

Viewing Student Information via Grade Book

Once you have launched the grade book, be sure your current class is selected from the top left class box.

Select the section for the student info you are wanting to view

You can view student data two different ways:

1. From the scoresheet
2. From the Student Info icon at the top

Scoresheet –

Click on the arrow to the right of the student name of which you wish to see info, and you will see the student data appear at the bottom of your window.

The screenshot shows the PowerTeacher Gradebook interface. On the left, there is a sidebar with 'Classes' (Semester 1, M1(P) Math 7, M1(P) Health 6, R1(P) English 6), 'Routine Groups', 'Active (17)', 'Dropped (0)', and 'Categories' (Filter Off, ALL, Homework, Project, Quiz, Test). The main window displays a table of students with columns for 'Students (17)', '(S1) Final Grade', and 'A T'. An orange arrow points to the student 'Tippecanoe, Garrett'. Below the table, a detailed student profile for 'Tippecanoe, Garrett' is shown, including fields for Name, Gender, Birthday, Student Home Phone, Mother, Father, Student Number, Grade Level, Grade Scale, and Student Email. An orange arrow points to the 'Guardian Email' field.

Students (17)	(S1) Final Grade	A	T
nnnnnnnnnn...	--	n/a	--
Rappos, Shaey	--	n/a	--
scfdj, djk	--	n/a	--
scdf, sfafs	--	n/a	--
snoeberger, art	--	n/a	--
some, nad	--	n/a	--
somestudent, no	--	n/a	--
someconoe, Ben	--	n/a	--
Tippecanoe, Garrett	--	n/a	--
mean			
median			
mode			
Summary			

Tippecanoe, Garrett

Name: Tippecanoe, Garrett
Gender: M
Birthday: 01/21/1995
Student Home Phone: (763) 555-1234
Mother: Gal Tippecanoe
Guardian Email: Tippecanoe@tsck12.n.us, gmetick@hotmail.com

Student Number: 1030973
Grade Level: 12
Grade Scale: Default
Student Email: gtip97@tsckschools.net
Father: David Tippecanoe

You can also add your own criteria for students, by using the second tab entitled “Extra Class Columns”. This is not sent to PowerSchool Admin, it is ONLY viewable from YOUR grade book.

The “Teacher Personal Notes” window/tab is a location where you can enter data for a student that only you can see.

Be sure to click on save, if you enter any data for a student that is customizable.

Student Info Icon –

Click on the Student Info icon in the top bar of your grade book

This will list all your students for this section in a spreadsheet type of format with specific data that has been entered on PowerSchool Admin side.

You will also have some columns that you can customize (ie preferred name, custom column 1, 2, 3, 4, 5, etc). You can label these custom columns and add more by clicking on the Extra Class Columns button at the top of the student names.

Extra Class Columns	
My Order	Student Name (...)
1	nnnnnnnnnnnn...
2	Rappss, Shaey

You can change the order of these columns, by simply clicking on the column heading and dragging it to the location you want it to display.

Clicking on the arrow next to the student name will display only that one student's info in the bottom portion of your screen (just as in the scoresheet view).

The screenshot shows the PowerTeacher Gradebook interface. An orange arrow points to the 'Student Info' icon in the top navigation bar. Below the navigation bar is a table of students with columns for My Order, Student Name, Preferred Name, Student Number, Birthday, Gender, Custom 1, Grade Level, and Home Phone. The student 'Tippecanoe, Garrett' is highlighted in blue. Below the table, the detailed student profile for Garrett Tippecanoe is displayed, including fields for Name, Gender, Birthday, Student Home Phone, Student Number, Grade Level, Grade Scale, Student Email, Mother, and Father.

My Order	Student Name (...)	Preferred Name	Student Number	Birthday	Gender	Custom 1	Grade Level	Home Phone	Da
1	nnnnnnnnnnnn...		1027194				5		09
2	Rappss, Shaey		417	04/26/2001	F		2		09
3	sdfsdj, djk		1025836	12/07/2010	M		2		09
4	sdfsf, sfdfs		1027257				3		09
5	snoeberger, ert		1027192				2		09
6	some, nad		1027191				3		09
7	somestudent, no		1027260				4		09
8	Tippecanoe, Ben		1031054	01/01/2009	M		1		09
9	Tippecanoe, Cl...		1031055	01/01/2005	M		5		09
10	Tippecanoe, Fred		1030974	01/21/1996			12		09
11	Tippecanoe, Ga...		1030973	01/21/1995	M		12	(765) 55...	09
12	Tippecanoe, May		1031053	01/01/2008			4		09
13	Tippecanoe, Sc...		1031052	01/01/2007			3		09
14	Tippecanoe, St...		1027185	08/08/1995			12		09
15	Tippecanoe, Test		1030975	01/21/1997	M		12		09
16	tttttttttttt, test...		1027195				5		09
17	Wodner, Some...		1029559		F		2		09

Tippecanoe, Garrett

Name: Tippecanoe, Garrett	Student Number: 1030973
Gender: M	Grade Level: 12
Birthday: 01/21/1995	Grade Scale: Default
Student Home Phone: (765) 555-1234	Student Email: gtippec97@tsaschools.net
Mother: Gail Tippecanoe	Father: David Tippecanoe
Guardian Email: Tippecanoe@tsac.k12.in.us, gjemerick@holmail.com	