



Step-by-Step Videos & Paper Directions

(All student information used below is fake)

Admin:

- [Basic Navigation](#)
- [How to do a Quick Export](#)
- [How to use the multi-select tool](#)
- [How to enroll a student](#)
- [How to schedule an individual student Video](#)
 - [Paper directions](#)
- [How to drop a student from their current section enrollments](#)
- [How to schedule a group of students Video](#)
 - [Paper directions](#)
- [How to print mailing labels](#)
- [How to Transfer a Student out of the District Video](#)
 - [Paper Directions](#)
- [How to Transfer a Student WITHIN the District and Enroll in NEW Building Video](#)
 - [Paper Directions: How to Transfer a Student WITHIN the District](#)
 - [Paper Directions: How to Re-enroll a Student After Being Transferred within the District](#)
- [Contacts: How to add a Contact \(Parent/Guardian/Emergency Contact\) to a student](#)

Teachers PowerSchool Portal:

- [Visual Overview and Navigation of PowerTeacher Portal](#)
- [How to take attendance](#)
 - [Paper directions](#)
- [How to create a seating chart](#)
- [How to Combine 2 Sections into the One Seating Chart](#)
- [Finding Demographic Information](#)
- [How to Submit 1 Log Entry for Multiple Students](#)
- [How to Create an Accommodation Log for an Individual Student](#)
- [How to create 1 Accommodation Log for Multiple Students](#)
 - [Paper Directions](#)

Teachers PowerTeacher Pro:

- [How to Sign in and Launch PowerTeacher Pro](#)
- [Visual Overview and Navigation of PowerTeacher Pro](#)
- [Changing Viewing Size in PowerTeacher Pro](#)
- [Navigation Quick Links](#)
- [How to Setup your PowerTeacher Pro Gradebook](#)

Teachers PowerTeacher Pro Continued:

- [Adding Categories, Assignments, and Grades](#)
- [How to Create a Category](#)
- [How to Create an Assignment](#)
- [How to Give a Grade](#)
- [Filtering and Sorting](#)
- [How to Copy Traditional Grade Calculations \(Term Weights\) from Previous Terms](#)
 - [Paper Directions](#)
- [How to Setup Final Grade Calculations](#)
- [How to Recalculate Final Grades \(Paper Directions\)](#)
- [How to Copy Assignments From a Previous Year](#)
 - [Paper Directions](#)
- [How to Copy Assignments From a Previous Term](#)
- [Standards Grade Calculations - Setup](#)
- [Attaching Standards to an Assignment](#)
- [AutoCalculate Standard Scores](#)
- [Running Reports](#)
- [Customized Reports](#)
- [How to make a Missing Assignment Report](#)
- [Finding Student Information](#)
- [How to Transfer student's grades and assignments from Section to Section in PTP](#)
 - [Paper Directions](#)
- [Logging Pre and Post Tech Standards \(specifically for KCTC Teachers\)](#)
- [How to Build an Email List for Emailing Students/Parents](#)
- [How to Combine 2 Class Sections to score 1 assignment](#)

Other resources:

- [Using PowerTeacher Pro Quick Reference](#)
- [KCTC Attendance Codes](#)