can be free form or selected from a comment bank. Parents and students can view comments that are published via the PowerSchool SIS Student and Parent Portals. School administrators decide whether the Teacher Comments page is active.
Term Grades	Displays the student's stored grades for the current term.
Student Forms	Search for and view any student forms if your school uses Ecollect Forms.

Making a Course Recommendation

Use the Recommendations List page in the Student Information section to make course recommendations for a single student.

1. On the Start Page, click the **Student Information** icon
2. Click a student's last name
3. From the **Select Screens** menu, select **Recommendations**
4. On the Recommendations List page, click **Create New Recommendation**
5. Enter the course number of the recommended course and choose the course
6. Open the **Scheduling Year** menu and choose the year for which the recommendation applies
7. Enter comments regarding the recommendation



8. Click **Submit**

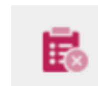
Making Recommendations for a Group of Students

Use the Recommendations link in the Navigation menu on the Start Page to recommend a course or courses to a group of students.

1. From the Navigation menu, click **Recommendations**
2. Click **Create Recommendations**
3. In the Add Recommendation window, select a section
4. Select all or some of the students listed in the lower pane

   Use the check box next to Last Name to select all the students at the same time.
5. Click **Next**
6. From the **Year for Recommendation** menu, select a year
7. Search for and select the appropriate course
8. Enter comments as needed
9. Click **Submit**

Viewing PE Waivers



Students occasionally receive waivers for participation in physical education class. Use the PE Waivers icon to view PE waivers issued for students in your class. Only teachers who teach courses for which PE waivers are enabled, such as physical education courses, will see the icon.

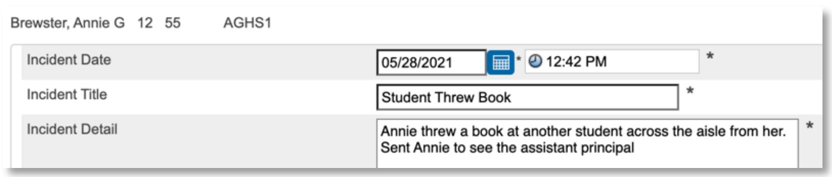
1. On the Start Page, click the **PE Waivers** icon
2. On the PE Waivers page, view the details about a student's PE waiver by clicking the information in the Comments column
3. To close the Comment window, click **OK**

Creating an Incident Entry

If your school uses Incident Management, use the Submit Incident Entry student screen to create an incident entry using the incident date, time, title, and details fields.

1. On the Start Page, click the **Student Information** icon

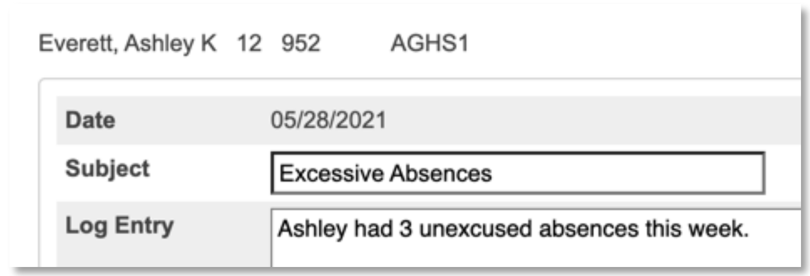
2. Click a student's last name
3. From the **Select Screens** menu, select **Submit Incident Entry**
4. On the Submit Incident Entry page, modify the date and time to match the date and time the incident occurred
5. In the **Incident Title** field, enter a title for the incident
6. In the **Incident Detail** field, enter a description of what occurred and how this specific student was involved in it



Creating a Log Entry

Use the Submit Log Entry page in the Student Information section to create a log entry. The log entry is a record of disciplinary or other anecdotal information. Log entries are added to the student's permanent record.

1. On the Start Page, click the **Student Information** icon
2. Click a student's last name
3. From the **Select Screens** menu, select **Submit Log Entry**
4. In the **Subject** field, enter a title for the log entry
5. In the **Log Entry** field, enter a description of the problem



6. Click **Submit**

Student Alerts

Student Alert	Icons	Description
Medical Alert		View warnings about a student's health, such as dietary restrictions, medication schedules, or allergy information
Parent Alert		View information about the student's parents or guardians, such as custody court orders
Discipline Alert		View information regarding behavior at school, such as a recent suspension

Balance Alert		View the amount of student fees owed and the balance of the student’s lunch account
Birthday Alert		View a reminder of a student’s birthday within one week of the date
Other Alert		View reminders regarding the student’s status, such as times the student needs to attend study hall

Printing PowerSchool SIS Reports

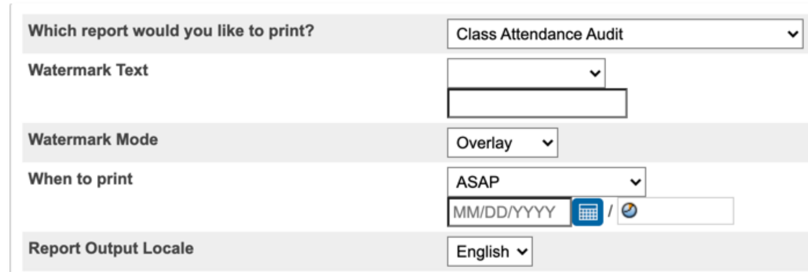
PowerSchool SIS users can create reports in PowerSchool SIS and make the reports accessible to teachers in the teacher portal.

A teacher can use the:

- Print A Report page to print reports such as form letters, report cards, and mailing labels for individual students
- Print Class Reports page to print reports for all students in one course section
- "Reports for All Students" page to print reports for all students in all of the teacher's course sections

Printing PowerSchool SIS Reports for an Individual Student

1. On the Start Page, click the **Student Information** icon
2. Click a student's last name
3. From the **Select Screens** menu, click **Print A Report**
4. Select which report you want to print
5. Select the watermark text, if applicable
6. Select the watermark mode, if applicable
7. Select when to print the report



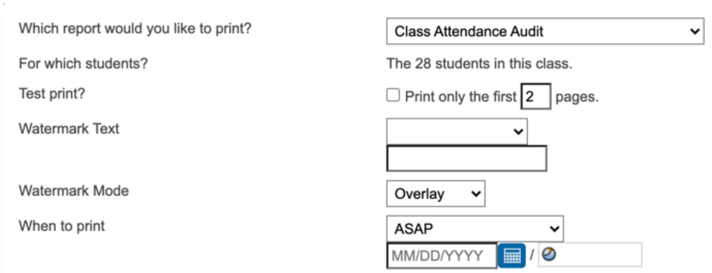
Which report would you like to print?	Class Attendance Audit
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP MM/DD/YYYY /
Report Output Locale	English

8. Click **Submit**

Printing PowerSchool SIS Reports for One Section of Students

1. On the Start Page, click the **Print Class Reports** icon next to the section for which you want to print reports
2. Select which report you want to print
3. Select whether or not to run a test print and, if yes, enter the number of pages to print
4. Select the watermark text, if applicable
5. Select the watermark mode, if applicable

6. Select when to print the report



7. Click **Submit**

Printing PowerSchool SIS Reports for All Students

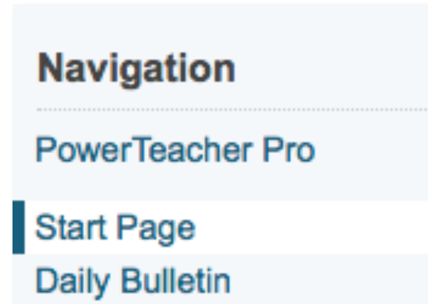
1. On the Start Page, click **Reports**
2. Select which report you want to print
3. Select whether or not to run a test print and, if yes, enter the number of pages to print
4. Select the watermark text, if applicable
5. Select the watermark mode, if applicable
6. Select when to print the report
7. Click **Submit**

Accessing PowerTeacher Pro Gradebook

Teachers navigate to the HTML-based PowerTeacher Pro Gradebook directly through the teacher portal. There's no need to launch a separate application to access the gradebook.

To access PowerTeacher Pro Gradebook:

1. Sign in to the teacher portal
2. On the Start Page, click **PowerTeacher Pro** in the Navigation menu or under a specific class name



3. Read the welcome message and click **Close**
4. To return to the teacher portal, click the **PowerTeacher Pro** logo