

*If you are wanting to print information for your homeroom make sure to click on the printer or backpack for the proper class on the Navigation Page*

The screenshot shows the PowerSchool interface for Ecole Steffie Woima Elementary School. On the left is a 'Navigation' sidebar with options like 'Start Page', 'Daily Bulletin', 'Schedule', 'Staff Directory', 'Personalize', 'Gradebook', 'Reports', 'Recommendations', and 'Message Sender'. Below this is a 'PTO 2.8' section with a 'Launch' button. The main area is titled 'Current Classes' and contains a table of classes. Each row includes a class name, a 'PowerTeacher Pro' link, and several icons: a radio button, a backpack, a calendar, a printer, a crossed-out printer, a person, and a printer. The 'HOMEROOM 3' row has a yellow box around its printer icon.

Class	PowerTeacher Pro	Radio	Backpack	Calendar	Printer	Printer (X)	Person	Printer
French Language Arts 5	PowerTeacher Pro	<input type="radio"/>						
AM-PM(1-6) Homeroom	PowerTeacher Pro	<input type="radio"/>						
AM-PM(1-6) HOMEROOM 3	PowerTeacher Pro	<input type="radio"/>						
AM(1-6) Pre-Kindergarten	PowerTeacher Pro	<input type="radio"/>						
AM(1-6) Pre-Kindergarten	PowerTeacher Pro	<input type="radio"/>						
PM(1-6) Pre-Kindergarten	PowerTeacher Pro	<input type="radio"/>						
P1(1-6) P2(1-3,5) P3(2-3,5) P5(1) P6(1,3-4,6)	English Language Arts 5 PowerTeacher Pro	<input type="radio"/>						
P1(1-3) P2(1,3-4) P3(2-5) P4(5-6) P9(2)	French Language Arts 4 PowerTeacher Pro	<input type="radio"/>						
P1(1-3) P2(1,3-4) P3(2-5) P4(5-6) P9(2)	French Language Arts 5 PowerTeacher Pro	<input type="radio"/>						
P7(1,5) P8(1,5-6) P9-P10(3,6)	Social Studies 5 PowerTeacher Pro	<input type="radio"/>						
CTS(1-6)	CESD Students PowerTeacher Pro	<input type="radio"/>						

Come back to the Navigation screen by hitting the back button, and then select the proper printer icon

## Next is to know what you want

### Guardians of Student

Reports – Student Contact Report for whole class or individual student.

Or go into Powerteacher> select class> students>demographics. You will first see student information then Guardians and parents below.

(This will be updated regularly as Admin support get data)

*\*Please note that all the information pertaining to the guardian is being updated this year with our regular Demographic update. Such as lives with, has custody etc.*

### Current information pertaining to a student For Emergency /Computer access/FOIP/Media

*\*for when parents cannot be reached for emergency only*

*\*click on the back pack*

*\*click on student name in the left bar*

*\*select screens > Demographics (emergency only)*

The screenshot shows a dropdown menu with the text 'Select Screens' and a yellow arrow icon. Above the menu, the text 'Bowden Grandview School' and '20-21 Semester 1' is visible.

### District documents to print that are useful

- CESD Computer Login Cards with Email
- CESD Medical info for Teachers similar to Demographics (please remember that it might not be current in a week)
- CESD Student Network ID, Password & Email
- myBlueprint Student ID Cards
- Class Roster for Teachers
- Class Roster large grid
- Student Name with Home Phone Number

### Access to PASI Document through PowerSchool Teacher Portal

Teachers will sign in and on the Navigation page click on the Back pack of the class the student is in.

Click on the student

Teachers will click on the tab called "Documents" to view

Looking at the Chair and documents is not working so you will need to use the back pack

