

Tips and Tricks


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Compact View

- To increase the amount of information you can see on a page, use the View selector on the navigation bar.

Show/Hide Page Elements

- Click the gear  to open a menu that allows you to show or hide page elements.

Scroll Bars Invisible

- If you are using a Mac, you may not be able to see scrollbars on certain pages of PowerTeacher Pro.
- This is a feature of the operating system that is easily adjusted.
- Change the system preferences on your Mac to always display scrollbars.
- Go to **Apple Menu > System Preferences > General**, and then set the Show scroll bars setting to **Always**.

Reports

- If you previously used PowerTeacher Gradebook, you may be looking for some of your favorite reports.
- The **Student Roster report** can be used in place of the Attendance Grid report.
- The **Individual Student report** can be used in place of the Missing Assignments report.
- The **Comment Verification report** is available from the **Grading** menu.
- The **Scoresheet report** can be exported to Excel.

Associate Assignments

- You can easily associate multiple classes to a single assignment, with different due dates, by using the **Select Classes** menu on the **Create Assignment** screen.
- You can copy multiple assignments into different classes, and assign relational due dates, by using the **Copy Assignments feature**.

View Standards Name and Description When Evaluating Standards

- Hover your cursor over any standards identifier to show a tooltip with the standards name and description.
- This is a convenient way to know exactly which standards you are evaluating.

Save Toner When Using Print Screen and Printing Report

- When printing certain pages in PowerTeacher Pro, you can specify in your browser if you want to print background graphics.
- Printing the background graphics will print detailed information available on these pages.
- However, you can also avoid printing background graphics on pages to conserve toner.
- Consult your browser application online help for instructions on printing background graphics.
- On reports, select the **Exclude Row Shading** option to save toner when printing reports.

Hot Keys

- Use keyboard shortcuts, or hot keys, to enter score flags quickly.
- Press **Enter** to view the indicator in the cell.

Hot Key Code	Description
Co or (.)	Marks an assignment collected.
La or (*)	Marks an assignment late.
Mi or (/)	Marks an assignment missing.
Ex	Marks an assignment exempt.
Ab	Marks an assignment incomplete due to student absence.
In	Marks an assignment incomplete.