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Nova Scotia Student Information System

Nova Scotia Public Education System

Accessing Student Information in PowerTeacher

User Guide

(Note: Names appearing in this document are fictitious names)

Log into PowerTeacher. You will see a screen that looks similar to what is pictured below:

To access student information:

1. Determine which class the student is enrolled in, and then click on the student information icon to the right of the class name.

2. After clicking the appropriate student information icon, the Student Information page appears with the selected class roster displayed in the navigation pane.

3. Click the last name of the student whose record you want to view. The student information will display the default page. In the below image, the default screen is set to 'Quick Lookup'.

To learn more about setting the default page, go the Helpful Tips section located at the end of this document.


Below are the possible student alert icons that may appear on the Student's Information page (and can also appear on other pages in PowerTeacher – eg. Attendance page). Click on an icon next to the student's name in PowerTeacher to read more detailed information about that particular icon.

- **TIENET** – Documents, Services or Diagnosis exist in TIENET for this student.
- **Early Literacy Support** – ELS record in current, or previous year, exists for this student.
- **Medical Caduceus** - Medical Alert (ex. The student is diabetic).
- **Silhouette** – Parent/Guardian Alert (ex. The student may not leave with father).
- **Scales** - Discipline Alert (ex. The student is prone to leaving school grounds).
- **Candle** - Birthday Alert (ex. Today is the student's birthday).
- **Warning Triangle** - Other Alert, purpose determined by the school.

In the case of the TIENET icon, clicking on it will open a small pop-up window, and if you click on the TIENET link in the pop-up, TIENET will open in a new tab allowing you to access the student's profile and documents.

Alternatively, you can click on the TIENET link under the Navigation section to the left of the page, and then access your students by going to **My Classes** located on the TIENET home page.

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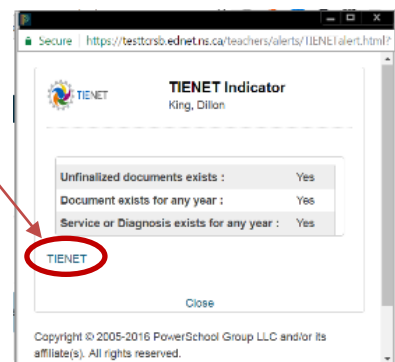
4. To view other student information, choose a page from the Select screens menu by clicking on the arrow ⌄ to access the drop-down list.
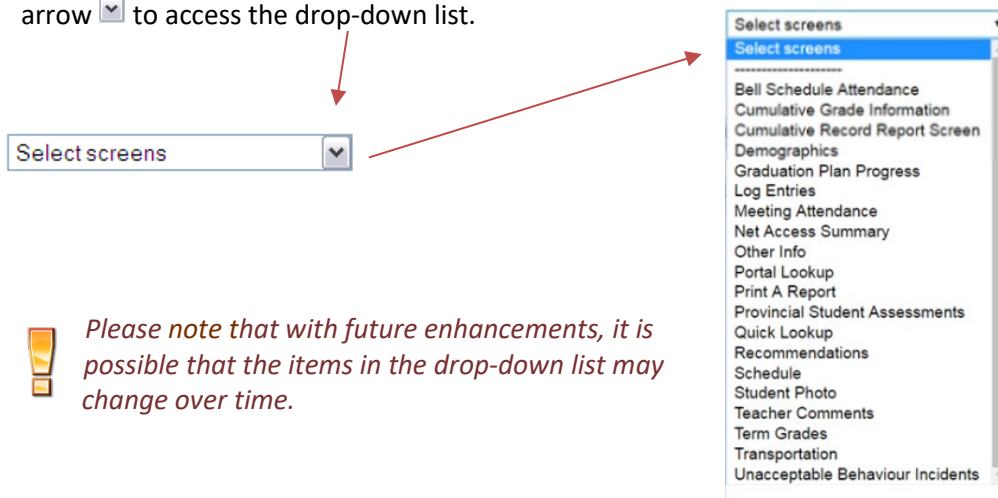
Please note that with future enhancements, it is possible that the items in the drop-down list may change over time.

- **Bell Schedule Attendance** - use this page to view a student's period by period attendance for the current week.
- **Cumulative Grade Information** - displays the student's GPA and class rank information.
- **Cumulative Record Report Screen** – displays the student's full cumulative record including demographic, medical and custody information, attendance, Academic achievement, academic history, along with other information.
- **Demographics** - displays the student's basic demographic information.
- **Graduation Plan Progress** – summary of graduation progress (typically used at the high school level).
- **Log Entries** – allows teachers to track contact with students and/or parents.
- **Meeting Attendance** - displays the student's attendance for entire term.
- **Net Access Summary** - displays number of times that parents/student have accessed PowerSchool via the internet.
- **Other Info** – displays student locker information and network login information.
- **Portal Lookup** – allows teachers to view the ***In-Progress Achievement and Attendance*** page as it appears in the Student-Parent Portal. This allows teachers to get a better sense of how their Gradebook entries appear to students and parents/guardians in the Portal.
- **Print a Report** - use this page to select a school-created report for the student.
- **Provincial Student Assessments** – view any provincial assessment results that student participated in since the 2012-13 school year.
- **Quick Lookup** - displays summary of current grades and attendance for each course.
- **Recommendations** -
- **Schedule** - displays the student's current class schedule.
- **Student Photo** - current picture of student.
- **Teacher comments** - displays the notes created by each teacher for parents/students to see under Teacher Comments on the portal.

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- **Term Grades** - displays the student's grades for each class as they were stored and reported on his or her report cards during the current year.
- **Transportation** – displays the student's transportation information.
- **Unacceptable Behaviour Incidents** – used to submit incidents considered to be unacceptable in accordance with the Provincial Student Code of Conduct Policy.

The default student screen is the first page that appears when you open a student record. *The Quick Lookup is a good choice as the default page since it provides all the essential information on a single page that a teacher may need to access including attendance, enrolled classes, grades, lates and student alerts*. To set the default student page to your own preference, follow these steps:

1. In PowerTeacher, click on your profile icon and then select **Manage Profile**.

2. In the **Initial Student Screen** section, select the desired default student screen from the list provided.

3. Click **Submit**. From now on, the page you selected first appears when you open a student page.

4. To view information for a different student in the same class, click on the student's name among the names listed in the class roster.

Clicking the first name of a student displays the same page that opened for the previous student. Clicking the last name of a student displays the default student page.

5. In the navigation pane, click a class link under Change Class to open another class. The main menu displays the selected class roster.