



PowerTeacher Pro for Teachers Agenda

- 1. Getting Started**
 - a. Accessing PowerTeacher Pro
- 2. Setting Up PowerTeacher Pro**
 - a. Viewing and Adding Class Descriptions
 - b. Setting Up Display Preferences
 - c. Creating /Modifying Categories
 - d. Adding Teacher Comments
 - e. Setting up /Copying Grade Calculations
- 3. Working with Assignments**
 - a. Create Assignments (single section/multiple sections)
 - b. Duplicate an Assignment
 - c. Copy an Assignment
 - d. Assignments by Class/Group/Student
 - e. Exporting Assignments/Importing Assignments/Scores
- 4. Options for Entering Scores/Comments**
 - a. Working with the Score Inspector
 - b. Score a Single Assignment
 - c. Score Assignments on the Scoresheet
 - d. Copy/Paste Assignment Scores
 - e. Modify a Final Grade
 - f. Entering Comments
- 5. Other Grading Options**
 - a. View
 - b. Comment Verification
 - c. Category Totals
 - d. All Reporting Terms
- Working with Students**
 - a. Assignment View
 - b. Comment Log
 - c. Traditional
- 6. Class Progress**
 - a. Standards
 - b. Traditional
- 7. Running PowerTeacher Pro Reports**
 - a. Student Roster
 - b. Scoresheet Report
 - c. Multi-Function Report
 - d. Individual Report

Prepared by: