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Nova Scotia Student Information System

Nova Scotia Public Education System

Introduction to PowerTeacher

User Guide

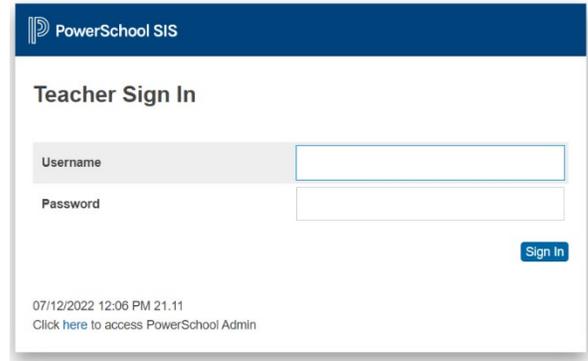
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(Note: Any names appearing in this document are fictitious names)

1 HOW TO LOG IN TO POWERTEACHER

1. Open your web browser to your PowerTeacher site:
 - i) Enter: **https://sis** (sis stands for student information system)
 - ii) Add: your RCE/CSAP acronym (avrsb, ccrsb, cbvrsb, csap, hrsb, srsb, srsb, tcrsb)
note: 'sb' stands for 'school board'
 - iii) Add: **.ednet.ns.ca/teachers**



For example, the PowerTeacher site for Halifax Regional Centre for Education is:

<https://sishrsb.ednet.ns.ca/teachers>



Do not forget to add the 's' after the 'http' ... <https://sishrsb.ednet.ns.ca/teachers>

2. Enter in your username and password. (Be sure to keep your login information private and secure).
3. Click Enter. The PowerTeacher Start Page appears.

PowerSchool logo – click on this logo to return to the main PowerTeacher page

Click on Help link to learn more about PowerTeacher features

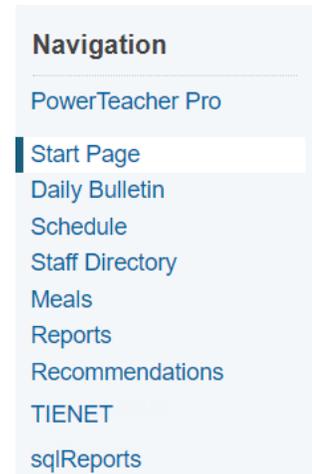
Sign Out before closing

School link – teachers who teach at multiple schools can click on the link to switch schools

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Attendance Tracker	Student Information	Alerts	Email	Assessments	Print Class Reports
1-2(A)	COOP COORDINATION BLOCK PowerTeacher Pro										
1-4(A)	ENTREPRENEURSHIP 12 PowerTeacher Pro										
3-4(A)	SCHEDULING NEED										

2 MAIN MENU (NAVIGATION) OPTIONS

- **PowerTeacher Pro** – click to launch your gradebook
- **Start Page** - click this button to return to home page
- **Daily Bulletin** - click here to access your school’s bulletin
- **Schedule** – view your schedule in matrix format
- **Staff Directory** - access staff room numbers, phone numbers, and email addresses
- **Meals** – is not currently used by our schools
- **Reports** - allows you to run any available reports for your classes
- **Recommendations** - manage course recommendations for your students for the upcoming school year
- **TIENET** – students having Student Services information and other extended services and programs is located in TIENET
- **sqlReports** - allows you to run any available reports for your classes



3 CURRENT CLASSES

A list of classes for the current term appears in the main part of the Start Page. For each class, you can view the following information:

- The period/day combination for the class (Expression)
- The name of the class (Course Name)
- The section number of the class (Section Number) if enabled under your **Manage Profile** settings

Expression	Course Name	Section Number	Attendance Status	Take Attendance
Exp	Course	Sec #		
1-2(A) 3-4(D) 5-6(C) 7-8(B)	FILM & VIDEO PRODUCTION 12 IPP PowerTeacher Pro	1		
1-2(A) 3-4(D) 5-6(C) 7-8(B)	FILM AND VIDEO PRODUCTION 12 PowerTeacher Pro	1		

As well, the following icons are present next to each course name:

Single Day Attendance



Click to take single day attendance. For more information on attendance, see *iNSchool User Guide – Taking Attendance in PowerTeacher*.

Multi-Day Attendance		Click to take multi-day attendance.
Seating Chart		Click to take attendance by seating arrangement. For more information on attendance, see <i>iNSchool User Guide – Create a Seating Chart Layout in PowerTeacher</i> .
Student Information		Click to access a variety of student data or to enter teacher comments or log entries. For more information on accessing student information, see <i>iNSchool User Guide – Accessing Student Information in PowerTeacher</i> .
Student Alerts		Click to access a variety of student alerts – medical alert, discipline alert, guardian alert, other alert, and TIENET alert.
Print Reports		Click to print reports for an individual student or the entire class.
Email Parents		Click to select one or more students for the purpose of sending an e-mail to parents/guardians.
Student Provincial Assessments		Click to view Provincial Assessment results for your classes.

4 HELPFUL TIPS

1. To access other PowerTeacher and gradebook resources, visit the iNSchool website at www.inschool.ednet.ns.ca.
2. If you need to return to the PowerTeacher Start Page, you can easily do so by clicking on the PowerSchool logo.

