

Power Teacher Tips and Tricks

- **Browsers:**

- Rather than using Internet Explorer, we recommend **Chrome** as the default browser. Last week a link to this program was pushed to everyone's desktop for easier access.
- If Chrome still isn't working for you, try **Firefox** as well.



- **Attendance:**

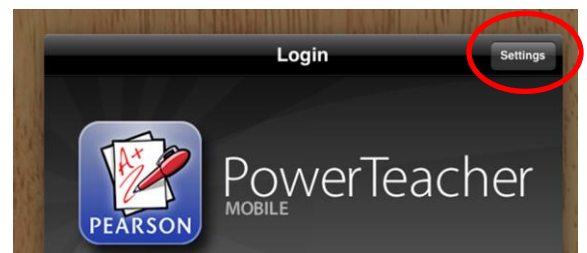
- There have been a lot of reported problems with attendance saving. If the green light does not come on after click Submit, you can try Logging Out and back in, the light should be on at that point. Simply there is a delay. Do not let this stress you!
- There also have been problems county wide when saving from the **Multi-Day Tab**. Recommend only using the **Single Day Tab** or **Seating Chart Tab** only.
- Another way to may your attendance turn green is, take attendance and then wait four minutes and click on the Homebase in the upper left corner, this will tak you bak to the home screen and now that class will show green.

- **Using the Mobile App:**

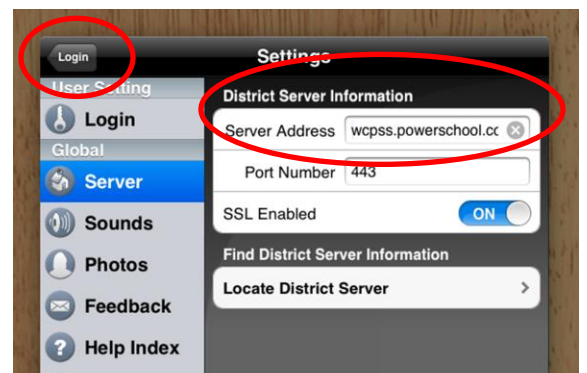
- In order to use the iPad app, use the instructions below to set up the app for use:
 - Download the **Power School Mobile** App from the App Store. This is a Free app.
 - Once downloaded, you should see the login screen for PowerTeacher.
 - Do NOT use the search option to find the district when that pops up.



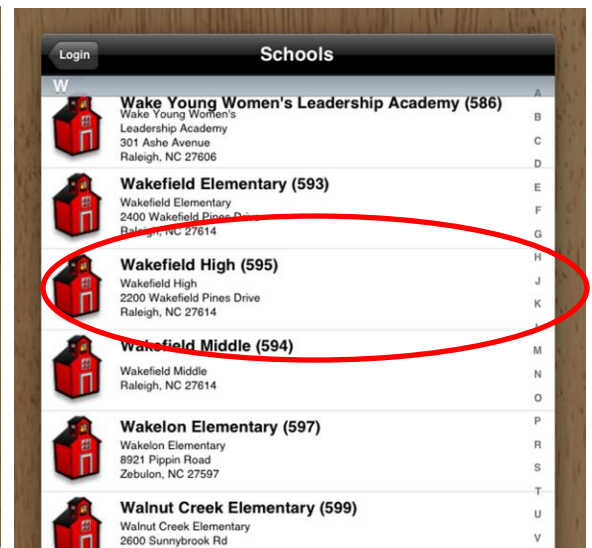
- Click **Settings** in the upper right hand corner.



- Click on **Server**, on the right hand side.
- Under District Server Information, click in the **Server Address** box and enter **wpss.powerschool.com**
- Click **Login** in the upper left hand side to get back to the login screen (not Login on the right hand menu).



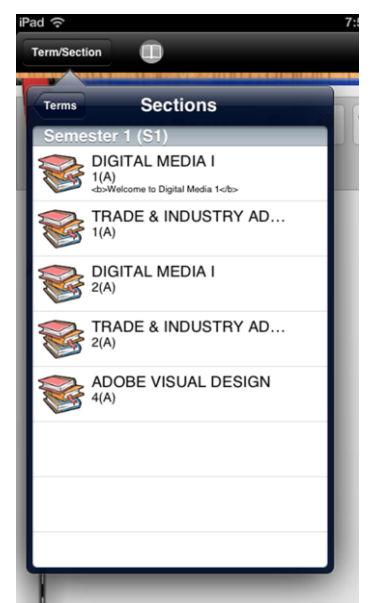
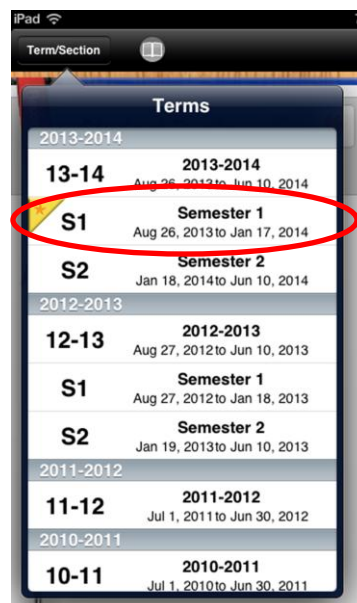
- Click in the **School** menu, and scroll down to **Wakefield High (595)**



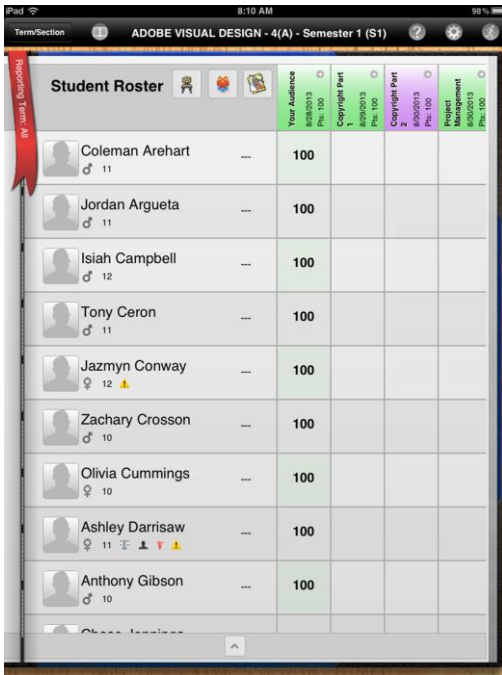
- Enter your username and password.
- When entering your username, if it does not work the first time put WCPSS in All CAPS
- Click Login



- Once you are in, choose 2013-2014 Semester 1
- Your Semester 1 classes will appear
- Once a class is selected, it will default you to the Gradebook



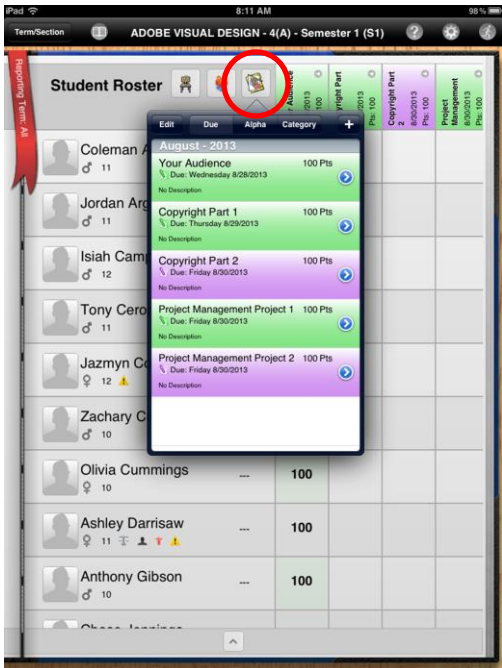
Grade book Window:



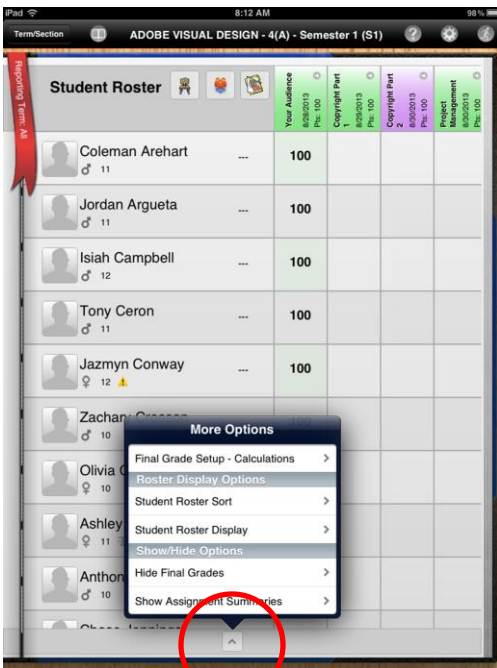
Attendance Window:



Assignments:



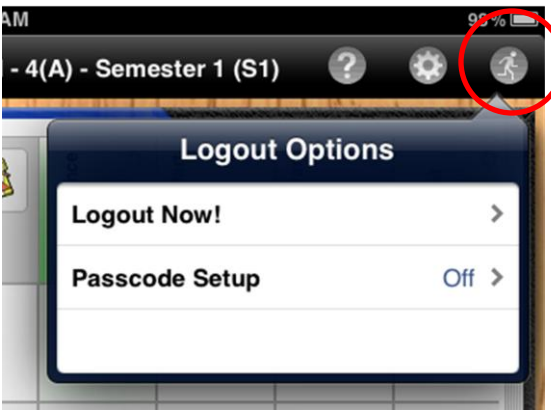
More Options:



Teacher Tools:



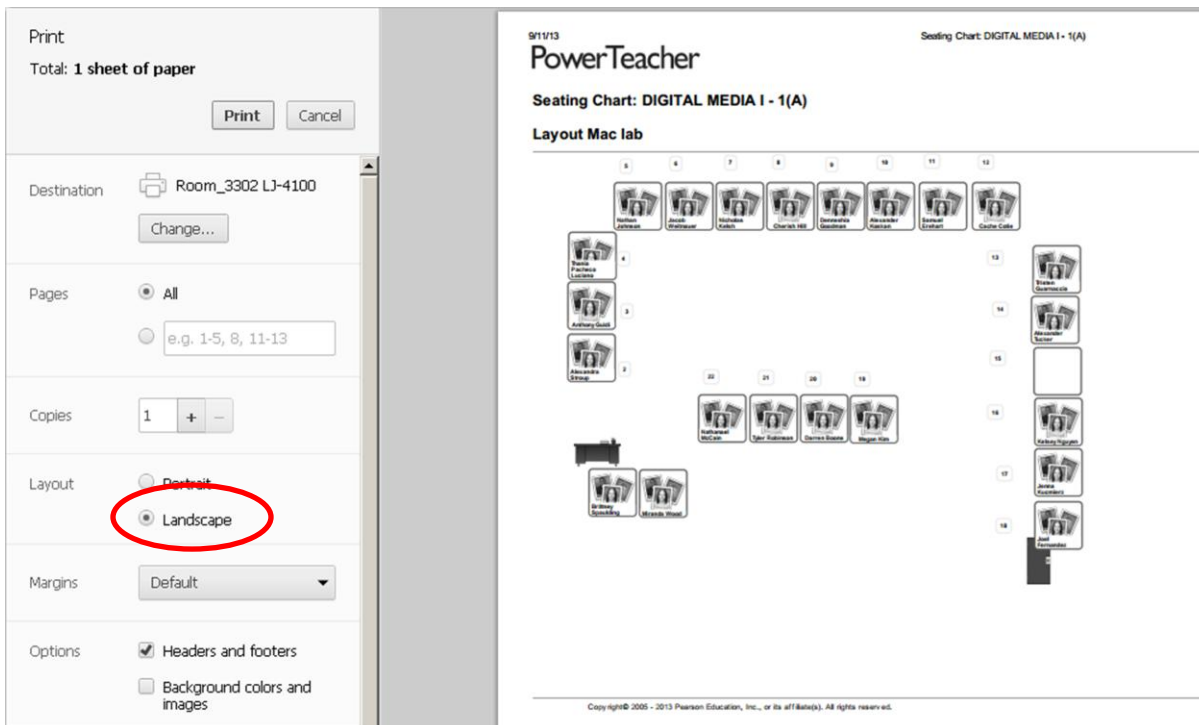
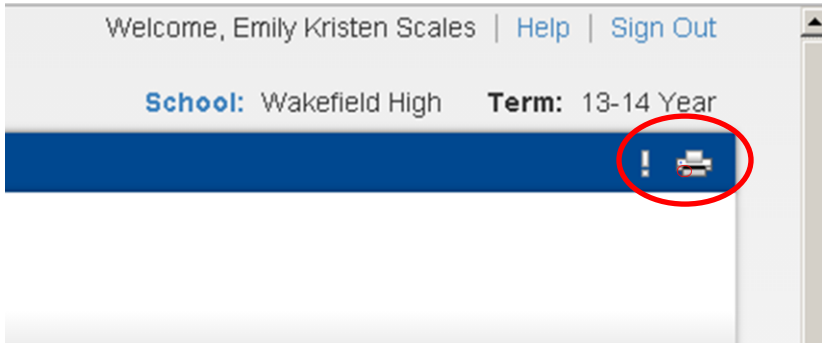
Log Out Options:



- **Seating Charts:**

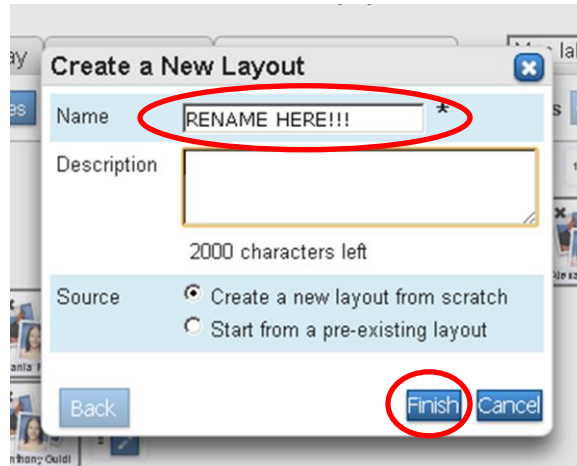
- **Print Larger Seating Charts:**

- If you print your seating charts, the default is Portrait, if you change this to Landscape, the image will fill the whole page and be much easier to read.

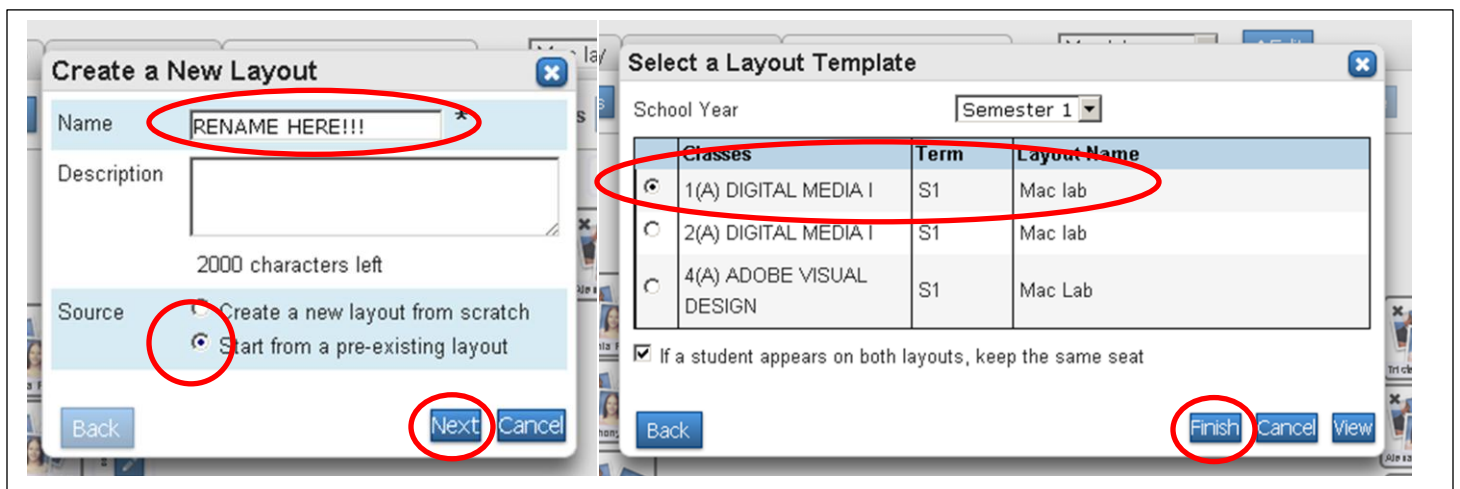


- **Saving Seating Charts:**

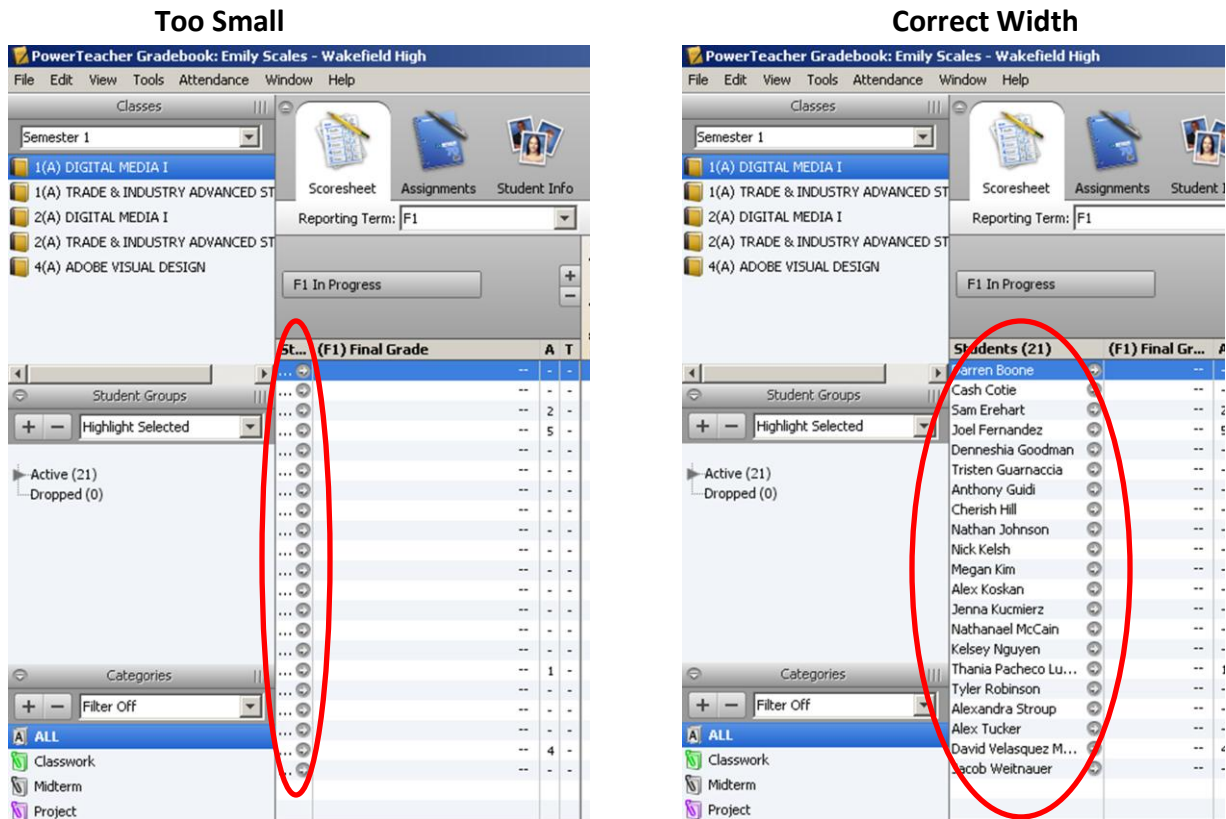
- If you have a layout already saved in another class:
 - Chose **Seating Chart Design** tab under Attendance Window for the class you need to work on.
 - Under the drop down menu, choose [**New Layout**]
 - Rename the Layout to a new name
 - Click **Finish**



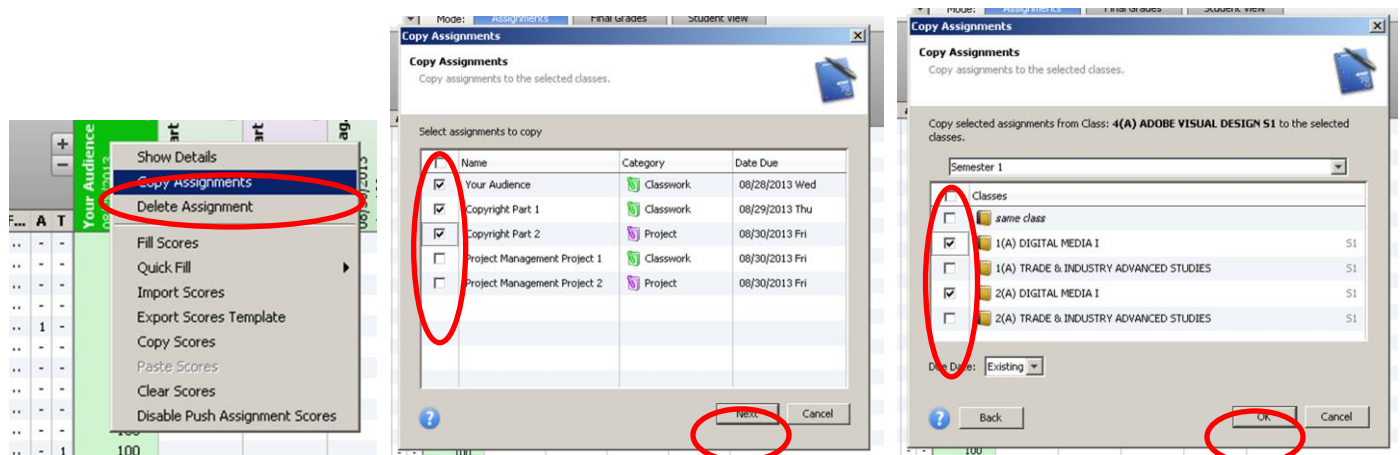
- If you are starting with nothing:
 - Chose **Seating Chart Design** tab under Attendance Window for the class you need to work on.
 - Under the drop down menu, choose [**New Layout**]
 - Change the Source to "Start from pre-existing layout"
 - Rename the Layout to a new name
 - Click **Next**
 - Select the class that has the Seating chart layout you wish to copy.
 - Click **Finish**
 - Press **Save**



- **Gradebook:**
- **Information Disappearing:**
 - Make sure you are watching the widths of your columns in the score sheet section, if they are too small, you won't be able to see the information displayed there. These can all be adjusted independently from each other.



- **Copying assignments to other Classes:**
 - In the Scoresheet section of the Gradebook, Hover your mouse over the assignment you wish to copy.
 - Right click your mouse. A Menu of choices will display.
 - Select **Copy Assignment**
 - Check the assignment(s) you want to copy
 - Click **Next**
 - Check the Class(es) you want to copy the assignment into.
 - Click **OK**



- **Reports:**
- **If you are having trouble with Reports opening correctly:**
 - Rather than opening the report straight from Power Teacher, instead Save the file, save the file under a new name, and then open the report.
 - Make sure you are selecting PDF files
 - Only use the Reports available in the Gradebook Program, and NOT from the PowerSchool Homepage screen.

