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.

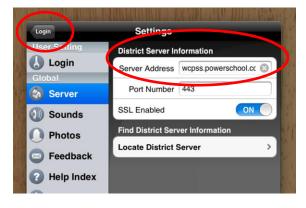
• Using the Mobile App:

- 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.

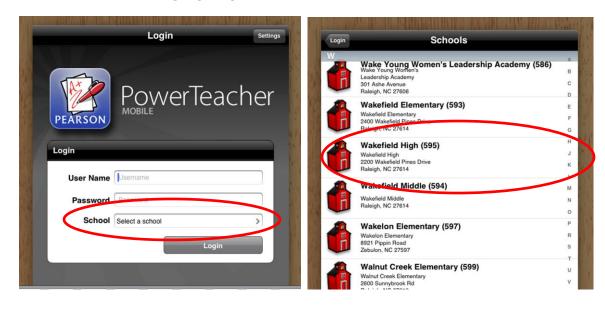




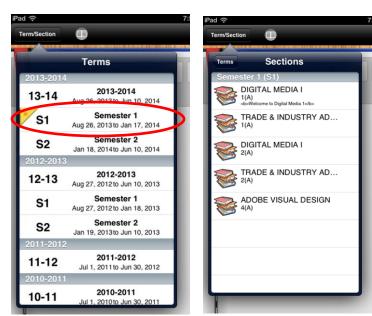
- Click **Settings** in the upper right hand corner.
- Click on **Server**, on the right hand side.
- Under District Server Information, click in the Server Address box and enter wcpss.powerschool.com
- Click Login in the upper left hand side to get back to the login screen (not Login on the right hand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

| ction III ADOBE VISU | 8:10 AM | (A) - Seme | ester 1 (S1 |) 2 | 63 (|
|---------------------------------|---------|--|--|--|------------------------------------|
| | | (H) Genn | | | |
| Student Roster 🖁 | ۱ | Your Audience 8/28/2013 Pls: 100 0 | Copyright Part 1 8/29/2013 Pts: 100 0 | Copyright Part 2 8/30/2013 Pts: 100 0 | Project Management 8/30/2013 |
| Coleman Arehart | | 100 | | | |
| Jordan Argueta | | 100 | | | |
| Isiah Campbell | | 100 | | | |
| Tony Ceron | | 100 | | | |
| Jazmyn Conway | | 100 | | | |
| Zachary Crosson | | 100 | | | |
| Qlivia Cummings | | 100 | | | |
| Ashley Darrisaw Q 11 T 1 Y 1 | | 100 | | | |
| Anthony Gibson | | 100 | | | |
| | ~ | | | | |

Attendance Window:



Assignments:

Teacher Tools:

Assignment Categories

Hide Gradebook

Teacher Tools

Take Attendance by Section

School Announcements

Virtual Chalkboard

Term/Section

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iPad 🛜

| Student Rost | | | yright Part | Plas 100 0 Copyright Part 2 8/30/2013 Plas 100 0 | Project Management |
|------------------------|--|---------------------|-------------|--|-----------------------|
| Coleman A | Edit Due Alpha August - 2013 Your Audience Due: Wednesday 8/28/2013 | Category 100 Pts | | LUNEL | 4.2 |
| Jordan Arg | No Description | 100 Pts | 0 | | |
| Isiah Cam | Copyright Part 2 Subsection Due: Friday 8/30/2013 | 100 Pts | 0 | | |
| Tony Cero | Project Management Pro § Due: Friday 8/30/2013 No Description | ect 1 100 Pts | 0 | | |
| Jazmyn Co Ç 12 🔥 | Project Management Pro § Due: Friday 8/30/2013 No Description | ect 2 100 Pts | ٢ | | |
| Zachary C | | | | | |
| Olivia Cum | mings | 100 | | | |
| Ashley Dar Q 11 T 1 | | 100 | | | |
| Anthony G | bson | 100 | | | |

More Options:

| Student Roster | R 兽 🖲 | Your Audience 8/28/2013 Pts: 100 | Copyright Part 1 8/29/2013 Pls: 100 0 | Copyright Part 2 8:30/2013 Pfs: 100 0 | Project Management 8/30/2013 |
|---------------------|--|--|--|--|------------------------------------|
| Coleman Areh | art | 100 | | | |
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| Isiah Campbe | | 100 | | | |
| Tony Ceron | | 100 | | | |
| Jazmyn Conw Q 12 | ay | 100 | | | |
| Zachan Cross | More Optio | ons | | | |
| Q 10 Roste | rade Setup - Calo r Display Option t Roster Sort | | | | |
| Ashley Studen | t Roster Display Hide Options | 1 | | | |
| Anthon Hide F | nal Grades Assignment Sumi | ries 3 | | | |
| Ohere lands | | | | | |

Log Out Options:

8:1

ADOBE VISUAL DESIG

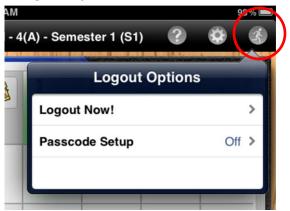
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• Seating Charts:

• 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.

| V | Welcome, Emily Kristen Scale | s Help Sign Out |
|------------|------------------------------|---|
| | School: Wakefield High | Term: 13-14 Year |
| | | (! 🚔) |
| | | |
| | | |
| | | |
| Print | | 9/11/13 Sessing Chart: DIGITAL MEDIA I+ 1(A) |
| | et of paper | PowerTeacher |
| | Print Cancel | Seating Chart: DIGITAL MEDIA I - 1(A) Layout Mac lab |
| | Room_3302 LJ-4100 | |
| estination | Change | <u> 167 167 167 167 167 167 167</u> |
| | | |
| ages | • All | |
| | e.g. 1-5, 6, 11-15 | |
| opies | 1 + - | Tat Tat Tat Tat . Tat |
| ayout | O Doutrait | |
| | Landscape | |
| largins | Default | |
| ptions | Headers and footers | |
| | Background colors and | |

• 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



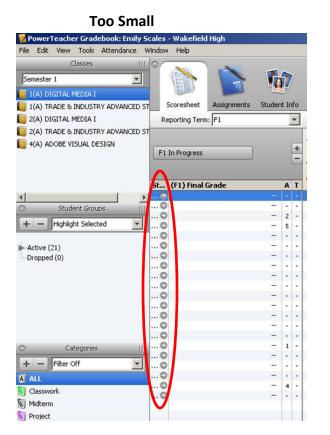
- If you are starting with nothing:
 - Chose **Seating Chart Design** tab under Attendance Window for the class you need to work on.
 - Under the drop down menu, choose [New Layout]
 - Change the Source to "Start from pre-existing layout"
 - Rename the Layout to a new name
 - Click Next
 - Select the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

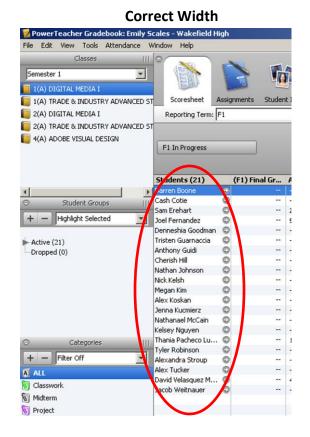
| Create a New Layout | la/ | Sele | ct a Layout Templat | e | | |
|---|-------|------|-----------------------------|--------------|--------------------|---------|
| Name RENAME HERE!!! | s | Scho | ool Year | Sem | ester 1 💌 | |
| Description | | | Classes | Term | Layout Name | |
| Description | _< | ۲ | 1(A) DIGITAL MEDIA I | S1 | Mac lab | |
| | × | 0 | 2(A) DIGITAL MEDIA I | S1 | Mac lab | |
| 2000 characters left Source reate a new layout from scratch | No a | 0 | 4(A) ADOBE VISUAL DESIGN | S1 | Mac Lab | × |
| Start from a pre-existing layout | ila F | ₽ lf | a student appears on both | layouts, kee | ep the same seat | iri cit |
| Back Next Cancel | hons | Ba | ck | | Finish Cancel View | de sa |

• 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.
- o Click OK

| | | | | Mod | le: Assignments Final | Grades | and view | Copy Assignments | × |
|-----|---|----------------|--------------------------------|-----------|---|-------------|----------------|--|---------------------------|
| | | | | Copy Assi | gnments | | 2 | X | |
| | | | | | signments signments to the selected classes. | | | Copy Assignments Copy assignments to the selected classes. | |
| | + | JCe | ag at a | Select a | ssignments to copy | | | Copy selected assignments from Class: 4(A) ADOBE VISUAL classes. | DESIGN S1 to the selected |
| | - | udience 013 | Show Details | | Name | Category | Date Due | Semester 1 | - |
| | _ | A 2 | Copy Assignments | v | Your Audience | S Classwork | 08/28/2013 Wed | Classes | |
| | | | Delete Assignment | v | Copyright Part 1 | Classwork | 08/29/2013 Thu | Classes | |
| F A | | ° 8 | Fill Scores | v | Copyright Part 2 | S Project | 08/30/2013 Fri | I A) DIGITAL MEDIA I | 51 |
| | | | | | Project Management Project 1 | Classwork | 08/30/2013 Fri | | |
| | | | Quick Fill | | Project Management Project 2 | N Project | 08/30/2013 Fri | 1(A) TRADE & INDUSTRY ADVANCED STUDIES | S1 |
| | - | | Import Scores | | | | | 2(A) DIGITAL MEDIA I | 51 |
| 1 | - | | Export Scores Template | | | | | 2(A) TRADE & INDUSTRY ADVANCED STUDIES | S1 |
| | - | | Copy Scores | | | | | | |
| | - | | Paste Scores | | | | | Die Dyfe: Existing 💌 | |
| | - | | Clear Scores | | | | | | |
| | - | | Disable Push Assignment Scores | 0 | | | Next Cancel | Back | OK Cancel |
| | _ | | 100 | • | | (| | | |
| | 1 | | 100 | | 11111 | | | | |

• 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.

