

CIE Setup PT Pro

▶ Administrator




Zenobia

Setup PT Pro Administrator

- ▶ Staff without PT Pro Administrator Role

Teacher Schedule - Ealy, Zenobia 9998902

Display today's sections New

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/>	P1(A)	19-20	<u>08910000</u>	Lunch	1		5	 	

Make all students listed above the current selection

Unlock Selected Sections ▼



Setup PT Pro Administrator

- ▶ Staff with PT Pro Administrator Role
- ▶ No Java needed
- ▶ Most browsers

Teacher Schedule - Ealy, Zenobia 9998902

Display today's sections

PowerTeacher Pro **New**

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/>	P1(A)	19-20	<u>08910000</u>	Lunch	1		5		

Make all students listed above the current selection

Unlock Selected Sections ▼

Setup PT Pro Administrator

- ▶ Search and select Staff or Teacher
- ▶ Click the “Admin Access and Roles”
- ▶ Under “Roles and Schools” click Add button

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to Administrative Portion of PowerSchool

Admin Username

Admin Password

Default Group

Allow Admin Sign in During These Times:

Any time

Allow this user's access from to
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]

Roles and Schools [?]

Add

School	Roles (Group Name)	Action
South Carolina Virtual Charter School	Default Group Access (Not for School Use)	<input type="button" value="i"/> <input type="button" value="✎"/> <input type="button" value="−"/>
District Office (Home School)	Default Group Access (Not for School Use)	<input type="button" value="i"/> <input type="button" value="✎"/> <input type="button" value="−"/>

Submit

Setup PT Pro Administrator

- ▶ Step 1: Select the school (your school name)
- ▶ Click the **Next** button
- ▶ Step 2: In box scroll until you see **PT Pro Administrator (No Group Defined)** and “check” the box
- ▶ Click **OK** button

Add User Access Roles

▶ Step 1: **Schools**

▼ Step 2: **Roles**




Use Default Group
 Use All Roles
 Use Roles Without Security Groups

Lunch Staff (No Group Defined)
 Enterprise Reporting - Attendance (No Group Defined)
 Enterprise Reporting - Discipline and Incidents (No Group Defined)
 Enterprise Reporting - Enrollment Only (No Group Defined)
 Enterprise Reporting - Grades Only (No Group Defined)
 Enterprise Reporting - Health Only (No Group Defined)
 Enterprise Reporting - Lists Only (No Group Defined)
 PT Pro Administrator (No Group Defined)

Previous 2 / 2 **Cancel** **OK**

Setup PT Pro Administrator

- ▶ If done correct “PT Pro Administrator (No Group Defined)” will be listed with your school name.

District Office (Home School)	Default Group Access (Not for School Use) PT Pro Administrator (No Group Defined)	  
--	--	---

- Click **Submit** button before leaving page to save.



Setup PT Pro Administrator

- ▶ If done correctly the staff member would then go to Start Page
- ▶ Click **Teacher Schedules**
- ▶ Click any teacher name and they should have the **PowerTeacher Pro** button, click the button.

Teacher Schedule - Ealy, Zenobia 9998902

Display today's sections

PowerTeacher Pro **New**

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/>	P1(A)	19-20	<u>08910000</u>	Lunch	1		5		

Make all students listed above the current selection

Unlock Selected Sections ▼

Setup PT Pro Administrator

- ▶ PT Pro Gradebook will display in a tab window
- ▶ Read Only view. Cannot save changes.
- ▶ Certain pages are restricted or not available

The screenshot displays the PowerTeacher Pro interface. The top navigation bar includes the PowerTeacher Pro logo, a tab for 'P1(A) Lunch - 19-20', and user information for Zenobia Ealy. The left sidebar contains navigation options: Class, Grading, Students, Progress, Reports, Settings, and Apps. The main content area is titled 'Student View' and shows a list of students for the 'P1(A) Lunch' class. The students listed are Brown, Christopher; Hilton, Liam; Hopper, Nevaeh; Moore, Josephina; and Penson, Zynia. The 'P1(A) Lunch' class is selected in the filter menu.

PowerTeacher Pro

P1(A) Lunch - 19-20

Zenobia Ealy

Student View

Students (5) Show Dropped

Type to search

All

P1(A) Lunch

Brown, Christopher

Hilton, Liam

Hopper, Nevaeh

Moore, Josephina

Penson, Zynia

Class

Grading

Students

Progress

Reports

Settings

Apps

Assignments

Standards Progress

Comment Log

Demographics
Not available for admin login

Quick Lookup - Traditional
Not available for admin login

Quick Lookup - Standards
Not available for admin login

Cumulative Grade Information
Not available for admin login

PowerTeacher Portal
Not available for admin login

Recycle Bin

FAQ Powe...
Pro

3CXPhone
for Windows

PowerSchool

Automate
Control ...

Dochester 2
(D2)

Google
Chrome

Training

Questions ???