Layout and Class Descriptions

- Supports both Traditional and Standards Based Grading
- The intended goals of this video are to:
  - Show you the layout of the interface
  - Show you how you can easily access help
  - Show you how to change to a custom name for each course as well as how to enter a class description

- Sign in to the NCEdCloud and choose PowerTeacher
- Access PTP for all classes by clicking the PowerTeacher Pro link under navigation, then choose the class from the dropdown at the top
- To go directly to a particular class, click PowerTeacher Pro under the name of the class after you've signed in to PowerTeacher

- **Layout of interface**
  - At the top, there is a dropdown menu of current and past classes
  - Charms
    - **A+ Grading** - every topic under this charm is useful for classes that are are currently in progress
      - Assignment list - list of all assignments
      - Click on any assignment to see all scores entered for it
    - **Scoresheet** - all assignments and all grades
    - **Categories** - all categories and whether they are active or inactive. Since SBG schools only have 2 categories and both active, that's one less thing you have to set up.

    - **Grades** - use these links to look at student progress
      - **Standards** - once assignments have been entered, you will be able to view the current score for standards that have been assessed
      - **Comment verification** - view the score for assessed standards and enter comments if desired. Comments entered will be visible in the parent portal and will print on an Individual Student Report.
      - **Category totals** - this is not applicable for SBG since you are only including Mastery Checkpoints in the score calculation

- **All Reporting Terms** - not applicable for SBG because report cards will only be issued one time, at the end of the year.

- **Easily Access Help**
  - Help - on any page, click on the question mark at the top to access help for that page

- **Class Description**
  - Navigate to the settings charm and select Class Descriptions. The details pane for the selected class opens.
  - If you teach more than 1 class of the same course, you are going to love this! You can change the name of the class. Click in the Custom Class Name field, highlight the text in the field, replace it with the name you want to use for the class. (Ex: Change 1st grade Visual Arts to Smith Visual Arts)
  - You can enter a description of the class in the Class Description field, with formatting options.
  - Class description is limited to 4000 characters. You can also add a link. You may want to add a link to a syllabus, Google Doc, class website or Curriculum Map
  - The class description will be visible in the PowerSchool student and parent portals and in PowerSchool mobile. Once you've changed the name and/or added the description, click save.
  - To see how the class description will look and/or test the link if you added one in the student and parent portals, click Apps>PowerTeacher Portal - notice a new tab opens with access to PowerTeacher.
  - Click on the backpack. Make sure you are in the class for which you entered a class description.
  - Select a student and find the class for which you entered a class description.
  - Choose Quick Lookup from the Select Screens dropdown menu if necessary
  - Beside section description, you will now find the class description that you entered.