Navigating PowerTeacher Pro

Sign in to PowerTeacher Pro

1. **Sign in** to PowerTeacher Portal.
2. Select the **PowerTeacher Pro** link on the main menu or on the Current Classes page.

Navigation Bar

1. Click **+** to create assignments or assignment categories.
2. Click the **Notification icon** to view reports on the Report Queue page.
3. Click **?** to view contextual help, and tips and tricks for using PowerTeacher Pro.
4. Click **Getting Started** on the Help menu to display the page overlay that provides a high-level introduction to some of the basic features in PowerTeacher Pro.
5. Click **your initials** to sign-out of PowerTeacher Pro.
6. Click the **waffle icon** to access the App Switcher to navigate to other PowerSchool products purchased by your district.

View Selector

- Click the **silhouette or photo** and change the View to expand or compact the view on the page without having to use your browser's zoom feature.
- In addition, you can select the **gear** ⚙ to show or hide page elements (such as the filter, summary, or standards).
- **Hiding** these elements while not in use will increase the number of assignments or students that appear, reducing the need to scroll.

Class Selector
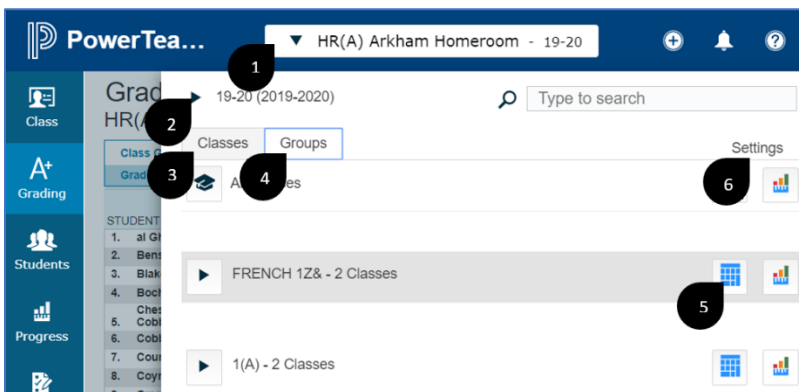
- Select the class or group of classes to work with from the **class selector** at the top of the page.
- Open the **class selector**.
- Select a **scheduling term** to narrow the classes and groups to only classes occurring in that term.
- On the **Classes tab**, select an individual class to begin working with that class on the current page.
- On the **Groups tab**, select **All Classes** to work with all your classes in the selected term.
- Select a **class group** to begin working with those classes.
  - **Note:** The groups are automatically created for classes occurring in the selected term that have the same expression, course, or school (if there are classes at multiple schools).

- Click the Scoresheet icon to go directly to the **Scoresheet** for a class or group, or select the **Progress icon** to go directly to the grades progress for a class or group.
- Click **Settings** to add or change the class description, or to create a custom name for a class.
  - Note: Creating a custom name is helpful when you teach many classes of the same course; you can create custom names to help you easily identify different classes.

Menu Bar

- Click an item on the **menu bar** along the left side of the app to open the corresponding section.
- The **image** above displays the default menu items for PowerTeacher Pro.
  - **Note:** Other items that are enabled by your district may appear on the menu bar or on various section menus in PowerTeacher Pro.

Reporting Term Selector
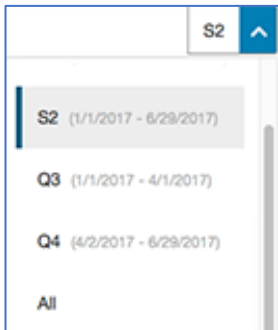
- Select a **reporting term** to change the current reporting term that appears in PowerTeacher Pro.
  - **Note**: On the Assignments page, **All** appears as an additional option.

Quick Menu
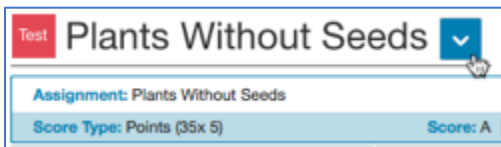
- **Quick Menus** are available on pages throughout PowerTeacher Pro.
- If you see an **arrow** next to the heading at the top of a page, select it to open the **Quick Menu**, which provides quick links to other areas of the application.

PowerTeacher Portal

- PowerTeacher Pro provides **links** to the PowerTeacher portal.
- These links are available on the **Students** menu, and from the **Apps** link on the menu bar.
- You can also select the **PowerSchool logo** to go directly to the PowerTeacher portal.