



Powerschool (Power Teacher Pro) Directions

***Please ask school staff for your login information

Website: <https://archmil.powerschool.com/teachers/pw.html>

How to create an Assignment:

Navigate to PowerTeacher Pro (either on the left-hand side or within a subject)

1. Choose a class from the pull-down menu at the top of the page
2. Click the + sign and then Assignment (You are now in the assignment tab)
3. Enter a name for the assignment
4. Choose a category (formative or summative)
5. For the score type, please choose "**collected only**" *for Standard based grading since there are no points/letters. This does not apply if your school has letter/academic grading.
6. Enter a due date
7. Attach the priority standards that apply to the assignment by clicking on the "Standards" tab
8. Click on the box next to each priority standard the assignment is assessing
9. Make sure the "Count in Grade" box is checked
10. Save or Save and close

How to enter Scores:

1. Your assignment will appear automatically after you create the assignment. Click on the assignment name. (It will be in blue text under assignments.) You can also access the assignments by going to A+ grading → Assignment List on the left-hand side.
2. You will now be in your grade book and can enter scores. You should see a Score column and a column for each standard you attached.
3. In the Score column, click on the box to the right of each student. Mark each box as **Collected** or the check mark. You can press the **Fill** button to fill all the cells horizontally or vertically to make it quicker.
4. For each priority standard, you will click on the box and enter a standard score of 1, 2, 3 (or 4 for above & beyond middle school students if applicable). Again, you can use the **Fill** button to make grading quicker.
5. Save scores when finished. They should publish automatically.

Here are some screenshot examples from the site:

1. This is an example of a list of classes:

Alerting
SwiftReach SwiftK12
Navigation
PowerTeacher Pro
Start Page
Daily Bulletin
Schedule
Staff Directory
Student Reports
Meals
Reports
Recommendations

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
P3(M)	Foreign Language Gr 1 PowerTeacher Pro							
P3(M)	Foreign Language Gr 4 PowerTeacher Pro							
P3(M,R)	Foreign Language Gr 6 PowerTeacher Pro							
P3(T)	Foreign Language Gr 6 PowerTeacher Pro							
P6(T)	Foreign Language Gr 2 PowerTeacher Pro							
P8(T)	Foreign Language Gr 4 PowerTeacher Pro							
P3(R)	Foreign Language Gr 7 PowerTeacher Pro							
P5(R)	Foreign Language Gr 8 PowerTeacher Pro							

2. This is an assignment creation example:

Create: Worksheet #1
?
X

Assignment
Students
Standards
Publish

Classes*
Select Classes
1 Class: 1 Foreign Language Gr 8

Assignment Name*
Worksheet #1

Category*
Formative Assessment

Due Date*
Wednesday 6/8/2022

Traditional Grade Options

Score Type
Collected Only

Count in Traditional Final Grade
☒

Description

B I U A A 16

Ser and estar worksheet.

Save Save and Close

3. Selecting Priority Standards graded in the assignment:

Create Assignment

Assignment

Students

Standards

Publish

	FILTER	COUNT IN GRADE
☐	2.WL - World Language	☐
☐	2.WL.11 - *1.1 Interpersonal Communication: Learners interact and negotiate meaning in spoken, signed, or written conversations to share information, reactions, feelings, and opinions	☐
☐	2.WL.11.NL11a - Provide simple answers on very familiar topics, using practiced or memorized words and phrases, with the help of gestures or visuals. NL 1.1a	☐
☐	2.WL.11.NL11b - Express some basic needs, using practiced or memorized words and phrases, with the help of gestures or visuals. NL 1.1b	☐
☐	2.WL.11.NL11c - Express basic preferences or feelings, using practiced or memorized words and phrases, with the help of gestures or visuals. NL 1.1c	☐

Create Assignment

Assignment

Students

Standards

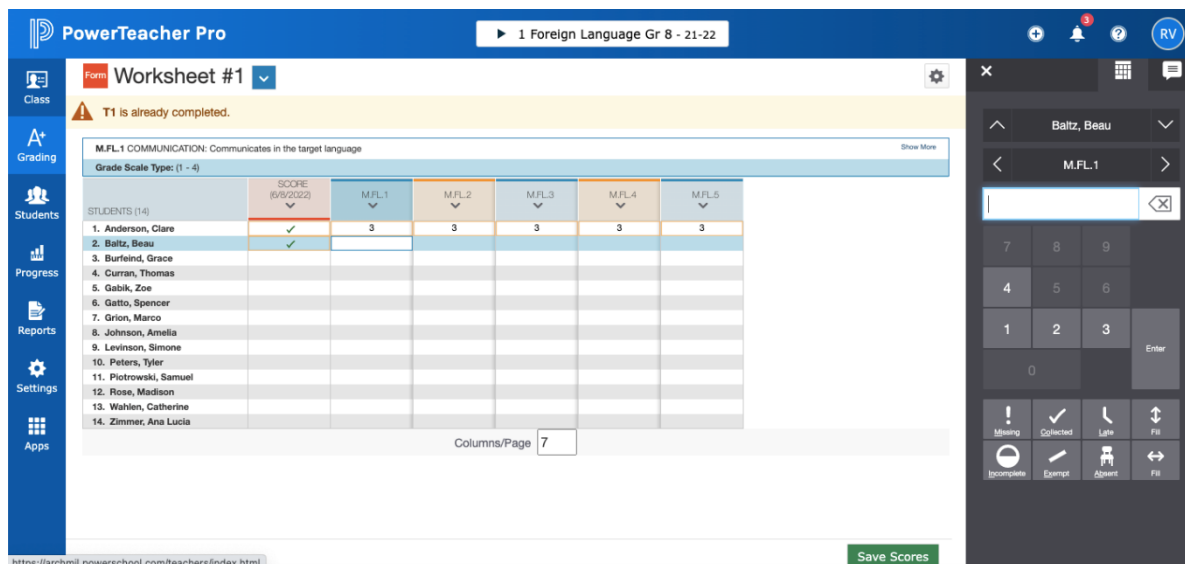
Publish

☐	2.WL.11.NM11a - Ask and answer a few simple questions on very familiar and everyday topics, using a mixture of practiced or memorized words, phrases, and simple sentences. NM 1.1a	☐
☐	2.WL.11.NM11b - Express basic needs related to familiar and everyday activities, using a mixture of practiced or memorized words, phrases, and questions. NM 1.1b	☐
☐	2.WL.11.NM11c - Recite memorized Catholic prayers. NM 1.1c	☐
☐	2.WL.12 - *1.2 Interpretive Communication: Learners understand, interpret, and analyze what is heard, read, or viewed on a variety of topics.	☐
☐	2.WL.12.NL12a - Understand memorized or familiar words when they are supported by gestures or visuals in conversations. NL 1.2a	☐
☐	2.WL.12.NM12a - Identify some basic facts from familiar words and phrases when they are supported by gestures or visuals in informational or fictional texts. NM 1.2a	☐
☐	2.WL.12.NM12b - Identify some basic facts from familiar words and phrases when they are supported by gestures or visuals in informational or fictional texts. NM 1.2b	☐

Save

Save and Close

4. This is a class scoring example:



STUDENTS (14)	SCORE (6/9/2022)	M.F.L.1	M.F.L.2	M.F.L.3	M.F.L.4	M.F.L.5
1. Anderson, Clare	✓	3	3	3	3	3
2. Baltz, Beau	✓					
3. Burleind, Grace						
4. Curran, Thomas						
5. Gabik, Zoe						
6. Gatto, Spencer						
7. Grion, Marco						
8. Johnson, Amelia						
9. Levinson, Simone						
10. Peters, Tyler						
11. Piotrowski, Samuel						
12. Ross, Madison						
13. Wahlen, Catherine						
14. Zimmer, Ana Lucia						

How to enter a Grade (Standards- Based Grading):

1. Click on the assignment you want to grade to see the list of students.
2. You can start by entering the grades for students under the column for the Standards assigned.
3. Any students who would still be developing with the standard from the assessment or activity with a "2".
4. An easy way to then enter the proficient "3" if they are the majority of the students by entering the "3" and on the right side **"fill"** for the column (up and down arrow).
5. If needed/applicable you may enter any "1" or "4" in those rare cases.
6. Then save the scores before leaving this page.
7. In the Score column you would also click the **"Collected"** with the arrow on the right and **"Fill"** for the column.
 - a. If a student didn't turn in work, you can click "missing" or "exempt", etc. as applicable.

How to enter a Final Grade (Standards-Based Grading):

1. Click on the left-hand side tab "Grading" and the drop down "Scoresheet"
2. In this screen you will see students' names and the graded items for the grading period (quarter or trimester). The column next to the students' names is a "Course Grade" column for their final grade. This is where you will enter the students' final grades for the grading period. Typically, a "2" for developing or "3" for proficient. The grades will not be averaged.