PowerTeacher Pro Gradebook Quick Start

To get started immediately and begin taking advantage of PowerTeacher Pro, perform the following tasks.

For navigation help, see Navigating PowerTeacher Pro.

Class Descriptions

You can add descriptions or other information about the class that will be visible in the PowerSchool Student and Parent Portals, and in PowerSchool Mobile.

1. Select a class.
2. Select the term in which the class meets, if different from the current term.
3. On the charms bar, select **Settings**.
4. Select **Class Descriptions**.

Display Preferences

Customize display settings such as class names, how students are sorted, as well as how grades are displayed (traditional vs. standards).

- From the class selector screen, select the **Settings** tab.
  Or
- On the charms bar, select **Settings**, and then choose **Display Settings**.

Grading Preferences

Define the grade calculations for your classes.

- On the charms bar, select **Settings**, and then choose **Traditional Grade Calculations** or **Standards Grade Calculations**.

Create Categories

Create categories in which you can group similar types of assignments.

- Select and then choose **Category**.

Create Assignments

Create assignments at the beginning of a school term or at any time during the term.

- Select and then choose **Assignment**.

Grades

- Enter scores on the Assignment or Scoresheet pages.
- Use the Score Inspector to provide more details about the student's performance.

Student Progress

Analyze student performance at any time during the school year.

- On the charms bar, select Progress, and then choose Traditional or Standards.

Reports

You can personalize each report by entering a custom title or by including a top note, bottom note, or signature line.

- On the charms bar, select **Reports**.