

POWERTEACHER PRO ADMINISTRATOR

FOR SCHOOL ADMINISTRATORS

PowerTeacher Pro Administrator allows principals and vice principals to navigate as teachers in a view-only environment. Here are the steps to access a view-only version of each teacher's gradebook:

1. Click **People**

2. Click **Staff**

3. Click **Teacher Schedules**

4. Click the name of the teacher

5. Click the **PowerTeacher Pro** button

If you are a principal or vice principal and do not see the PowerTeacher Pro button, contact the SIS Team to adjust your security settings.

To view to grade setup, click **Settings > Traditional Grade Calculations**:

PowerTeacher Pro

- Grading
- Students
- Progress
- Reports
- Settings**
 - Setup
 - Display Settings
 - Class Descriptions
 - Comment Bank
 - Class Grade Scales
 - Student Grade Scales
 - Traditional Grade Calculations**
 - Outcomes Grade Calculations
- Apps

Need more information about grade setup?

Need the guide for running reports to verify grade setup for your school?

Contact the SIS Team.

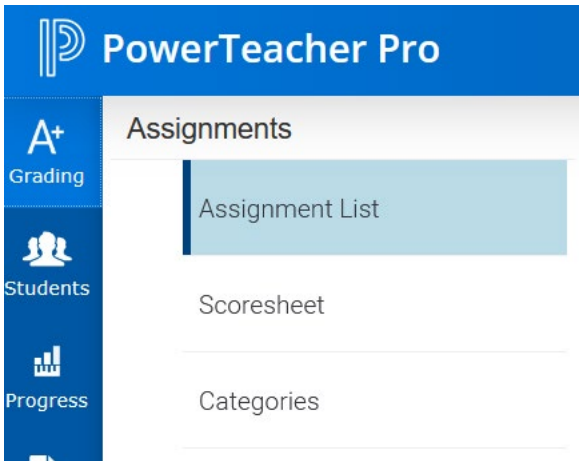
Example Category Weighting Setup

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
F1	Term Weighting	✓	✓	
S1	Category Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
E1	Total Points	✓	✓	

Example Outcomes Weighting Setup

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
F1	Term Weighting	✓	✓	
Y1	Outcomes Weighting	✓	✓	
Q3	Outcomes Weighting	✓	✓	
S1	Outcomes Weighting	✓	✓	
Q1	Outcomes Weighting	✓	✓	
E1	Total Points	✓	✓	

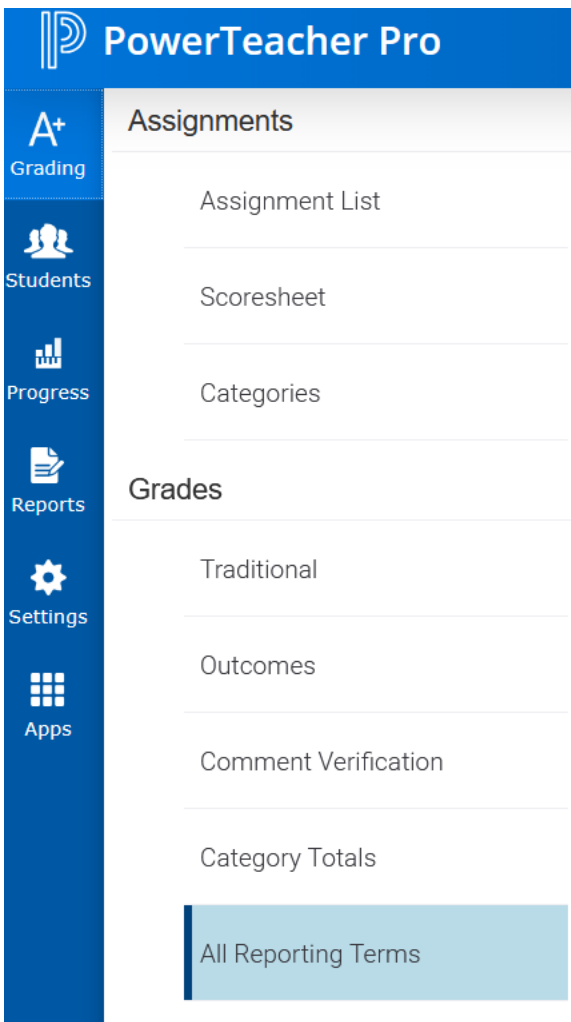
To view the list of assignments, click **Grading > Assignments**:



Assignments

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
Char	1.PROD - Circuit Virtual Lab - 2.2.1	13 / 26	1/5/2026	Points pts: 0	
Char	2.PROD - Current Electricity Exit Slip - 2.1.1	26 / 26 ✓	12/16/2025	Points pts: 0	

To view term grades, click **Grading > All Reporting Terms**:



STUDENT (26)	Q1	S1	Q3	Y1	E1	F1
	80 80%	69 69%	69 69%	69 69%	--	69 69%
	73 73%	77 77%	77 77%	77 77%	--	77 77%
	95 95%	97 97%	97 97%	97 97%	--	97 97%

This view shows all term grades, including report card comments once they are entered. The current term is highlighted.