

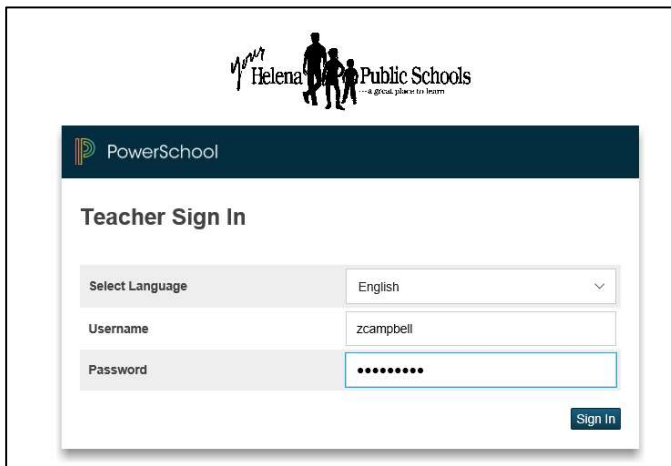
Logging into PowerTeacher Pro

Purpose:

PowerTeacher Gradebook, the grading system used by the Helena Public Schools from 2009 – 2017, has been deprecated and replaced with the new, fully HTML5 PowerTeacher Pro. PowerTeacher Pro allows the Grading feature to be used with any device that has internet access and reduces dependencies on additional programs to be installed on the device, specifically Java.

Procedure:

1. Open a browser and navigate to <https://ps.helenaschools.org/teachers>



The screenshot shows the PowerSchool Teacher Sign In page. At the top, there is the Helena Public Schools logo. Below it is a dark blue header with the PowerSchool logo and the text "PowerSchool". The main content area is titled "Teacher Sign In" and contains three input fields: "Select Language" with a dropdown menu set to "English", "Username" with the text "zcampbell", and "Password" with a masked field of dots. A "Sign In" button is located at the bottom right of the form.

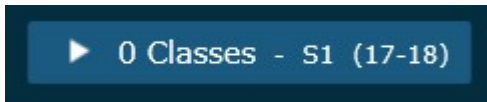
2. From this screen, click the PowerTeacher Pro link from the top of the Nav Menu.



3. The PowerTeacher Pro screen will open. If the following error message appears, continue below. Otherwise, see other documentation on the use of PowerTeacher Pro.

 At least one class must exist for PowerTeacher Pro in order to use this page. Switch to a year where classes exist or contact your PowerSchool system administrator for assistance.

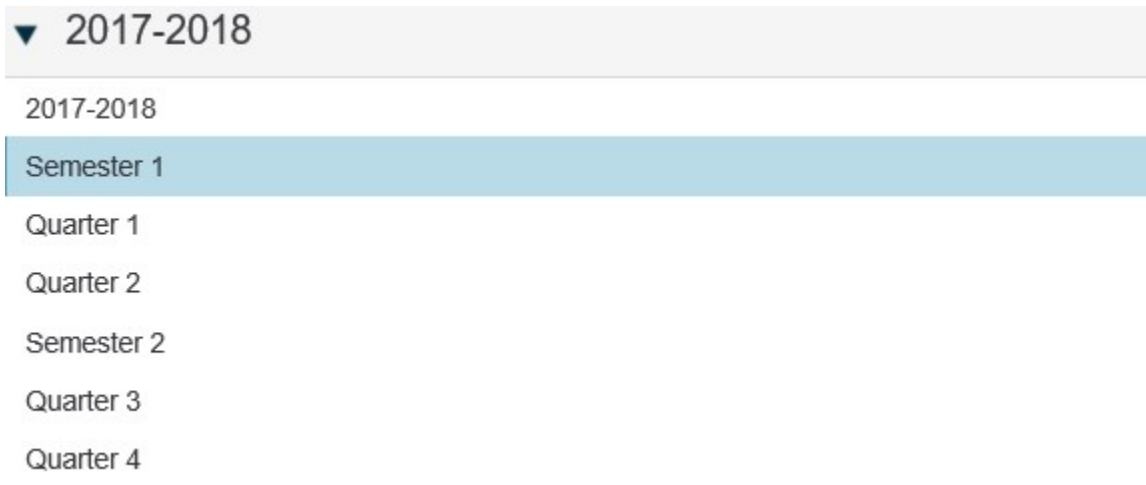
4. If this screen exists, it indicates the class/term combination is not valid. This is usually solved by changing the term. First, click the class navigation drop down.



5. This will list all available terms at the school



6. Select the term drop down, and change it to a valid term for the school



7. When the proper term is selected, PowerTeacher Pro will display classes

The screenshot displays the PowerTeacher Pro interface for the 17-18 (2017-2018) school year. At the top, there is a search bar labeled "Type to search". Below the search bar, there are two tabs: "Classes" and "Groups", with "Classes" being the active tab. To the right of the tabs is a "Settings" button. The main content area is divided into several sections:

- All Classes:** A section with a graduation cap icon and a "Settings" button.
- Course Groups:** A section with a play button icon and a "Settings" button.
- Period/Day Groups:** A section with a play button icon and a "Settings" button.
- School Groups:** A section with a play button icon and a "Settings" button.

Each section contains a list of items with a play button icon and a "Settings" button:

- All Classes:** "All Classes" (with a "Settings" button)
- Course Groups:** "AM Attendance - 2 Classes" (with a "Settings" button)
- Period/Day Groups:** "HR1(A) - 2 Classes" (with a "Settings" button)
- School Groups:** "Bryant Elementary School - 2 Classes" (with a "Settings" button) and "Jim Darcy Elementary School - 1 Class" (with a "Settings" button")

8. Once the class is selected, PowerTeacher Pro will start it's tutorial.