

PowerTeacher Tutorial Instructions

Grades 6 - 12

PowerTeacher

This course is intended for teachers and instructional administrators. Learn how to use PowerTeacher to take attendance, submit lunch counts, review student information and grades, use teacher support tools, run reports, and launch PowerTeacher Gradebook.

PowerTeacher Gradebook: Getting Started

In part one of a three-part series on PowerTeacher Gradebook, teachers will learn how to launch PowerTeacher Gradebook and gain an overall understanding of its functions. They will start using the gradebook as is, "right out of the box," then learn how to create assignments, organize assignment categories, enter scores, and manage their student and course information.

Online training is administered through the PowerSource platform. PowerSource is a Pearson School Systems site with documents, discussions and tutorials for you to use. The above Distance Learning courses need to be completed prior to using PowerTeacher. If you have not already signed up for Distance Learning courses click on this link and sign up **with your whps.org Gmail account**:

<https://support.powerschool.com/signup/1061134>

If you have already signed up, here is the link: <https://support.powerschool.com.com>

- After logging in, click on the Training tab
- Click on Distance Learning
- Enter PowerTeacher in the keywords box and click update results.
- Find the desired course (**PowerTeacher** and **PowerTeacher Gradebook: Getting Started**) and click Launch to begin.

**make sure you choose the correct course – see picture below*

The PowerTeacher online courses are designed to train users in the most time-efficient manner. A course can be started at any time, and worked on as time permits.

When you've completed your courses, send an email to helpdesk@whps.org stating that you've finished the tutorial and would like your PowerTeacher login credentials. Your PowerTeacher login information will then be emailed to you.

Check out some of the other courses as well as the Mastery in Minutes "mini-courses".

If you have any questions or problems with your PowerSource training, please email the helpdesk at helpdesk@whps.org for assistance.

Course Offerings

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