Attendance:

Attendance has been corrected so that you can select the present tab if you accidentally mark a student absent. You can now also go back a day or two to enter attendance. **DO NOT** change 2nd period attendance once it is taken!!!

There is no function in the program presently to show absences all day long for a student.

You can click on the comment icon next to the student marked absent , tardy, etc. on the attendance page to see the notes that Tracy McGrain has recorded. She will try to put in the times for tardies and special excuses. Otherwise there isn't any report that shows the time a student came in late or left that we can access.

For a record of attendance for a student in all classes:

From the Start Page select a class then a student. Then go to 'Select Screens' on the right and select 'Meeting Attendance'.   This will show the attendance for that student for the whole year. Unfortunately is does not show times for tardies or special excuses.

For a record of attendance for an entire class:

From Start Page: select a class then click on 'Attendance Grid' icon next to the seat icon. This will show attendance for the selected period of time you choose for the class. Again it will not show times for tardies and special excuses.

Teacher Comments where parents CANNOT see:

- o   Dbl click on student name.
- o   Click tab at bottom **'Teacher Personal Notes'**.
- o   Enter comment.   (Note: You are limited to a specific number of characters for the whole grading period. The date the comment was made will not appear unless you put it in.)

There is no report that will show these comments or an icon indicator that there is a teacher personal comment for that student in the gradebook program.   If you want a hard copy you will have to copy and paste to a word document. I would suggest you do this at the end of each nine weeks to keep for your records.

There is no place to put a general comment for the parents to see without being attached to a specific   grade.

Checking when Parent/Student access Power Teacher

You can see when both students and parents have logged into the gradebook by :

On Start Page - click on the backpack icon for a specific class

Click on the first name of the student you want.

Click on 'Select Screens' on right – select 'Net Access Summary'

Note: If you click just the first names of the students it will keep you on the Net Access Summary. If you click on the last name of the student it will return you to the previous screen .

E-mail to Parents through Power Teacher:

Click 'Tools' tab at top

Select 'Email Students & Parents' - You can select whole class or a group of students

(There are many parent emails missing and student emails are not presently connected.)

Student Report for All Classes & Grades: Shows grades and assignments in all classes for a student

In the Gradebook program click: Reports Tab

- o Select: Student Multi Section Report
- o Under the Criteria Tab Select: Output – PDF

Section - Selected Classes

Student Schedule - Total Student Schedule

Students – Selected Groups &/or Student

Include - Final Grades, Assignments

Reporting Term - Q1 (or whichever quarter is needed)

Seating Charts:

They are still working on incorporating pictures into the seating charts.

You cannot make a seating chart with the names in the boxes without the generic pictures.

If you make a change in a seating chart and want to save it you have to rename the entire seating chart and save. If you just save after changing a few seats it will not save under the old name. You can go back and delete the other seating charts.

You also can take attendance through the seating chart by clicking on the 'arrow down' button in the upper right corner. Make sure you hit submit.

Setting up Recurring Daily Assignments

There is no way to set up recurring assignments to appear automatically with the same points each day.

Exempt from a Grade:

When you click exempt for a grade it will show 'Ex' on your gradebook but **does not** show up on the parent or student view. On 'Quick Look Up' (Start Page; Bookbag Icon; Quick Look Up) the assignment that is exempt does not even appear in the list.   If you don't check the exempt box and leave it blank then make an assignment comment as exempt, it will appear on the parent/student list with a comment attached to the grade. It should show up with a purple diamond shape by the assignment. Matt did not know why and would check into it.

Weighted Grades:

If you weight your grades parents cannot see the grades broken down into categories by percent. They also cannot see the weight % for each grade. It was suggested that you put the weights of the grades in the class content description area.   ('Class Content' tab at top of gradebook page.)