# 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:

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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			
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#### **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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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		
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## More Options:

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## Log Out Options:

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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.

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	School: Wakefield High	Term: 13-14 Year
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#### • 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

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# • 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

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• 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.

