

FAIRCHILD WHEELER INTERDISTRICT MAGNET

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Power School and Teacher Instruction Sheet – Fairchild Wheeler

Logging on:

1. Go to school website and click on “Teacher – Teacher Portal - PowerTeacher
2. Type in your number for your “User Name” (this should be your ID and password – same as it is for Email)
3. Click the chair beside the for the class you would like to take attendance for
4. Click on the box beside the name of the student that is absent
5. Select the drop down menu and highlight the choice “Tardy” or “Absent”
6. Scroll to the bottom of the page and click on “Submit”
5. The “Bubble” beside the chair will turn green when you have successfully submitted your attendance.

Using the Grade Book:

1. You can launch your grade book by the start menu and clicking on Old Launch –Click on LaunchGradeBook (in lower window bar) - Later – Run
2. You may view classes by clicking on the class you wish to see in the upper left side of the screen.
3. You may view terms and semesters by clicking on the drop down box located under the School name
4. When you are under the “Scoresheet” tab you may create assignments, enter grades, and see attendance.

Creating an assignment:

1. Under the word “Scoresheet” you will see the title “Reporting term”. Use the drop down arrow to change the reporting term to the current term (Q1)
2. DO NOT enter grades under the S1 reporting term.
3. Below the drop down box you will see a “+” or “-“ sign. Click the “+” sign to add an assignment.
4. Fill in the information about the assignment. Make sure the scoring type is total points.

5. If you want to make an assignment extra credit enter the Points possible as 0 and the extra credit points as any number you want.

6. Click the "Save" button

To Copy an Assignment:

1. Go to the assignment name at the top of the spreadsheet

2. Right click on the assignment name

3. Click "copy assignment"

4. Select the assignment(s) you wish to copy to by clicking on the box beside the assignment name

5. Click "Next"

6. Select the classes you wish to copy to by clicking on the box next to the class name

7. Click "OK" and the assignment will be created in the other classes

To Enter a grade:

1. Type in the grade in the appropriate column on the "Scoresheet"

2. You can fill in several scores at once by right clicking the column and clicking on "fill scores"

3. You can add comments to an individual student grade by right clicking the column and clicking "Score Inspector"

4. You also have the option of "Collected", "Late", "Exempt" and "Missing" when you right click on an individual student's assignment.

To Delete an assignment:

1. Highlight the assignment you wish to delete, then click the "-" sign and follow the directions.

To print a Student Roster:

1. Click on the "Reports" tab at the top of the Gradebook main screen

2. Click on the grey arrow next to "Student Roster"

3. DO NOT change the "Output Type" (it should default as PDF)

4. Under "Sections" active classes are the ones for this semester

5. You may click the column choices at the bottom (Blank 1,ect) and name them or leave them blank
To Print Progress Reports:

6. Click on the "Reports" tab at the top on the Gradebook main screen

7. Click on the grey arrow beside the words "Individual Student Report"
8. DO NOT change the "Output Type" (it should default as PDF)
9. Under "Sections" active classes are the ones for this semester
 - a. If you only want to print one or two, then look at the middle left side of the Gradebook screen for the section "Student Groups"
 - b. Click on the dark grey arrow beside the word "Active" to get a list of students in the class selected at the top
 - c. Click on the student(s) you wish to print a progress report for (use the Control keys to select more than one student)
10. Under "Date Range" click the drop down arrow. Select the current term
11. Click on "Layout" tab – you can include a note and signature line here.
12. Click on "Run Report" at the bottom right corner
13. Click on "OK" to open report
14. A PDF version of the Progress Report will appear
15. Click on File – Print
16. Under Page Sizing & Handling select "Multiple"
17. Beside "Pages per sheet" click the drop down box and select 2 (this will print two reports per piece of paper)
18. Click "Print"

Grade Book Set Up

1. Click on Grade Set Up Tab
2. Click on S1
 - Set Q1 = 40
 - Set Q2 = 40
 - Set E1 = 20
 - Click on Save
3. Click on Q1 – set to Total Points - Save
4. Click on Q2 – set to Total Points – Save
5. Click on E1 – set to Total Points - Save