




PowerTeacher Training

ASTE 2016

infospec.kgsbd.org

**Ketchikan Gateway Borough
School District**



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Information Specialist

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Scan the QR code with your Smart Phone to download contact information. (Free QR readers are available online or through the app store.)

Training Login Information

<https://xte.powerschool.com/teachers>

Elementary

Middle School

Highschool

Username: _____ Password: _____

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PowerTeacher Quick Reference Card

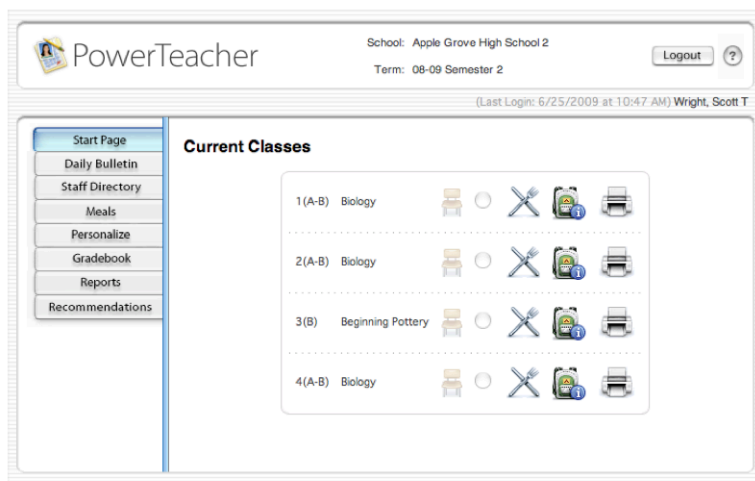
PowerTeacher is an essential part of the PowerSchool Student Information System. PowerTeacher is a web portal to PowerSchool that concentrates all of the features teachers need in one spot, including a web-based gradebook. Whether you teach at an elementary school or a secondary school, you can use PowerTeacher on a daily basis to help you manage your students' information.

Logging in to PowerTeacher

You can use PowerTeacher anywhere you have access to the Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day.

Navigating PowerTeacher

The PowerTeacher Start Page serves as the central point from which you begin your PowerTeacher session. It consists of the following areas: the Navigation bar, the ID bar, the Main menu, and Current Classes.



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Taking Attendance

It's easy to take attendance in PowerTeacher. As soon as teachers take attendance, student attendance information becomes available to school administrators, parents, and students.

1. Navigate to **Start Page** > **Chair** icon (next to the class for which you want to take attendance)
2. Select the Date
3. Select the Current attendance code
4. Click the cell next to a student's name to assign that code
5. Click **Submit**

*Note: Even if all students are present, teachers should click the Chair icon to open the attendance screen, and then click Submit. This tells PowerSchool that the teacher has taken attendance.



Viewing Student Information

Access the Student Information Screens by clicking the Backpack for a class, then clicking a student's name. More than a dozen student screens are available through the Select Screens menu. The following table provides a brief explanation of the student information screens available in PowerTeacher.

1. Navigate to **Start Page** > **Backpack** icon (next to the class you wish to view)
2. Click a student's name
3. Select a screen

Student Page	Description
Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Final Grade Entry (Traditional)	For teachers not using the gradebook, use this page to enter final grades and comments for the student. Your school decides whether this page is active.
Final Grade Entry (Standards)	Use this page to enter final grades for specific standards for the student. Your school decides whether this page is active.
Final Grade Entry (Citizenship)	Use this page to enter a citizenship grade for a student. Your school decides whether this page is active and what code appears.
Meeting Attendance	Displays a student's attendance record for the entire term for every course in which he or she is currently enrolled.

Student Page	Description
Net Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet.
Print a Report	Use this page to select a school-created report to print for the student.
Quick Lookup	This is the default student page. Displays a summary of the student's current grades and attendance for each class. Click the blue links to access additional information.
Recommendations	Displays the teacher's course recommendations for the student.
Schedule Standards	Displays the student's current class schedule.
Standards	Use this page to view the student's progress on specific standards outlined by your state, district, and school.
Student Photo	Displays the student's photo if available.
Submit Log Entry	Use this page to create a log entry for discipline or other anecdotal information for the student's permanent record.
Teacher Comments	If the gradebook is not used, displays comments entered by the teacher. Comments can be free form or selected from a comment bank. Comments that are published can be viewed by parents or students via Parent Access. Your school decides whether this page is active.
Term Grades	Displays the student's stored grades for the current year.

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Single-Day Attendance and Attendance Comments

THE SINGLE-DAY ATTENDANCE SCREEN IS USED TO ENTER ATTENDANCE FOR THE CURRENT DAY AND ALSO HAS A PULL-DOWN MENU WHICH GOES BACK A WEEK TO ENTER PAST ATTENDANCE. IN ADDITION, THERE IS A FEATURE ALLOWING YOU TO TAKE ATTENDANCE FOR MULTIPLE SECTIONS OFFERED DURING THE SAME PERIOD. **THIS IS THE ONLY SCREEN IN POWERSCHOOL WHERE YOU CAN VIEW AND ACCESS ALL STUDENT ALERTS FROM THE SAME PAGE.**

From the **Start Page** in **PowerTeacher**, click on the chair icon to take attendance.



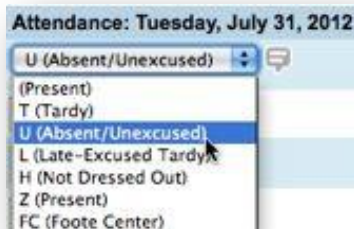
Click on the **Single Day** tab.



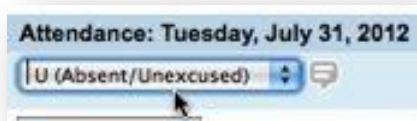
In this view, you can see all alerts for your class at once.

There are 3 options for recording attendance.


1. Select the desired attendance code from the drop-down menu under attendance code. When you click in the cell to the right of the student's name, the menu will appear with your selected attendance code.



2. Type a code in the cell and the drop-down menu will appear with the desired code selected.



3. Use the arrow key on your keyboard to navigate between students and move the codes between students.

Students	Alerts	Attendance: Tuesday, July 31, 2012
Jones, Carli		U
Jones, Caroline		(Present)
Jones, Clare		T (Tardy)

Single-Day Attendance and Attendance Comments

- ✔ To take attendance for an earlier date, click on the pull-down menu to go back as far as 1 week. For a longer date range, use the [Multi-Day Attendance](#) feature.
- ✔ If you teach more than one section during a single period, you can take attendance for both sections at the same time. Click on **Show Multiple Sections** to open this feature.

Classes

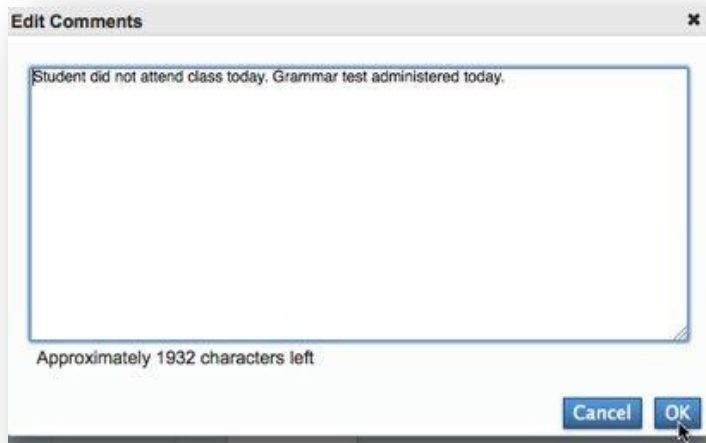
Show Multiple Sections

- ✔ You can add a comment to the day's attendance for an individual student. These comments will be viewable on your [Multi-Day Attendance](#) screen as well as by admin PowerSchool users.

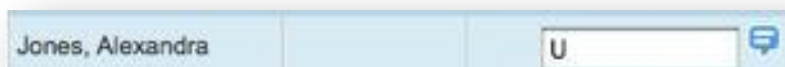
1. Click on the comment icon to the right of the attendance menu.



2. Type your comment in the **Edit Comments** window and click OK.



3. The comment icon will turn blue indicating that there is an attendance comment.



4. In order to remove a comment, click on the blue icon to bring up the **Edit Comment** window. Delete the text and click OK.

Multi-Day Attendance

YOU CAN NOW SELECT A DATE RANGE FOR VIEWING AND ENTERING ATTENDANCE. YOU CAN ALSO ENTER ATTENDANCE ON ONE SCREEN FOR CLASSES THAT MEET DURING THE SAME PERIOD

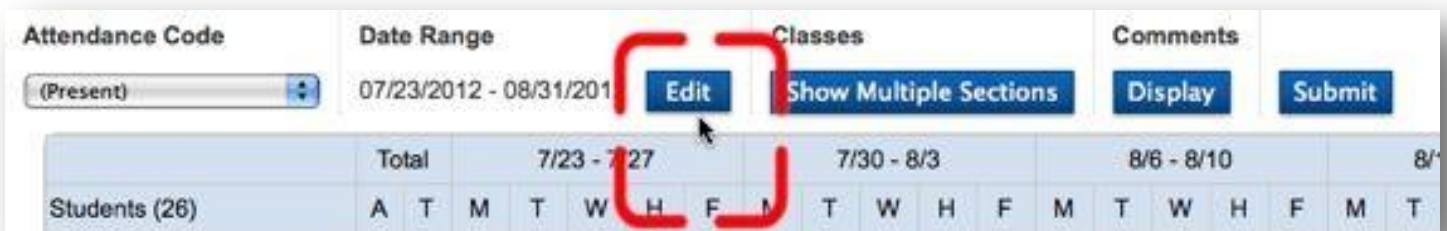
✔ From the Start Page in PowerTeacher, click on the chair icon to take attendance.



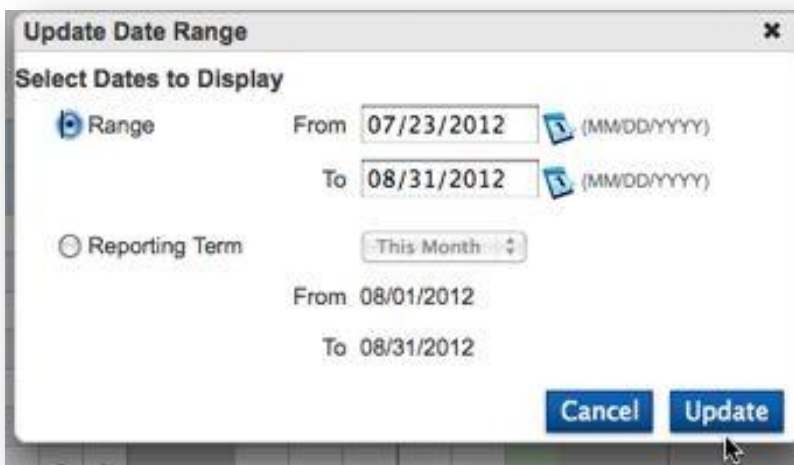
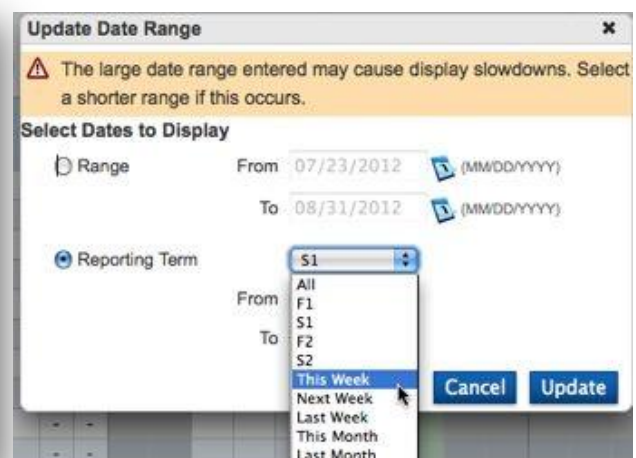
✔ Click on the Multi-Day tab.

Screenshot of the 'Record Meeting Attendance' interface. The title is 'Record Meeting Attendance: 1 *English 9 Honors - 3(M-Fri)'. There are four tabs: 'Single Day', 'Multi-Day', 'Seating Chart', and 'Seating Chart Design'. The 'Multi-Day' tab is selected and highlighted with a red box. Below the tabs are fields for 'Attendance Code' (set to '(Present)'), 'Date Range' (7/23/2012 - 08/03/2012), 'Classes', 'Comments', and buttons for 'Edit', 'Show Multiple Sections', 'Display', and 'Submit'.

✔ Click on Edit to select the desired date range. The default is 21 days, but you can change that to anything shorter than a 5-week period.

Close-up screenshot of the 'Attendance Code' and 'Date Range' section. The 'Attendance Code' is '(Present)'. The 'Date Range' is '07/23/2012 - 08/31/2012'. The 'Edit' button is highlighted with a red box. Below this are columns for 'Classes' and 'Comments', with buttons for 'Show Multiple Sections', 'Display', and 'Submit'. At the bottom, there is a table with columns for 'Total' and 'Students (26)', and rows for dates and days of the week (A, T, M, T, W, H, F, M, T).

✔ You can select a date range by typing in the dates, selecting from the calendar or choosing a reporting term. A warning message will appear if the requested range is too long.

Screenshot of the 'Update Date Range' dialog box. It has two sections: 'Range' and 'Reporting Term'. Under 'Range', 'From' is '07/23/2012' and 'To' is '08/31/2012'. Under 'Reporting Term', 'From' is '08/01/2012' and 'To' is '08/31/2012'. There are 'Cancel' and 'Update' buttons at the bottom.Screenshot of the 'Update Date Range' dialog box. It has a warning message: 'The large date range entered may cause display slowdowns. Select a shorter range if this occurs.' Below the warning, it has 'Range' and 'Reporting Term' sections. Under 'Reporting Term', a dropdown menu is open showing options: 'S1', 'All', 'F1', 'S1', 'F2', 'S2', 'This Week', 'Next Week', 'Last Week', 'This Month', and 'Last Month'. There are 'Cancel' and 'Update' buttons at the bottom.

Multi-Day Attendance

- ❑ If you teach more than one class during the same period, click on Multiple Sections to take attendance for both sections at the same time.



- ❑ The Multi-Day view will show the total absences and tardies for the selected date range. The current day will be highlighted in green.
- ❑ You can type the attendance code or double click to bring up a drop-down menu to select the code.



Students (26)	Total		7/23 - 7/27					7/30 - 8/3				
	A	T	M	T	W	H	F	M	T	W	H	F
Jones, Alexandra	2	-	(U)						U	T		
Jones, Aubrey	-	-										
Jones, Briana	-	-										
Jones, Cary	-	-										
Jones, Elizabeth	-	-										
Jones, Emily												

- ❑ Attendance can also be entered using the attendance-code menu on the left and then clicking in the cell where you would like to enter the attendance.



- ❑ You can also choose to view your attendance comments by clicking on Display under Comments. If you would like to return to the original view, click on Hide.



- ❑ The comment symbol will appear in blue next to the attendance code. Click on the symbol to see the comment.

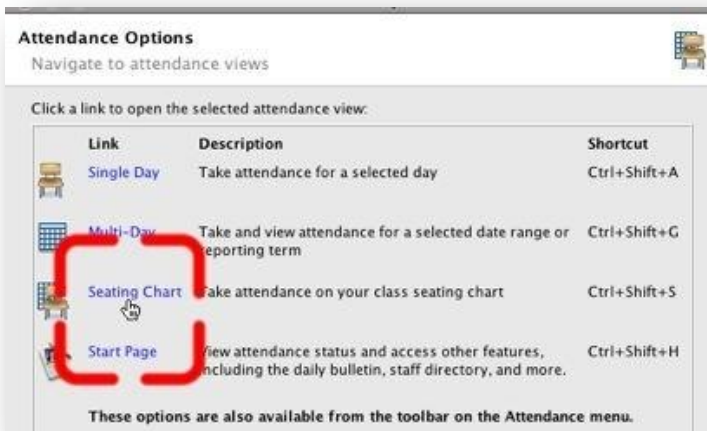
Seating Chart Attendance

YOU CAN USE THE SEATING CHART MODE IN POWERTEACHER TO TAKE ATTENDANCE OR RANDOMLY SELECT STUDENTS.

- From the **Start Page** in **PowerTeacher**, click on the chair icon to take attendance and then click on the **Seating Chart** tab.



- From the gradebook, click on the chair icon in the upper-right corner of the screen and then select **Seating Chart** from the **Attendance Options** window.



- The first time you open **Seating Chart** view, you will be prompted to Prepopulate the layout. You can take attendance whether you click OK or Cancel. You can design your own seating-chart layout if you like.
- The date will default to the current date, but you can select a different date from the drop-down menu.

Seating Chart Attendance

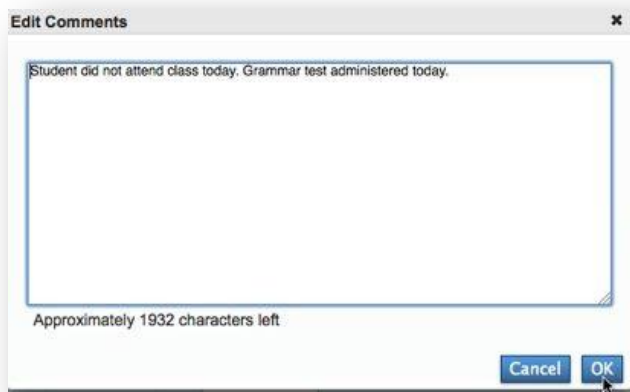
- ✔ You can select an attendance code for an individual student by clicking on the drop-down menu in the corner of a student's picture or you can select a code from the **Attendance Code** menu and click on the student's photo.



- ✔ After you enter the code, the comment icon will appear allowing you to enter a comment.



- ✔ Click on the icon shown above to enter a comment.
- ✔ Type your comment in the **Edit Comments** window and click OK.



- ✔ In order to remove a comment, click on the blue icon to bring up the **Edit Comment** window. Delete the text and click OK.
- ✔ Past Comments can be viewed in the **Multi-Day** attendance page.

Alerts



Emergency Medical - Displays emergency contact and immunization information; you can also add a medical alert for a student such as allergies, illness using this page.



Other Information - Displays miscellaneous student information such school and course fee exemption status and if the student is excluded from class rank. You can edit this information; you can also add an “other” student alert using this page. Also used for IEP or At-Risk Information.



Parents/Guardian - Displays the student’s mother’s name and daytime contact information, father’s name and daytime contact information, as well as a guardian’s name and information, if applicable. If parents or guardians request automatic progress reports be sent via email, this information also appears. You can edit the parent/guardian information. **You can also add a parent/guardian alert using this page, informing you that a parent may/may not have access to student.**



Log Entries – Displays the log entries that have been entered for the student. From this page, you can create new log entries or edit existing ones. Use this page to add a discipline alert.



Birthday – This will alert you that a student’s birthday is coming up.



Financial Alert – Let you know if the student owes money, balance due.

Examples:




Medical Alert
Simasek, Michael Stephen

Allergic to Bee stings
May not go outside

Alert Expires: Never

[Close](#)



Guardian Alert
Simasek, Michael Stephen

Parent drives Green truck

Alert Expires: Never

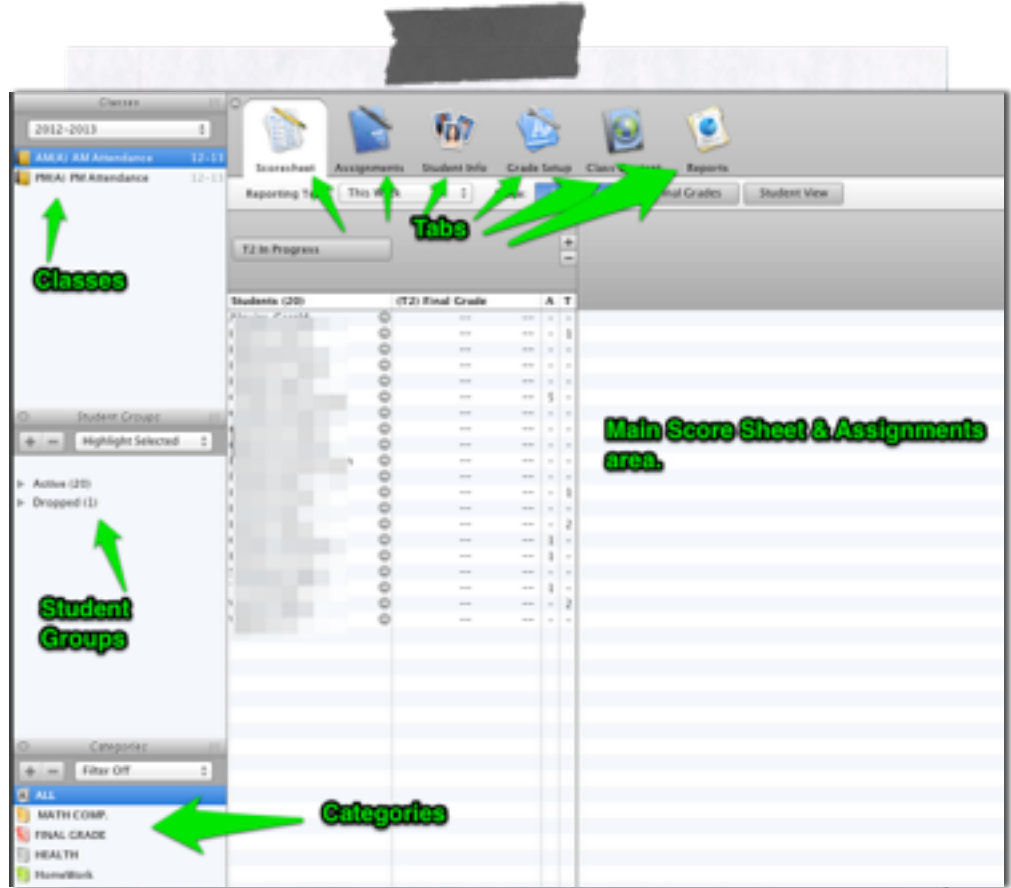
[Close](#)

OLD POWERTEACHER GRADEBOOK

KETCHIKAN SCHOOL DISTRICT

PowerTeacher Training Interface

Welcome to the PowerTeacher Gradebook. This handout is meant to familiarize you with the basic interactions of PowerTeacher and provide you a functional reference to access what you need most.



Tip: Always check that you are in the correct Year and Reporting term.

Log in for training at:

<https://xte.powerschool.com/teachers>



Locking the Gradebook: Access it in the Menu Bar under File, or by typing Ctrl+L

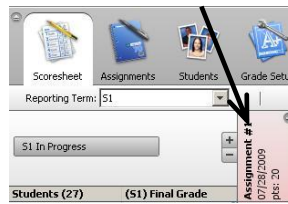
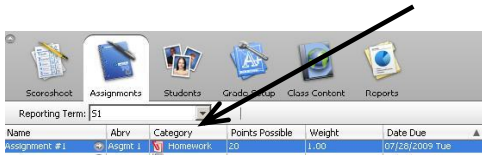
Key-Stroke Short Cuts for Assignments

Function	Keyboard	10-Key Pad	Action Taken (by symbol)	Appearance (See above)
Collected	col	.		Green Check-mark
Late	lt	*		Red "L" bottom left
Exempt	ex		Assignment not counted for/against	Greyed points or "Ex"
Missing	mi	/		Yellow "M" on right
Full Credit	=	=	Max points assigned	Points/grade

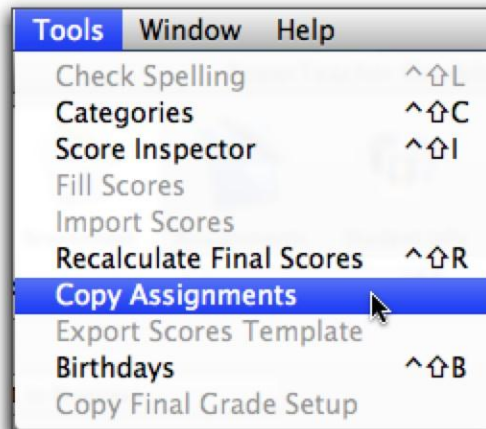
Copying Assignments

THE NEW POWERTEACHER GRADEBOOK DOES NOT HAVE AN AUTOMATIC WAY TO LINK CLASSES OR COPY ASSIGNMENTS. YOU CAN CHOOSE TO COPY SINGLE OR MULTIPLE ASSIGNMENTS AT ONE TIME.

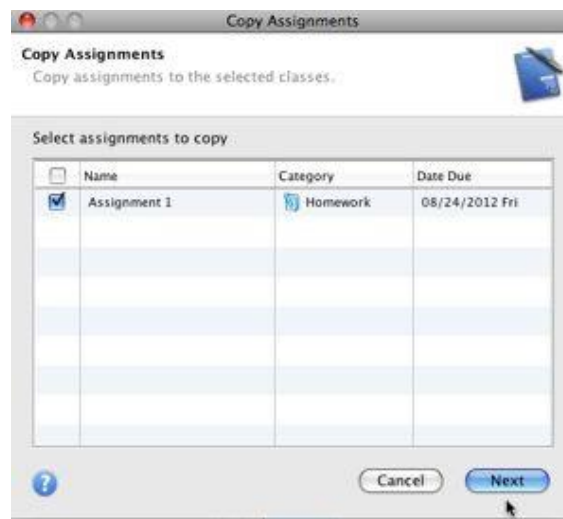
- Select **Assignment** from the **Assignments** page or the **Scoresheet**.



- Copy assignment.
Right Click (PC) or Control Click (Mac) on **Assignment** and select **Copy Assignments** from the drop-down menu or select **Copy Assignment** from the **Tools** menu.



- Select assignment(s) to be copied by putting a check in the box to the left of the assignment name. When you have finished with your selection(s), click on **Next**.



Copying Assignments

- Select the class(es) to which you would like to copy the assignment and the date due and click **OK** when you are done.



Assignment date may be kept the same as original assignment or you may use the current date or a different date may be chosen.

Click OK to copy.

IMPORTANT: THE ASSIGNMENT DATE MUST BE WITHIN THE DATES SET FOR THE SEMESTER OR THE SCORES FOR THE ASSIGNMENT WILL NOT CALCULATE INTO THE FINAL GRADES.

- To check the start and end dates for the semester, go to the **Grade Setup** screen.

Reporting Term	Start	End
F1	07/02/2012 Mon	01/19/2013 Sat
S1	07/02/2012 Mon	01/19/2013 Sat
F2	01/22/2013 Tue	06/05/2013 Wed
S2	01/22/2013 Tue	06/05/2013 Wed




Duplicating Assignments in PowerTeache Pro

Assignments

Q3 ▾

Filter Clear Apply

1-10 of 23 items

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE ▾	SCORE TYPE	EDIT
Home	1. Venture Academy HW#1	0 / 25	2/19/2016	Points pts: 100	
Alas	2. Alaska Composition #1	2 / 25	2/17/2016	Points pts: 4	
Home	3. Prepositional Phrases	13 / 25	1/26/2016	Points pts: 10	

Edit: Venture Academy HW#1 [?] [x]

Assignment | Students | Standards | Publish

Classes* Select Classes ▼

1 Class: 1(A) 3rd Grade English

Assignment Name*

Category* Homework ▼

Score Type Points ▼

Score + Extra Points + Weight Score Entry Points*

Count in Final Grade

Due Date* Friday [Calendar Icon]

Description

This shows in the parent portal. Good place to put notes such as refer to pg. 20. Review materials from...

Duplicate Delete Save

1(A) 3rd Grade English - 15-16

Create Assignment

Assignment Students Standards Publish

Classes* Select Classes ^

1 Class: 1

Class	Year	Select
Select All		<input checked="" type="checkbox"/>
1(A) 3rd Grade English	15-16	<input checked="" type="checkbox"/>
Other Classes		
Select All		<input type="checkbox"/>
1(A) Homeroom	15-16	<input type="checkbox"/>
2(A) 3rd Grade Math	15-16	<input type="checkbox"/>
3(A) 3rd Grade History	15-16	<input type="checkbox"/>

Count in Final Grade

Due Date* Friday **2/19/2016** Calendar icon

Description

Fill Scores

The Fill Scores function can be used to add a group of scores at one time to a single assignment. The scores can be added to all students in the class or only to students who do not already have scores. It can also be used to mass fill final semester grades for a group of students

Click on *Scoresheet*



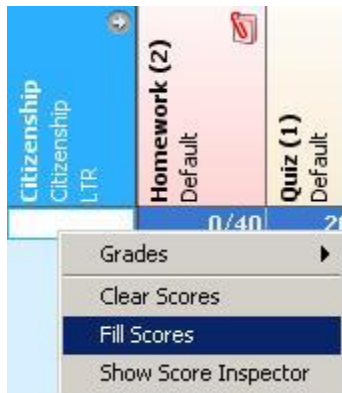
Scoresheet

Select *Assignments* Mode

Mode: **Assignments**

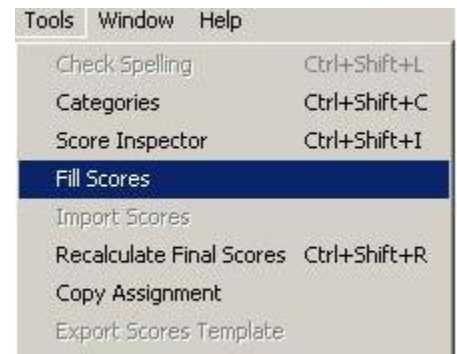
To Use the Fill Scores function you can:

Right click (PC) or Control Click (Mac) on the first score cell under the assignment name.



OR

Go to the *Tools* menu and click on *Fill Scores*.



The Scores tab will allow you to:

Replace scores for all students in the class or for those with unrecorded scores only.

Fill Scores

Fill assignment scores and attributes

Choose which score cells to fill:

Items with **No Score**

Replace **All**

Scores | Comments

Choose one or more values to fill:

Collected:

Late:

Exempt:

Missing:

Score:

Comment:

Add score abbreviations.

Add scores

Type score comments

The Comments tab will allow you to:

Fill Assignment Scores
Specify assignment scores and attributes.

Assignment: Assignment 1

Choose which score cells to fill:

- Items with No Score
- Replace All

Annotations:

- ← Add comments for all students in the class or for those with unrecorded scores only.
- ← Add one or more school comments or comments from your **My Comments** Bank.
- ← Separate multiple comments by line breaks or spaces
- ← Click here to add comments
- ← Type here to add personalized teacher comments not in the My Comment bank.

Score Cells:

Code	Comment	Category	Type	Favorites
270	Easily Distracted		Dist.	★
280	Excellent Conduct And Cooperation		Dist.	★
290	Excellent Student		Dist.	★
300	Good Class Participation		Dist.	★

Comments Tab:

Show Comments: District Comment Bank Find:

Using: Line Breaks

Insert Selected

2048 characters left

Cancel OK

Go to the Scoresheet

Choose an assignment. Click into the blank score box across from the students name.

PowerSchool 1(A) 3rd Grade English - 15-16

This is a preview release, not for production.

Return To Scoresheet

PUSD

Filter [] Clear Apply

25 of 25 items

Hide Standards

Assignment: PUSD

Score Type: Points (4) Score: -- | -- | --/4

STUDENTS (25)	SCORE ▲ (12/17/2015)	ENG.E.10.AG	ENG.E.12.AG	ENG.E.16.AG	ENG.E.18.AG
1. WATKINS, Wells					
2. ROBINSON, Payne					
3. ROBERTSON, Armstr...					
4. RICHARDSON, Alvar...					
5. RAY, Sanders					
6. RANDOLPH, Sebasti...					

New Fill Scores!

Put in Score

Put in message to fill

How to Customize Class and Section Names in PowerTeacher

1. Did you know that you can customize your section name into a name that is more descriptive for you and parents to see? It's easy. Here's how. First, log-in to PowerTeacher.

<https://school.kghsd.org/teachers> Launch your PowerTeacher Gradebook.

2. From the **TOOLS** menu at the top of the screen, select **PREFERENCES**.

The screenshot shows the PowerTeacher interface with the TOOLS menu open. The PREFERENCES option is highlighted with a red arrow. The interface also shows a grid of student scores for various assignments and tests.

Final...	A	T	pp-1-10 Quiz	Homework	pp-11-22 Quiz	Chapter 1 Test	HW pg. 213 (2...	ACE p.25 #3-6	Ch. 2 Test	Understanding ...	pp-34-38 Quiz	Chapter 2 Test	Oral Report & R...
Gamma	7	11	8	10	10	98	ABS				8	8	156
Ginevra, Briann	5	6	9	11	9	56					9	7	171
Greet, Bob	12	1	8	12	10	88					7	7	198
Loudenslager...	6	1	7	1	8	78					9	9	167
Petry, Scott	6	1	8	2	10	99					9	9	159
Pitzel, Spencer	5	1	10	5	10	98					10	9	198
Sadeddin, Jor...	3		8	5	8	78					9	9	188
Soncraut, Gina	12	4	8	1	10	67					9	9	185
Stoldt, Kelli	15	4	7	2	7	57					6	6	158
Storrusten, K...	16	4	8	3	10	99					9	9	177
Toll, Alex	3		8	4	10	87					9	9	180
Withers, Willi...	5	5	9	5	9	67					8	8	178
Zitting, Adam	6		8	6	8	89					9	9	19
	4		10	4	10	69					10	10	189
	1	2	8	9	10	57					9	9	165
mean			8.3	5.3	9.3	79.1	0				8.7		165.9
median			8	5	10	78	0				9		177
mode			8	5	10		0				9		198

3. When the menu opens, click on the **SECTION** tab at the top. In the **SECTION** tab menu, click on the radio button beside the words "Custom Display Name". Then click **OK**.

The screenshot shows the Preferences dialog box with the Section tab selected. The Custom Display Name option is selected with a radio button. The OK button is highlighted with a red arrow.

Section

Choose the Identifier used to distinguish sections in the class list

Section Period Day

Section Number

Choose the Name used to distinguish sections in the class list

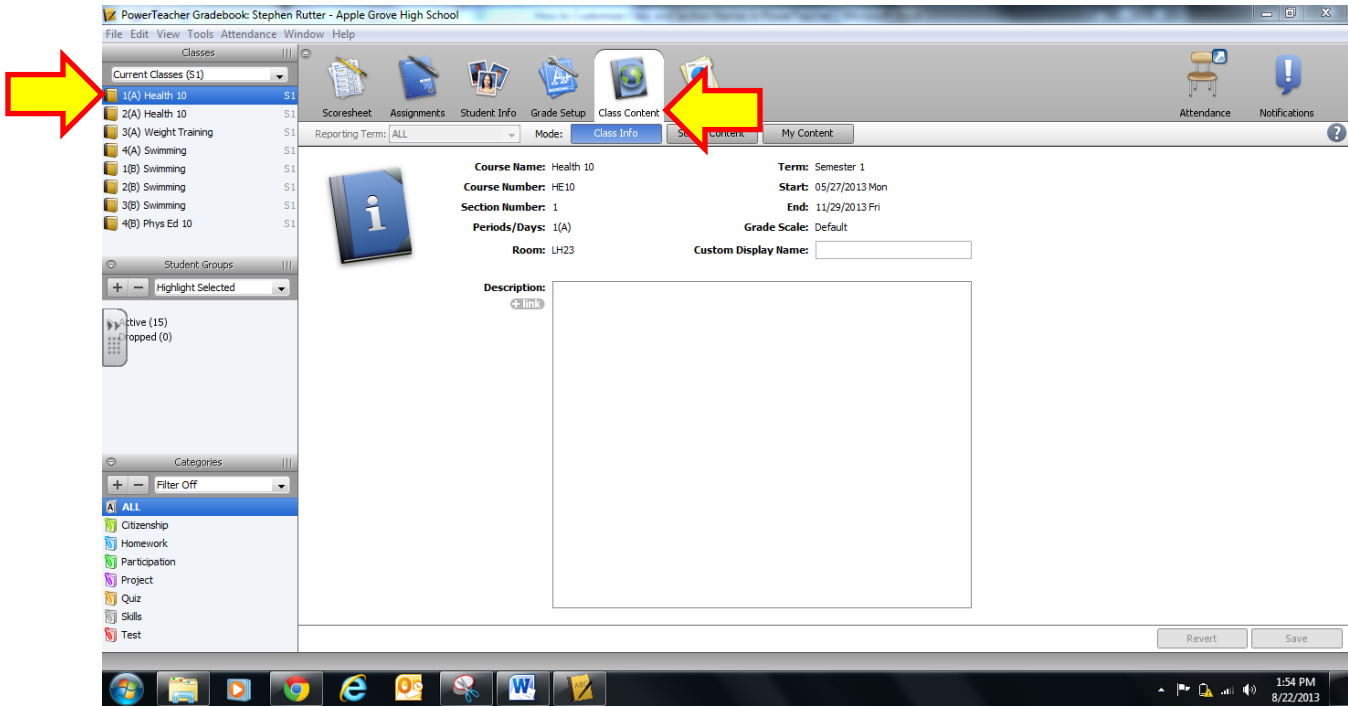
Course Name

Custom Display Name (Custom section name is added on the class content tab)

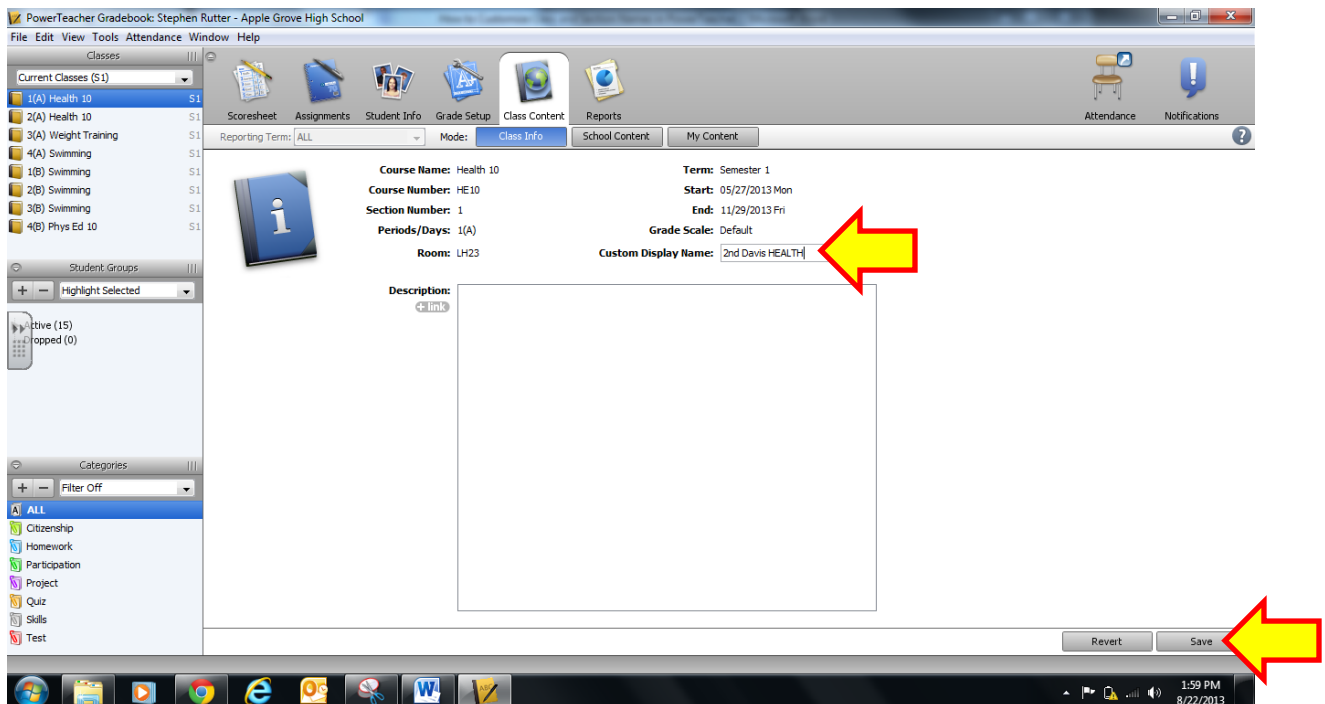
Sort By:

Cancel OK

4. In the **CLASSES** pane, select the class you want to rename. Then click on the **CLASS CONTENT** tab across the top of the screen. Make sure the blue **CLASS INFO** is selected right below the CLASS CONTENT tab.

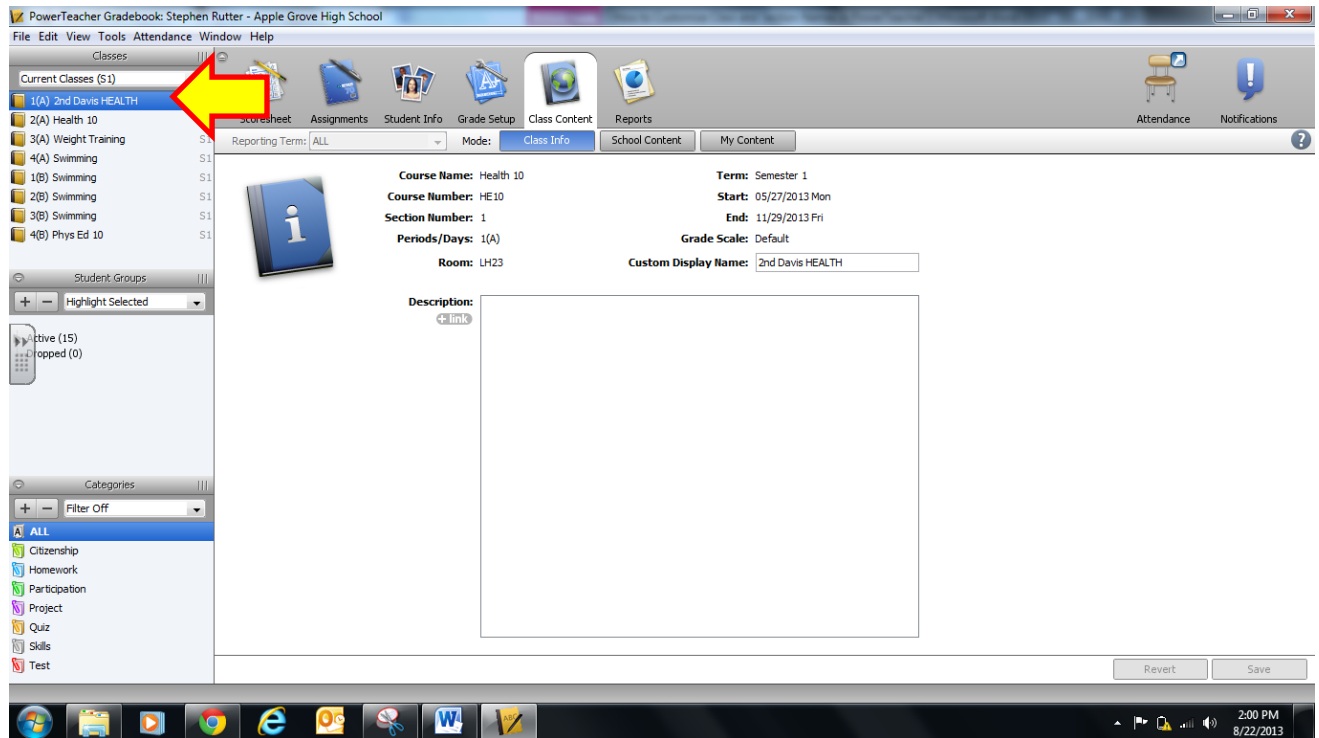


5. To change the name of the section, you can enter the new name in the blank space beside **CUSTOM DISPLAY NAME**. Click **SAVE** in the bottom right hand corner.



6. Check back in the **CLASSES** pane to make sure your custom name is displayed. If it isn't, you should repeat step #3 from above. You can continue to rename other classes/sections by selecting them in the **CLASSES** pane and changing their name in the **CUSTOM DISPLAY NAME** field. Then click save!

It's that easy. Now every time you access your PowerTeacher gradebook – whether from your browser or the app – you'll see the custom name you chose. The good news is that parents and students will see it too!



7. NOTE: If you are a special area teacher having trouble interpreting the section name with a grade and/or teacher, you might find it worthwhile to ask your office admin assistant what codes were used to set up the sections. Most school offices have a system of coding special class sections.

PowerTeacher Quick Entry Tips

Scoresheet Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Assignments: Assign 100% of points possible	Do one of the following: <ul style="list-style-type: none"> Enter an equal sign (=) and press ENTER Open the Score Inspector and enter an equal sign (=) in the Score field 	
Collected: Mark or clear a student's assignment as collected	Do one of the following: <ul style="list-style-type: none"> Enter Col in the score field (repeat to remove) Enter period (.) in the score field (repeat to remove) Right-click in the score field and select Collected (repeat to remove) Open the Score Inspector and select the Collected checkbox (deselect the checkbox to remove) Use Fill Scores command to apply to multiple students 	
Comments: Add a comment to a student's assignment score	Do one of the following, and enter comments in the Comment field: <ul style="list-style-type: none"> Press and hold CTRL+SHIFT+I Right-click on a score field and select Show Score Inspector Use Fill Scores command to apply to multiple students 	
Comments: Add a comment to a student's final grade	Do one of the following and enter comments in the Comment field: <ul style="list-style-type: none"> Double-click on a student's final grade Press and hold CTRL+SHIFT+I Right-click on a final grade and select Show Score Inspector Use Fill Scores command to apply to multiple students 	
Exempt: Mark a student's assignment as exempt	Do one of the following: <ul style="list-style-type: none"> Enter Ex in the score field Right-click in the score field and select Exempt Open the Score Inspector and select the Exempt checkbox Use Fill Scores command to apply to multiple students 	
Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment	Do one of the following: <ul style="list-style-type: none"> Right-click in a score field and select Fill Scores Select Fill Scores from the Tools menu 	
Late: Mark or clear a student's assignment as late	Do one of the following: <ul style="list-style-type: none"> Enter Lt in the score field (repeat to remove) Enter asterisk (*) in the score field (repeat to remove) Right-click in the score field and select Late (repeat to remove) Open the Score Inspector and select the Late checkbox (deselect the checkbox to remove) Use Fill Scores command to apply to multiple students simultaneously 	

Scoresheet Keyboard Shortcuts continued on next page

Scoresheet Keyboard Shortcuts continued

Task	Shortcut (Windows)	Shortcut (Mac)
Missing/Not Handed In: Mark or clear a student's assignment as missing	Do one of the following: <ul style="list-style-type: none"> • Enter Mi in the score field (repeat to remove) • Enter forward slash (/) in the score field (repeat to remove) • Right-click in the score field and select Missing (repeat to remove) • Open the Score Inspector and select the Missing checkbox (deselect the checkbox to remove) • Use Fill Scores command to apply to multiple students simultaneously 	
Override a Final Grade	Do one of the following and select the Manual Override checkbox: <ul style="list-style-type: none"> • Double-click in a Final Grade field • Right-click in a Final Grade field and select Score Inspector • Press and hold CTRL+SHIFT+I 	
Zoom In	Do one of the following: <ul style="list-style-type: none"> • Click on a final grade field or assignment header and press and hold CTRL+SHIFT+= • Select Increase on the View menu 	
Zoom Out	Do one of the following: <ul style="list-style-type: none"> • Click on a final grade field or assignment header and press and hold CTRL+SHIFT+- • Select Decrease on the View menu 	

Score Inspector Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Navigate to the next assignment	Press and hold CTRL+ALT+RIGHT ARROW	Press and hold CTRL+OPTION+RIGHT ARROW
Navigate to the next student	Press and hold CTRL+ALT+DOWN ARROW	Press and hold CTRL+OPTION+DOWN ARROW
Navigate to the previous assignment	Press and hold CTRL+ALT+LEFT ARROW	Press and hold CTRL+OPTION+LEFT ARROW
Navigate to the previous student	Press and hold CTRL+ALT+UP ARROW	Press and hold CTRL+OPTION+UP ARROW
Open Score Inspector	Do one of the following: <ul style="list-style-type: none"> • Right-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I • Select Score Inspector from the Tools menu 	

Main Menu Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Copy	Press and hold CTRL+C	Press and hold COMMAND+C
Cut	Press and hold CTRL+X	Press and hold COMMAND+X
Hide other application windows	Press and hold ALT+TAB	Press and hold OPTION+COMMAND+H
Hide PowerTeacher Gradebook window	Press and hold ALT+TAB	Press and hold COMMAND+H
Open Assignments window	Press and hold CTRL+SHIFT+2	
Open Categories window	Press and hold CTRL+SHIFT+C	
Open Class Info window	Press and hold CTRL+SHIFT+5	
Open Grade Scales window	Press and hold CTRL+SHIFT+G	
Open Grade Setup window	Press and hold CTRL+SHIFT+4	
Open Gradebook online help	Press F1	Press and hold COMMAND+?
Open New Gradebook window	Press and hold CTRL+N	Press and hold COMMAND+N
Open Reports window	Press and hold CTRL+SHIFT+6	
Open Score Inspector	Do one of the following: <ul style="list-style-type: none"> • Right-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I 	
Open Scoresheet window	Press and hold CTRL+SHIFT+1	
Open Students window	Press and hold CTRL+SHIFT+3	
Open the Preferences window	Press and hold CTRL+,	Press and hold COMMAND+,
Paste	Press and hold CTRL+V	Press and hold COMMAND+V
Quit PowerTeacher Gradebook	Press and hold ALT+F4	Press and hold COMMAND+Q
Recalculate Final Scores	Press and hold CTRL+SHIFT+R	
Revert (discard unsaved changes)	Press and hold CTRL+R	Press and hold COMMAND+R
Save	Press and hold CTRL+S	Press and hold COMMAND+S

ASTE POWERTEACHER



THANK YOU FOR ATTENDING

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