PowerTeacher Mobile: iPad Setup

Purpose: Basic overview for setting up and using the iPad after the PowerTeacher app is downloaded from iTunes.

Please note:
- There is a 1-2 second delay between tapping and item and the action.
- Final Grades do not display in the mobile app.
- You must recalculate grades on your desktop after entering grades on your iPad – grades do not automatically sync.
- Help is located under the ? located in the upper right corner of the iPad.

Setting up the PowerTeacher Mobile App

1. Download the free app from iTunes to your iPad.
2. **Do Not Allow The App to Use the Current Location – Select Don't Allow.**
3. Select the settings button on the top right of the PowerTeacher Mobile window.
4. Select Criteria as desired, I suggest you leave the default settings unless you are at multiple locations.
5. Click on the word Server from the list on the left.
6. Type in the following for the Server Address: Powerteacher.cps-k12.org
7. Click on the Locate District Server Button.
8. For District Zip Code type **45201**. Do not type in District Name or School Name.
9. Tap Search Now.
10. In the Search Results window, select the Cincinnati Public Schools option. This will return you to the Settings window.
11. On the Settings window, select the Login button, top left of your screen.
12. Type in your User Name and Password.
13. Tap in the School button – from the displayed list, select your school by tapping on it. You will return to the Login screen.
14. Tap Login.

Still need assistance: Help desk 363-0390 option 1.

Rev. 3/10