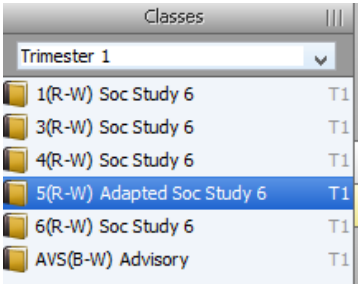
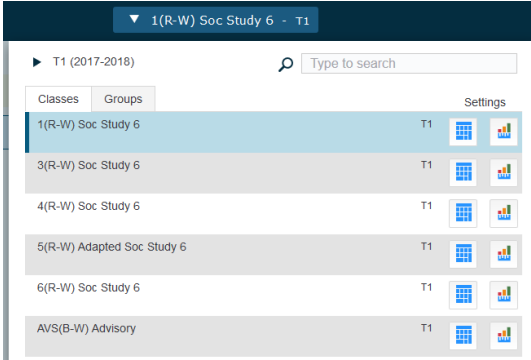
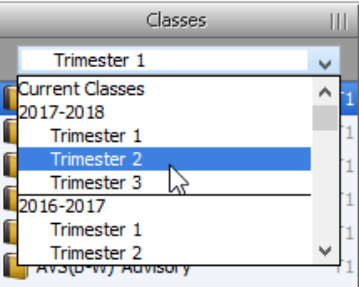
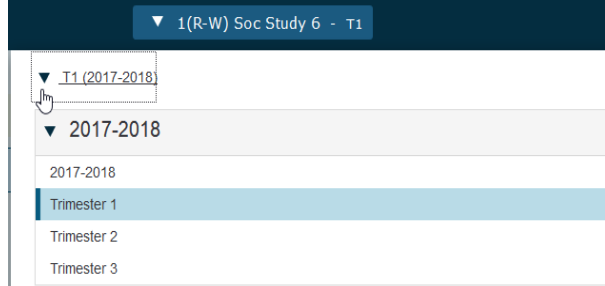
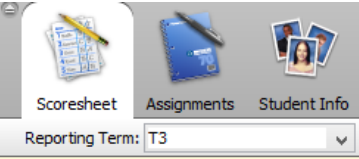
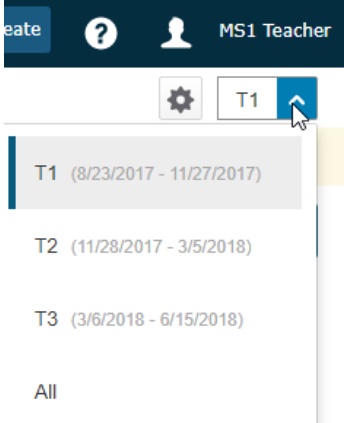
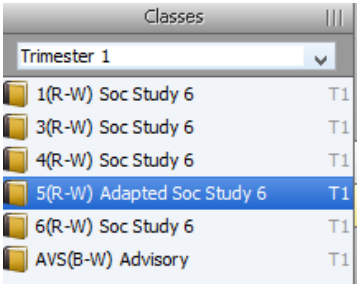
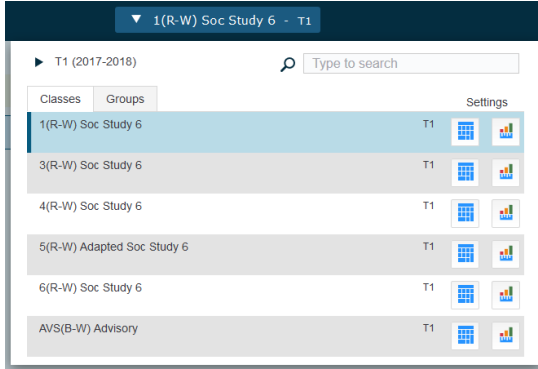
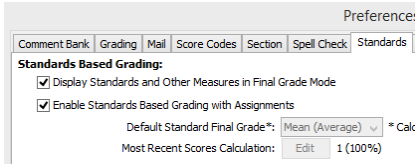
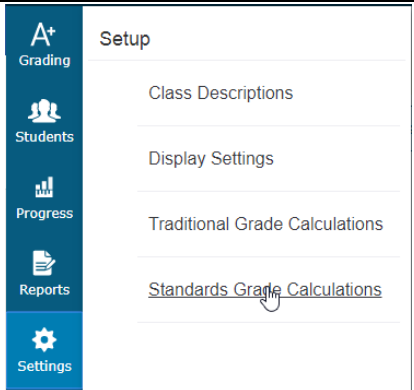
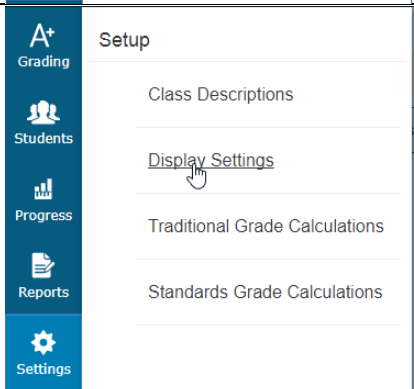
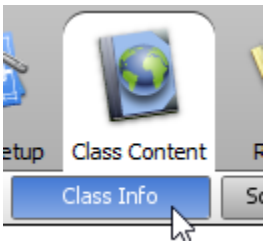
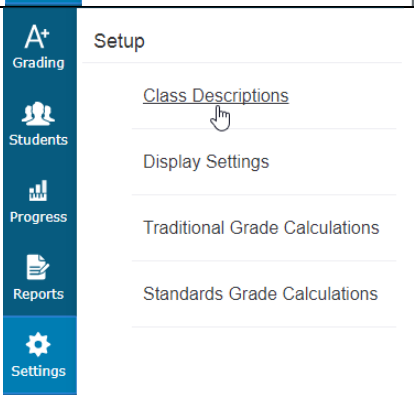
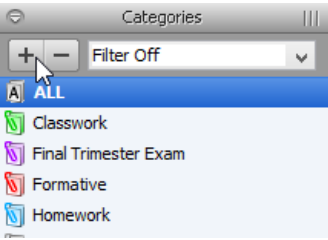
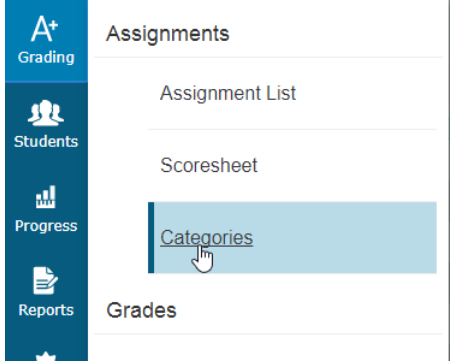
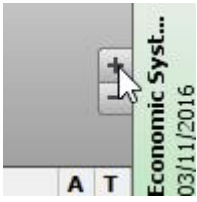
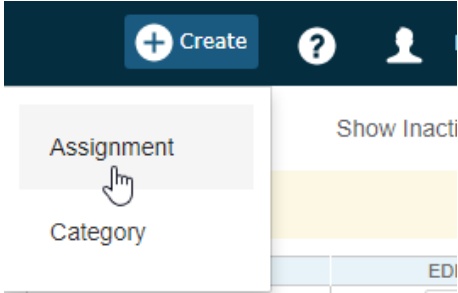
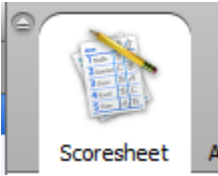
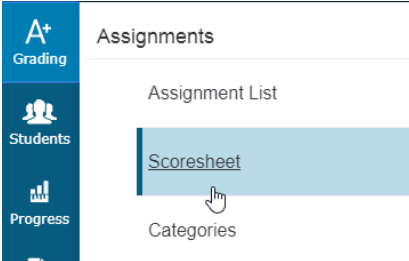
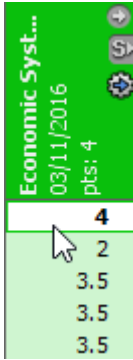
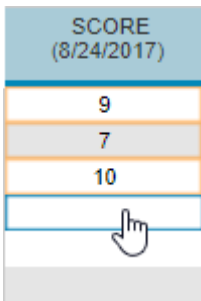
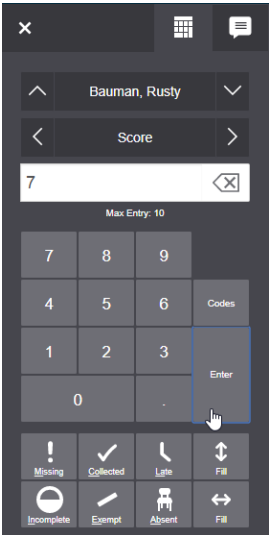
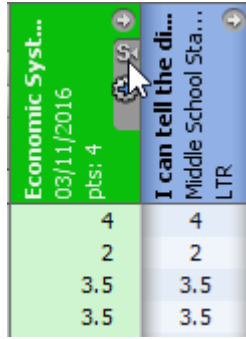
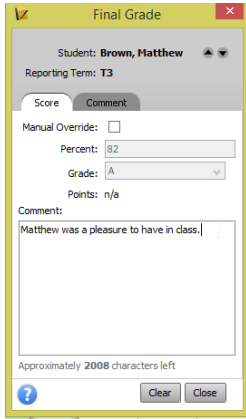
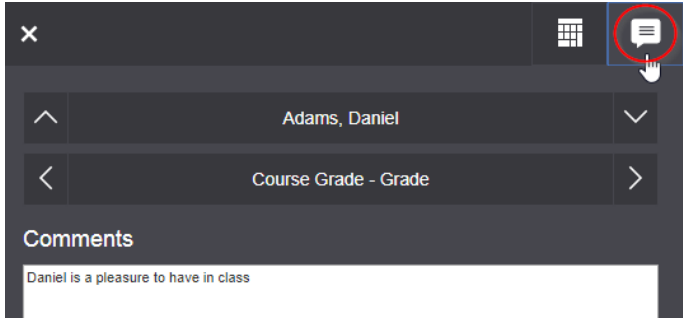
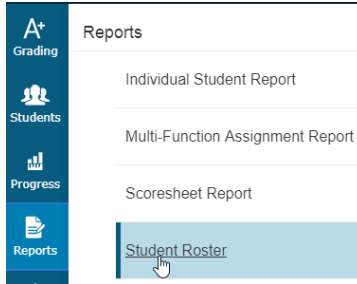


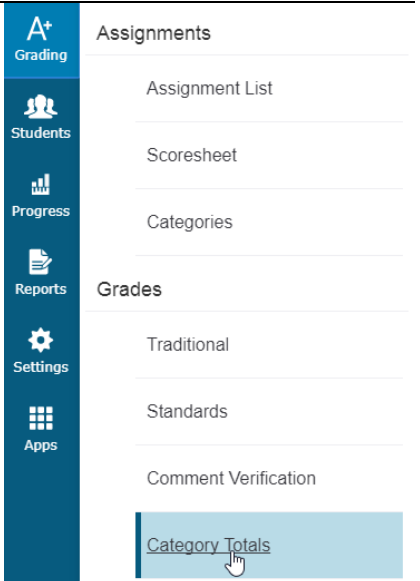
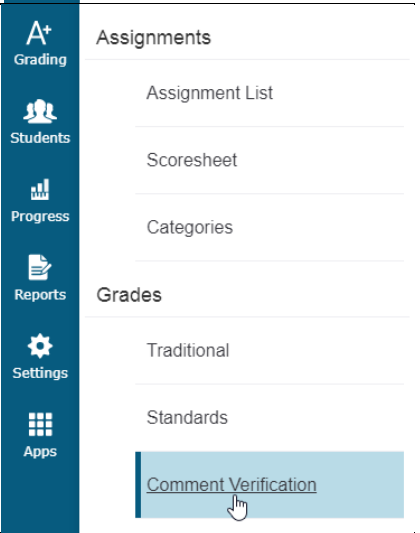
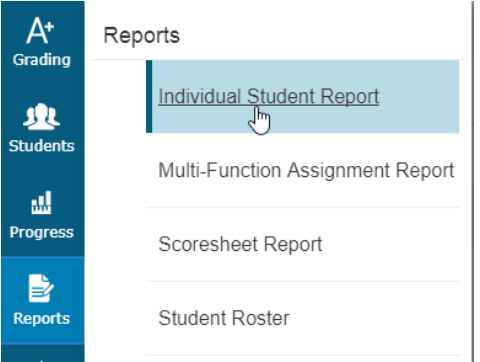
PowerTeacher Pro

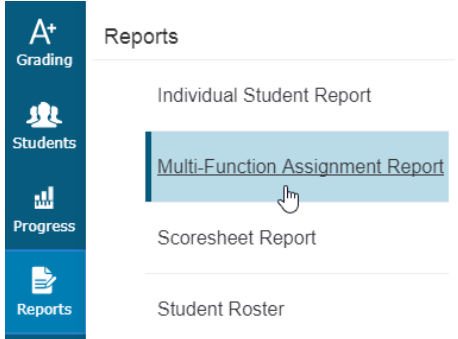
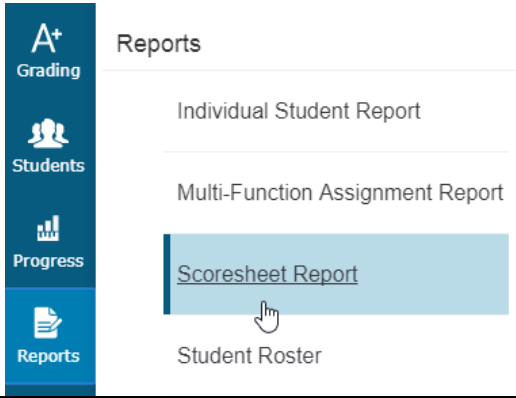
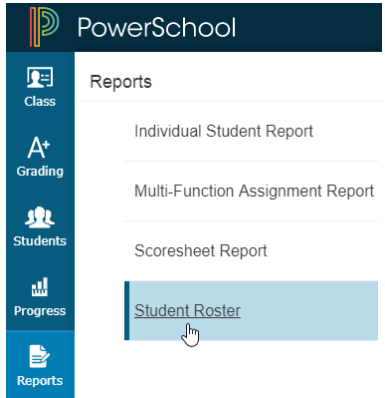
I need to:	In PTG, I found it here:	Where do I find it in PTP?
<p>Switch to a different class in the same term</p>		<p>Click the class selector at the top center of the screen and click on a class</p> 
<p>Switch to a class in a different term</p>		<p>Click the class selector at the top center of the screen, then click the triangle next to the current term selected to expand the term menu.</p> 
<p>Select the correct grading term</p>		<p>Select the reporting term drop-down underneath your name in the upper-right hand corner.</p> 

I need to:	In PTG, I found it here:	Where do I find it in PTP?
<p>Switch to a different class in the same term</p>		<p>Click the class selector at the top center of the screen and click on a class</p> 
<p>Set up my standards grade calculation</p>	<p>Tools > Preferences > Standards</p> 	<p>Click on Settings on the left menu, then Standards Grade Calculations</p> 
<p>Change how my classes or students are sorted</p>	<p>Tools > Preferences > Section Tools > Preferences > Student</p>	<p>Click on Settings on the left menu, then Display Settings</p> 
<p>Change the display name of my classes</p>	<p>Class Content > Class Info > Custom Display Name</p> 	<p>Click on Settings on the left menu, then Class Descriptions. Under each one of your classes, enter a Custom Display Name, then press Save.</p> 

I need to:	In PTG, I found it here:	Where do I find it in PTP?
Add/remove categories		<p>Click on Grading on the left menu, then Categories. On the Categories, you can add, inactivate, or remove categories that have not been used.</p> 
Create an assignment	<p>From the scoresheet</p> 	<p>From any screen in PowerTeacher Pro, click on the Create button and choose assignment.</p> 
Get to the scoresheet		<p>Click on Grading on the left menu, then Scoresheet</p> 
Enter scores		<p>You can either enter scores on the scoresheet or by clicking on the Assignment from the Assignment List page. Click on a box next to a student and start typing or use the Score Inspector window.</p>  

I need to:	In PTG, I found it here:	Where do I find it in PTP?																											
<p>Make sure my standards are auto-populating correctly</p>	<p>In PTG, attached standards were visible on the scoresheet by clicking the S icon and opening the standards drawer.</p> 	<p>In PTP, attached standards are not visible from the scoresheet. You must click on the assignment name to go to a detailed view that shows the assignment and attached standard. If you have your gradebook set to auto-calculate standards, when you enter an assignment score, the standards core will auto-populate.</p> <table border="1" data-bbox="834 428 1458 793"> <thead> <tr> <th></th> <th>SCORE (8/25/2017)</th> <th>6.SS.01</th> </tr> </thead> <tbody> <tr> <td>aniel</td> <td>10</td> <td>4</td> </tr> <tr> <td></td> <td>9</td> <td>3.5</td> </tr> <tr> <td>dy</td> <td>7</td> <td>2.5</td> </tr> <tr> <td>arth</td> <td>8</td> <td>3</td> </tr> <tr> <td>rid</td> <td>6</td> <td>2</td> </tr> <tr> <td>ilda</td> <td></td> <td></td> </tr> <tr> <td>nk</td> <td></td> <td></td> </tr> <tr> <td>iane</td> <td></td> <td></td> </tr> </tbody> </table> <p>To set your gradebook to auto-calculate standard scores, go to Settings > Display Settings. Under Standards Usage, change the auto-calculate assignment standards scores initial state to “New Assignments Start Checked”</p>		SCORE (8/25/2017)	6.SS.01	aniel	10	4		9	3.5	dy	7	2.5	arth	8	3	rid	6	2	ilda			nk			iane		
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<p>Enter comments</p>	<p>Right-clicking on an area to add a comment and choosing Score Inspector.</p> 	<p>Click in the box where the comment should be entered. Click on the Final Grade next to the student to enter a final comment for the term. Click on an assignment score to add a comment for an assignment. The score inspector automatically opens. Start typing in the comment box or click on the Comment tab to access the District Comment Bank. The personal comment bank is not a feature of PowerTeacher Pro at this time.</p> 																											
<p>Print Attendance Grid Report</p>	<p>Reports > Attendance Grid Report</p>	<p>Reports > Student Roster</p> <p>Title the report “Attendance Grid” The default is to print student names, but you can add blank columns for the purposes of taking attendance on paper. If you want a header, footer, or signature line, click the Format tab before running the report.</p> 																											

I need to:	In PTG, I found it here:	Where do I find it in PTP?
View/Print Category Totals	Reports > Category Total Report	<p>The best way to look at Category Totals page, which can be found by going to Grading > Category Totals. Any screen in PTP can be printed by pressing Ctrl + P</p>  <p>The screenshot shows a vertical navigation menu on the left with icons for Grading, Students, Progress, Reports, Settings, and Apps. On the right, there are sections for Assignments (Assignment List, Scoresheet, Categories) and Grades (Traditional, Standards, Comment Verification). The 'Category Totals' link is highlighted in a blue box at the bottom of the Grades section.</p>
Final Grade and Comment Verification	Reports > Final Grade & Comment Verification Report	<p>This information is now found on page, rather than a report. Click on Grading > Comment Verification. Comments can be entered here as well as Final Grades entered/overridden.</p>  <p>The screenshot shows the same vertical navigation menu. In the Grades section, the 'Comment Verification' link is highlighted in a blue box at the bottom.</p>
Individual Student Report	Reports > Individual Student Report	<p>Reports > Individual Student Report. The new report contains many more options for filtering the Individual Student report based upon what you want to see. You can print final grades, assignment grades, and standards grades for each student. If you are using this report to print a Progress Report, make sure you are selecting the option to Include Students' Full Schedule.</p>  <p>The screenshot shows a vertical navigation menu with icons for Grading, Students, Progress, and Reports. The 'Reports' section is expanded, showing a list of report options: Individual Student Report, Multi-Function Assignment Report, Scoresheet Report, and Student Roster. The 'Individual Student Report' link is highlighted in a blue box.</p>

I need to:	In PTG, I found it here:	Where do I find it in PTP?
Missing Assignment Report	Reports > Missing Assignment Report	Reports > Multi-Function Assignment Report Print the Multi-Function assignment report, making sure to select "Missing" as the Assignment Attribute. You can also filter based upon category if you want. 
Scoresheet Report	Reports > Scoresheet Report	Reports > Scoresheet Report Prints assignment scores & final scores for all students in the selected term. 
Student Multi-Section Report	Reports > Student Multi-Section Report	To print grade information for all of the students classes, use the Individual Student Report (Reports > Individual Student Report). When running the report, make sure you check the box to Include Students Full Schedule. Include Students' Full <input checked="" type="checkbox"/> Schedule
Student Roster Report	Reports > Student Roster Report	Reports > Student Roster You can add columns to print on the Roster and the report will remember those settings. 

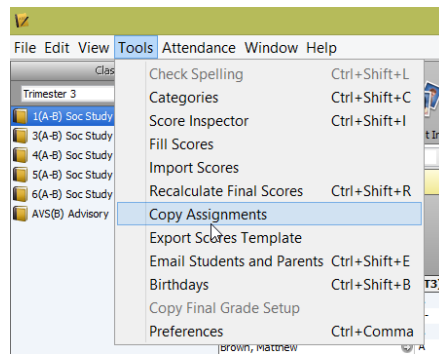
I need to:

In PTG, I found it here:

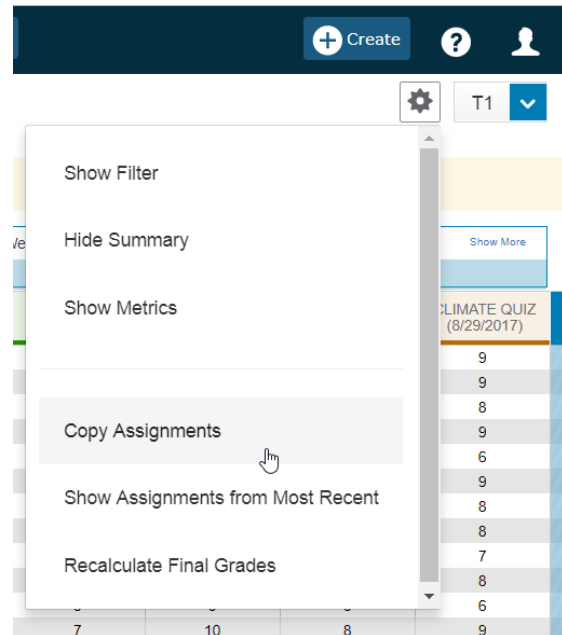
Where do I find it in PTP?

Copy Assignments

Tools > Copy Assignments



Click the Gear icon in the upper right-hand corner, then choose Copy Assignments



Email Parents/ Students

Tools > Email Students and Parents

Click on Class on the left menu, then click on Email Class. This option allows you to copy the e-mail addresses of your parents and students and then paste them into Gmail.

