From the MBUSD website homepage:

- Select **Staff**
- From the drop down menu select **PowerSchool for Teachers**
- Select **MBUSD PowerTeacher Portal** (just like you do when you take attendance)
- Type in your username and password:

- At this point you will see **PowerTeacher** in the upper left had corner and "Welcome <your name>" in the upper right hand corner.
- From the **Navigation** menu on the left, select **Gradebook**
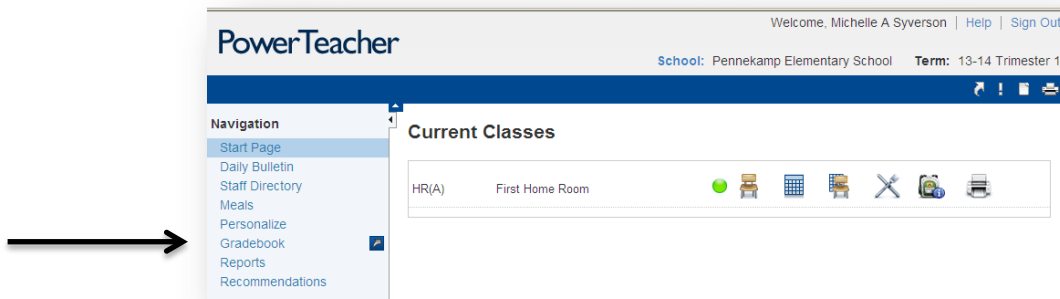
- This screen announces PowerTeacher 2.6 *for you review some **other** time*! ☺
- Scroll down and select the light blue button **LAUNCH POWER TEACHER GRADEBOOK** or **DOWNLOAD POWER TEACHER GRADEBOOK**
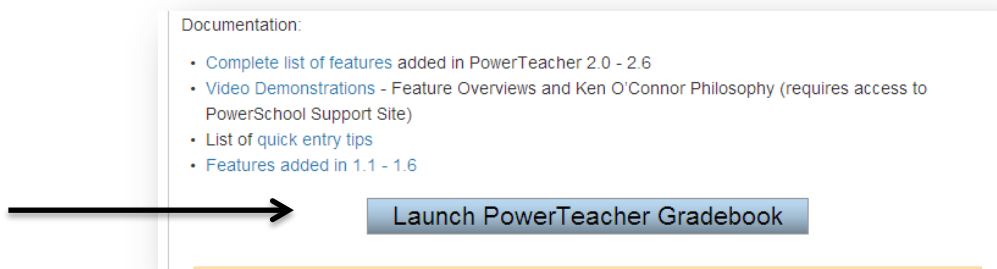
- Find and select Gradebook to launch (depending on the way your preferences are set, it may appear in the lower left hand corner or in the upper right hand corner…who knows). Follow directions on the screen, but **DO NOT UPGRADE JAVA APP**! Be patient!
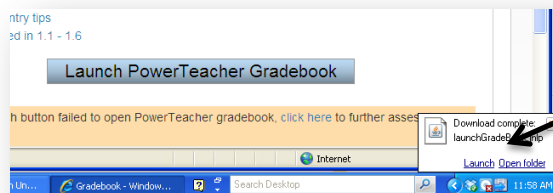
- On the left side of your screen there is a grey column that says "Classes" at the top.

- Open the drop down menu box showing **Current Classes T1.**

- From the menu select **2013– 2014** year and **TRIMESTER 1.** Your class roster should appear.
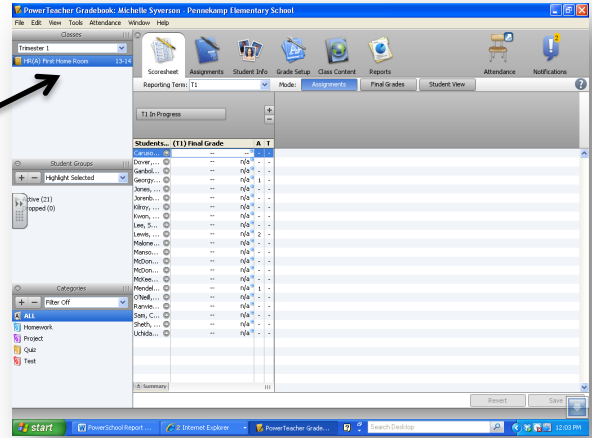
Writing Trimester 1 Comment

Since the comments for this trimester are all the same, the following directions outline how to type in one comment and apply it to all students.

To the right of the first student's name **RIGHT CLICK** on the empty box. Select **Fill Scores.**
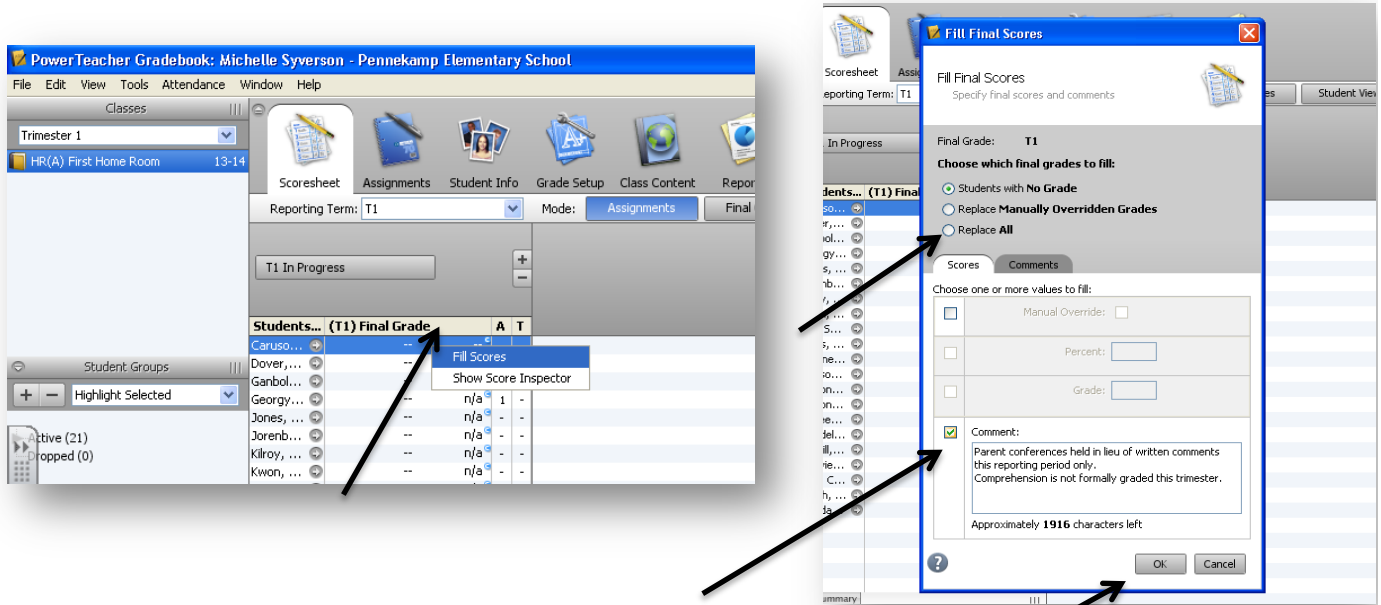
- Select **REPLACE ALL**
- **Select the muted colored box** on the left of the **COMMENT** box. Then you can place your cursor inside the box and begin typing.
    - *"Parent conferences held in lieu of written comments this trimester."*
- Click **OK** (the column under the final grade section is now gray and there is a little circle with a c = comment) next to it.
- Select **Save** in the lower right hand corner (the final grade column changes back to white)

Imputing Trimester 1 Scores

- Click on the **Scoresheet** tab at the top of the page.
- Select **Final Grades** tab
- All the fields on the report card will appear
- Select an empty field then **RIGHT CLICK**
- Select **Grades** and a menu of choices appear: Achievement Scales and Effort Scales are the same. As per your request, **X = Area of <u>Focus</u>**
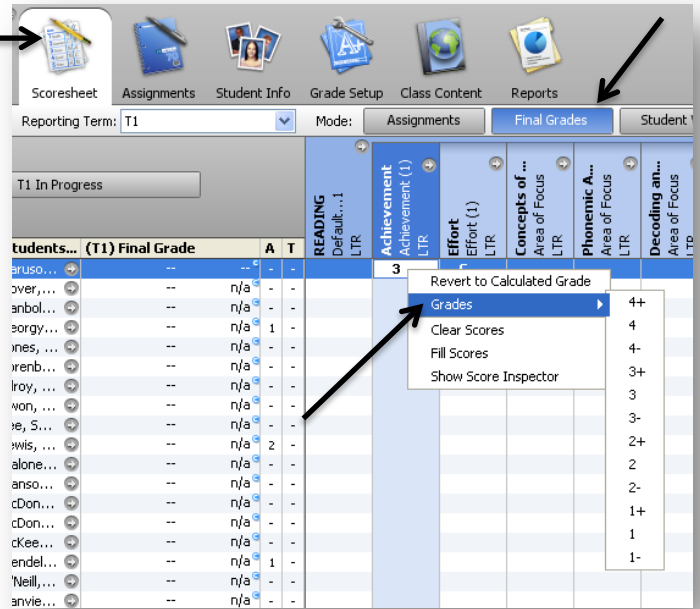
How to View and Print Data

You can view your data on a spreadsheet:
- Select the **REPORTS** tab at the top of your screen (picture of a pie chart on a folder) and select **Standards Reports**.
- On the next screen, at the bottom of the page, select the **Reporting Term T1.**
- Finally, select the gray **Run Report** button in the bottom right hand corner. You may print from this screen.
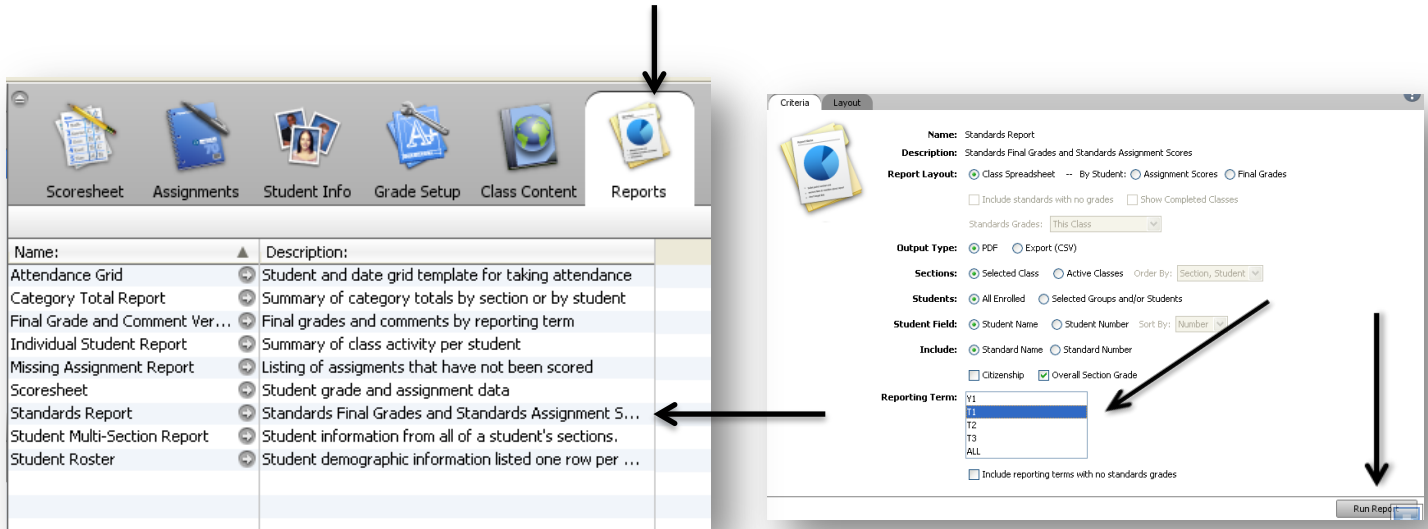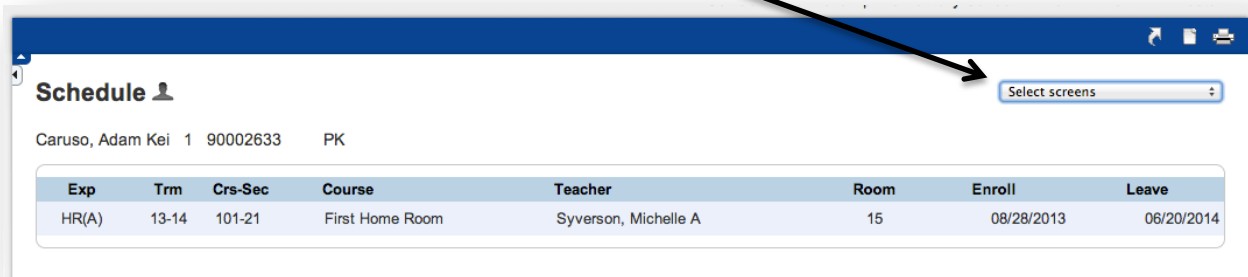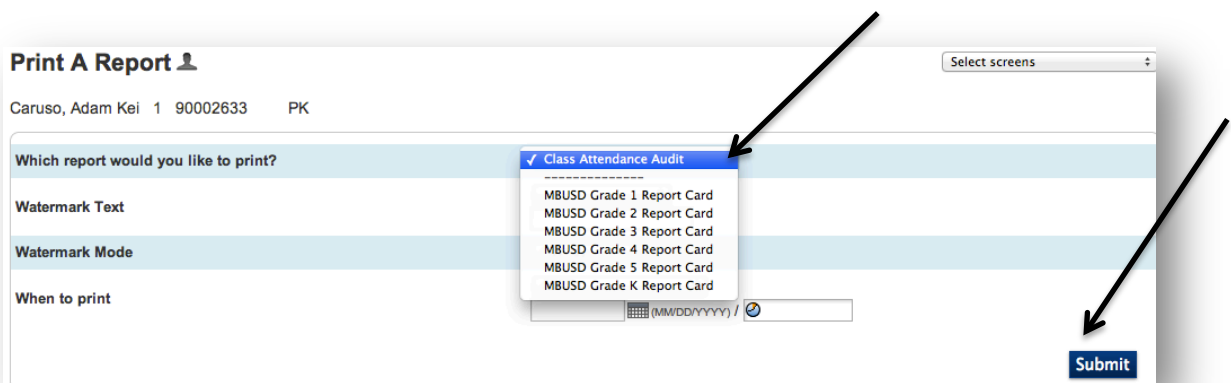
How to Print a Report Card

- Select **MBUSD PowerTeacher Portal** (just like you do when you take attendance)
- Type in your **username** and **password**
- From the **Navigation** menu on the left, select **Start Page**

Click on the **Back Pack** icon
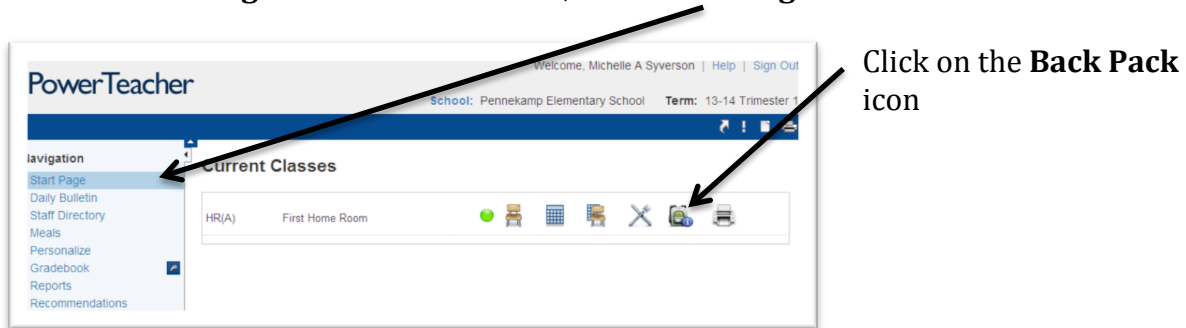
- Select the **students name** from the class list on the left
- On the student page, from the **Select Screens** drop down menu, select **Print a Report**
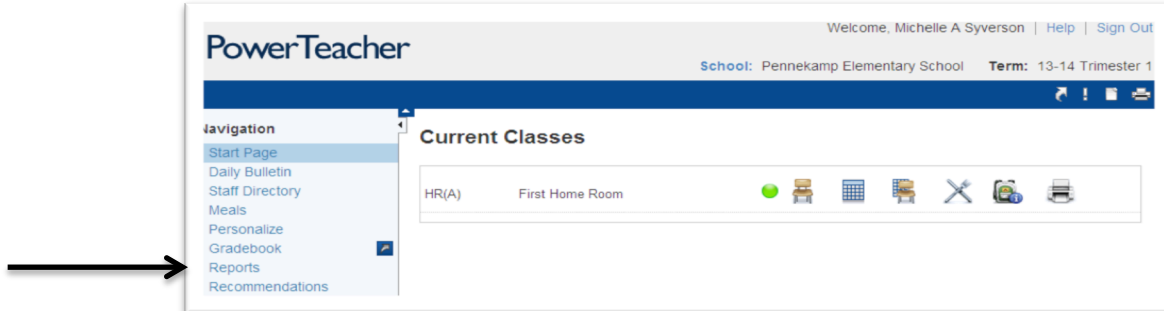

- *Which report would you like to print?* From the drop down menu, select **MBUSD Grade <your grade> Report Card** and press **Submit** in the lower right hand corner


- From the Report Queue page, select the link and view the report as a PDF (it should look like the final report card **(NOTICE there are no comments. When your office manager prints out final cards, the comments will be there).**

How to Print All Report Cards

- Select **MBUSD PowerTeacher Portal** (just like you do when you take attendance)
- Type in your **username** and **password**
- From the **Navigation** menu on the left, select **REPORTS**

- On the **Reports for All Students** page it asks *Which report would you like to print?* Select **MBUSD Grade <your grade> Report Card** and press **Submit** in the lower right hand corner
- From the **Report Queue** select View (after it loads) the report as a PDF (it looks like the final report card, but without comments. **Comments will appear when your office manager prints out final cards.**
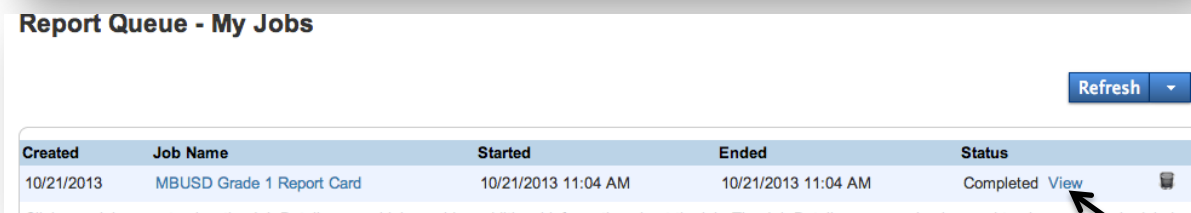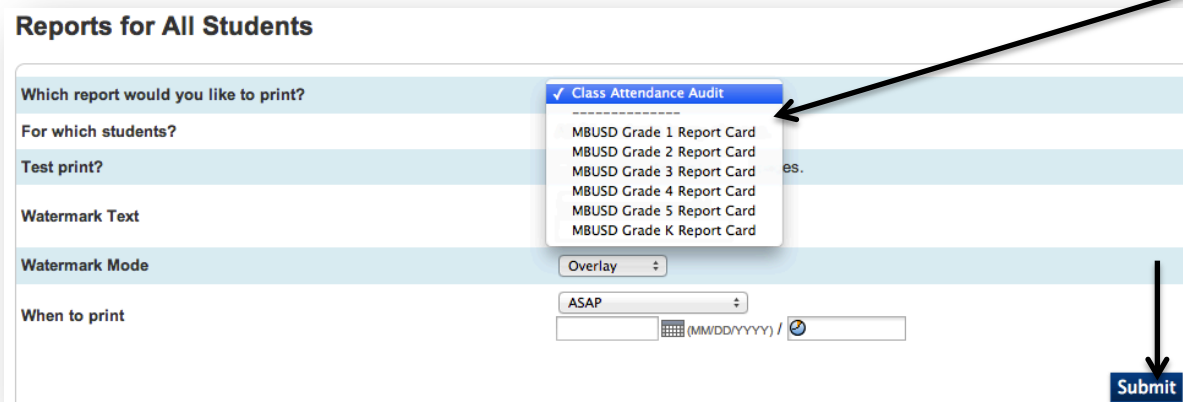
HELPFUL HINTS:

- **SAVE FREQUENTLY!**
- Don't procrastinate. ☺
- **Pay attention to reporting calendar dates and deadlines. In PowerSchool, these dates are <u>critical</u>.**