


Navigating PowerTeacher Pro

Open PowerTeacher Pro

Sign in to **PowerTeacher**, and then select any **PowerTeacher Pro** link on the main menu or on the Current Classes page.

Navigation Bar



- Select **+Create** to create assignments or assignment categories.
- Select the question mark icon  to view contextual help, and tips and tricks for using PowerTeacher Pro. Click Getting Started on the Help menu to display the page overlay that provides a high-level introduction to some of the basic features in PowerTeacher Pro.
- Select the silhouette or photo to sign-out of PowerTeacher Pro.

View Selector

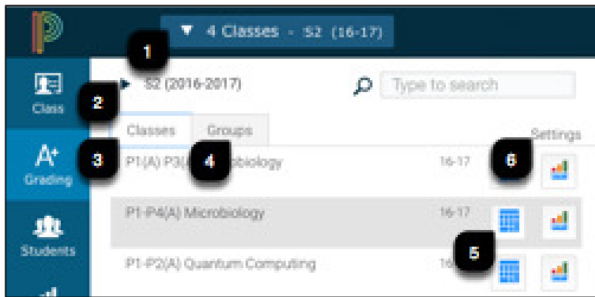
Select the silhouette or photo and change the **View** in order to expand or compact the view on the page without having to use your browser's zoom feature.





In addition, you can select the gear icon to show or hide page elements (such as the filter, summary, or standards). Hiding these elements while not in use will increase the number of assignments or students that appear, reducing the need to scroll.

Class Selector

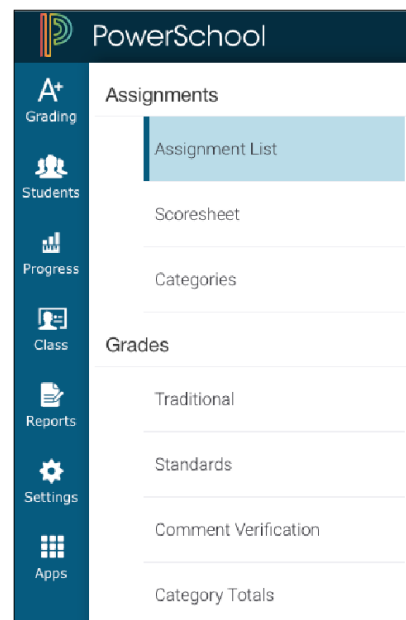
Select the class or group of classes to work with from the class selector at the top of the page.



1. Open the class selector.
2. Select a scheduling term to narrow the classes and groups to only classes occurring in that term.
3. On the **Classes** tab, select an individual class to begin working with that class on the current page.
4. On the **Groups** tab, select **All Classes** to work with all of your classes in the selected term. Select a class group to begin working with those classes. The groups are automatically created for classes occurring in the selected term that have the same expression, course, or school (if there are classes at multiple schools).
5. Select  to go directly to the **Scoresheet** for a class or group, or select  to go directly to the grades progress for a class or group.
6. Select **Settings** to add or change the class description, or to create a custom name for a class. Creating a custom name is helpful when you teach many classes of the same course; you can create custom names to help you easily identify different classes.

Menu Bar

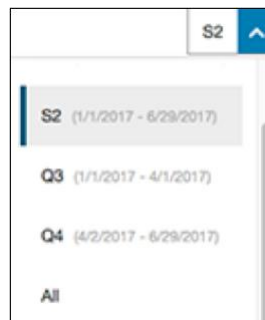
Select an item on the menu bar along the left side of the app to open the corresponding section. The image to the right displays the default menu items for PowerTeacher Pro. Other items that are enabled by your district may appear on the menu bar or on various section menus in PowerTeacher Pro.



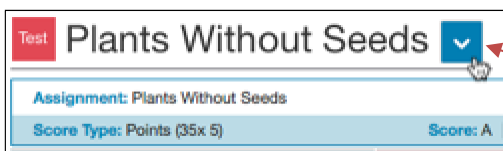
Reporting Term Selector

Select a reporting term to change the current reporting term that appears in PowerTeacher Pro.

Note: On the **Assignments** page, **All** appears as an additional option.



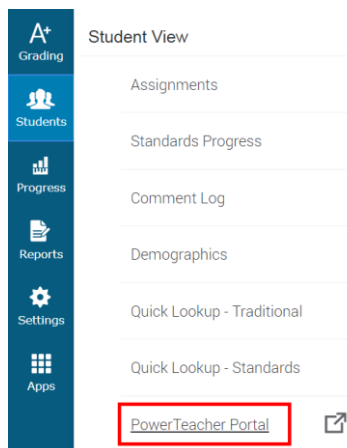
Quick Menu



Quick Menus are available on pages throughout PowerTeacher Pro. If you see an arrow next to the heading at the top of a page, select it to open the Quick Menu, which provides quick links to other areas of the application.

Exit PT Pro, and return to PowerTeacher

PowerTeacher Pro provides links to the PowerTeacher portal. These links are available on the **Students** menu, and from the **Apps** link on the menu bar.



You can also select the PowerSchool logo to go directly to the PowerTeacher portal.

