

Unified Classroom: Fundamentals

Quick Reference Card

Unified Classroom: Fundamentals

(for Upgrading Customers)

This quick reference card is intended for users new to both PowerSchool Unified Classroom and PowerTeacher Pro (PTP). First learn how to use the helpful Dashboard features to keep informed about student needs and class activities. Next, see how you can respond to the Progress Analysis display by creating an assessment or other learning activity. Discover how to view student information quickly and how to engage students in activities that extend the instructional day. Navigate to familiar grading functions. View ways to increase your school-home communication through formal and informal means: Activity Feed posts, Class Pages, and Progress Reports.

Accessing PowerSchool Unified Classroom

Use PowerSchool Unified Classroom to sign in to all of your PowerSchool products with a single account. There's no need to launch a separate application to access PowerTeacher, PowerTeacher Pro, Learning, or other teacher tools. Navigate to Unified Classroom by entering your server address in a web browser.

Create a unique PowerSchool ID to sign in to Unified Classroom. Make sure you securely record the Unified Classroom URL, your username, and password you create for the next time you sign in. Once created, your PowerSchool ID will be used to access all of your PowerSchool systems.

Take the following steps to create a PowerSchool ID:

1. In a web browser, enter your teacher portal URL

You will be redirected to the Unified Classroom Sign In page.
2. Select the words **clicking here** in the text below the Sign In button
3. Enter your current PowerSchool SIS username
4. Enter your current PowerSchool SIS password
5. Click **Sign In**
6. Click **Continue**
7. Enter your email address as your PowerSchool ID username

Use your school or school district email address.
8. Enter a password
9. Click **Create PowerSchool ID**
10. Click **Continue to Unified Classroom Sign In**

Once you have created a PowerSchool ID, to sign in to PowerSchool Unified Classroom:

1. Enter the URL of your Unified Classroom site
2. Enter your PowerSchool ID and password
3. Click **Sign In**

To sign out of PowerSchool Unified Classroom:







1. Click your name at the bottom of the Navigation menu
2. Click **Sign Out**




Navigating the Dashboard

As a teacher, once you sign in to Unified Classroom, you immediately have information at your fingertips that influences the course of your day. Adjust lesson plans and activities as needed based on information about school-wide events, class activities, current assignments, and current standards progress.

Page Navigation

Use these Unified Classroom icons to complete navigational tasks:

Icon	Definition
	Click the PowerSchool logo to return to the Dashboard from any other page
	Open the class selector menu to select the class or class groups you wish to work with
	Use the Term menu to select the term
	Click the + Global Create icon to add assignments
	Click the Notifications icon when a number appears next to the icon indicating a notification
	Click the Search icon to quickly find a student

Icon	Definition
 Settings	Click the teacher's name at the bottom of the Navigation menu to update settings, access the Help menu and Live Assist, and sign out
 Help	
 Sign Out	

Calendar Review

Use the calendar section to quickly review the current events, assignments, and personal reminders for the day. Use the next and previous arrows to switch to a different date or open the calendar icon to select a different month and year. Click **View More** to view the current date, the week, or the month in a grid format.

Progress Analysis

Use the progress analysis section to quickly assess if students are meeting required standards. It may be necessary to adjust a lesson plan based on this information, or to create a reminder to meet with a few select students who are struggling with particular concepts. Click **View All** to open the Standards Progress page for further analysis. Click the PowerSchool logo to return to the Dashboard.

To look at specific standards, click **Select**. Once the list of standards opens, check the boxes next to a few standards. Click **Search Content** to find aligned instructional resources, or click **Create Assignment** to create an assignment that is aligned to the selected standards.

Assignment Review

Use the Recent Assignments section to view the latest class assignments. To see previous assignments, toggle the Navigation slider or click **View All** to see all assignments for the term.

Activity Feed

Use the Activity Feed section to communicate with students and parents. Recent posts appear in the activity feed window. To see previous posts, click **View More**.

To add a new post:

1. Click in the Activity Feed field
2. Enter an announcement, such as **Shakespeare projects are due tomorrow!**
3. Click **Post**

Take Attendance

In the center top of the page is the class selector menu. Click the class selector menu to open it. From this page, select the class you wish to work with. A white chair icon represents a class that is in session on the current date. Classes that have a grayed out chair icon are not in session.

Click the options icon (the icon that includes three dots) in the upper-right corner of a class tile to open the Attendance page for a class that is not in session, open the Seating Chart page, or open the Scoresheet.

To record class attendance:

1. On the Dashboard page, click the class selector menu
2. Click the Chair icon next to the class for which you want to take attendance

Note: A white chair icon represents a class that is in session on the current date.

3. On the Record Attendance page, select the appropriate attendance tab
4. Open the Attendance Code menu and select an attendance code
5. Click in the Attendance field next to a student's name to add the code
6. Click **Submit**

Responding to Progress Analysis

Create an assessment that coordinates with issues you have identified in the Progress Analysis section of the Dashboard and then create an assignment that contains the assessment.

Create a New Assessment

To create a new assessment, follow these steps:

1. On the navigation menu, click **Library**
2. From the Library menu, click **Assessments**
3. On the Assessments page, click **Create**
4. Enter the following assessment information:
 - Name
 - Description
 - Minimum Grade Level
 - Maximum Grade Level
 - Subject
 - Exam Type
 - Instructions

Assessment descriptions are teacher-facing only and appear only in the Assessment library.

5. Add Assessment Items from the bank by clicking **+From Bank**
6. Click an item for a Quick View of the item contents
7. Select an item by clicking the Plus icon

A green check mark appears to the left of selected items. Click again to remove the selection.
8. After selecting all desired items, click **Add to Assessment** at the bottom right of the page
9. Click **Save**

Find an Existing Assessment

To view existing assessments, follow these steps:

1. Click **Library** from the Navigation menu
2. Click **Assessments** to view existing assessments and their descriptions
3. Click an assessment name to see the number of questions, the associated standards, the answer choices, the items, and any related features.
4. Choose **Edit Assessment** to make changes to the assessment

You must have the appropriate permissions to make changes.

Use the Filter Tool

Use the filter tool to find a particular assessment.

1. Click **Filter** to use the assessment search fields
2. Open the first category filter and make selections
3. Then narrow the search further using the next filter

The assessments that fit the selected criteria will appear.

Create a New Assignment

An assessment has to be listed as an assignment on the Assignments/Activities section of the Grading page. In that list, you will click the right-facing arrow, or the Play icon, next to it to administer the assessment.

To create a new assignment and attach an existing assessment, follow these steps.

1. From the Dashboard, click **+ Global Create**
2. Give the assignment a name
3. Enter a description in the text box
4. Open the Gradebook Category menu and choose a category; in this case, **Test**
5. Open the Student Work Type menu and choose **Online Assessment**
6. Click **Choose** to select the appropriate assessment for this assignment

Use the search field or the filters as needed to find the assessment.
7. Choose whether or not to randomize items
8. Enter a time limit for this test
9. Open the Score Type menu and make a selection
10. Enter how many points the test is worth
11. As appropriate, make selections from the next section containing check boxes for weighting, extra points, counting the assignment in the final grade, and auto-calculating standard scores (which may be grayed out)
12. Choose a due date for this test
13. Verify which classes and students are to take this test

14. Because standards are associated with items, not the assessment as a whole, the associated standards will be listed in the Standards area once that functionality becomes available
15. Click **Save**

Viewing Student Pages

Using Unified Classroom, you can access student information easily and work with a class of students or with one student at a time.

View a Class of Students

To work with a class of students, first select the class section from the class selector menu. Next, click the Students icon in the Navigation menu.

Now select how you wish to view the students in a class. Use the grid view or list view options. The grid view option displays individual cards for each student.

Check early warning alerts to see if a student has a failing grade, a high number of absences or tardies, missing assignments, or a combination of these issues.

To view the alerts:

1. Click the Students icon in the Navigation menu
2. Click the Grid View icon

3. Visual indicators appear underneath a student's picture to provide early warning information

If the student has a grade warning (defined by a color level orange or red in the grade scale), the letter grade and percentage appears in red.

If the student has missing assignments, a circle with a question mark and the number of assignments missing appears in red.

If the student has absences exceeding a set threshold, "Abs" appears in red.

4. Now click the List View icon

Early warning information appears in the Grades, Assignments, and Alerts columns.

View Details for a Student

To work with an individual student, enter the student's last name in the Dashboard Search field and click the Search icon. Click the student's name to open the Student Profile page.

When you are already working on the Students page, follow these steps to view an individual student:

1. Using either the grid or list view, click a student's name

A window appears with a quick overview of general student information.

2. Click **View Detail**

The Student Detail Overview tab displays the overall grade, recent assignment grades, and individual standard performance information for the selected student.

3. Click the Quick Links tab

Use the Quick Links tab to access additional student pages such as Graduation Plan Progress, Recommendations, and Student Assessment Results.

11. Try some of the formatting options for your text

12. At the bottom of the window, click **Save**

Viewing Class Pages

Access Class Pages from Unified Classroom's main menu. For each of your classes, the first page is automatically created for you. Edit the page title and add different types of content to the page using content blocks. Then preview the page to see how it will look to students.

Add Text









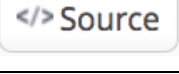
Create an On Page Text content block to add text with rich-text formatting.

1. On the Navigation menu, select **Class Pages**
2. At the top of the page, use the class selector menu to choose a class
3. Select the page you wish to work with
4. Below the page title, click **+ Add Content Block**
5. On the Content tab, select **On Page Text**
6. Enter a title for your content block
7. To hide the content block title, check **hide title**

You might choose to hide the title if the content you want to add includes a title already, or if the content block is right below the page title.

8. Use the main area on the Create Text Block window to enter text, such as a welcome message
9. Use the rich-text formatting icons to format your text
10. Click **More** to see more formatting options

Formatting Options for On Page Text

Icon	Purpose
	Cut, copy, paste, and paste as plain text
	Undo and redo changes
	Apply bold, italics, underline, or strike through formatting, and erase formatting
	Add a link and remove a link
	Add a table, add a smiley icon, add a special character
	Add an image
	Add an equation
Normal ▾ Size ▾ Font ▾	Change the text style, size, or font
	Change the text color or background color
	View and edit the HTML source code for this content block

Set up and manage a class discussion to communicate with your students. Create a discussion for the entire class, for a group of students, or for each student, such as for journaling or blog entries. View all posts made by students in a discussion or view only a particular student's posts. Set up discussions on a class page or under Activities in the top menu.

To add a new class discussion, follow these steps:

1. On a class page, click **+ Add Content Block**
2. Select the Messages & Activities tab
3. Click **Discussion**
4. Enter a title for the discussion
5. Select a rubric, if needed
6. Add a description and any instructions for your students

Use the formatting tools to customize the text and add tables, images, and links as needed.
7. Under Discussion Type, choose whether to make this discussion available to the entire class, a smaller group of students, or each individual student
8. Click **Next**
9. Choose whether to make the discussion available any time or within a date range
10. To require students to submit a post before viewing other posts, check the Security Settings option
11. To choose where to place the discussion on the class page, click **Block Placement**
12. To upload a file as an attachment for the discussion, click **Upload a File**
13. Click **Save**.
14. To view all of the class discussions you've created for this class, from the top menu, click Activities, then click Discussions

Add a Class Discussion

Manage a Class Discussion

To manage a class discussion, follow these steps:

1. From the top menu, click **Activities**
2. Click **Discussions**
3. To view student posts for a discussion, open the Manage Discussion menu and choose **View Results**
4. To view a particular student's posts, enter the student's name in the Search Students field and click **Go**

To return to the list of discussions, click **Close**

Use the Manage Discussion menu to close the discussion, lock the discussion so no additional posts are allowed, or to download the discussion as an html file of all of the posts.

To change the discussion settings for all discussions for this class, click Settings at the top right of the Discussions page.

Use the Discussions & Inbox tab on the Class Settings page to choose to allow file uploads on posts and to define how long students can edit their posts.

To save any setting changes, click **Save**. To delete the discussion, click the trashcan icon.

Keeping Parents Informed

There are several tools within Unified Classroom to keep both students and parents informed. Create new activity feed items by selecting the Communications page from the Navigation menu.

Add and review events using the Calendar page.

Use the Class Pages feature to create public-facing pages for posting information, sharing resources, and to facilitate discussions.

Use the Reports feature within the Analysis section to print reports to send home with students.

To create a new post for the Activity Feed, follow these steps:

1. On the Dashboard, click **Communication**
2. Click within the Post section
3. Enter your message for students and parents using the formatting options as needed
4. Click the gear icon and select which classes can view the post
5. Click **OK**
6. To add a document to the post, click the paperclip icon
7. Click **Post**

Click **Filter** at the top of the Activity Feed page to filter your previous posts.

Managing the Calendar

Use the Unified Classroom calendar feature to track your school, class, and personal activities all in one place. Add events that are viewable by students and parents. Add personal reminders to track your tasks and stay organized.

Add Events

Use the Events section to track any activities that have the potential to impact your classroom, such as an early dismissal. Events are public and viewable in the student and parent portals.

To add an event to your calendar:

1. In the Calendar pane, click **+** next to Events
2. Add a name for the event
3. Add a description
4. Select a class

- Determine if the event will be all day or if you need to indicate a specific time frame

By default, events are set to occur all day. To add specific times for the event, toggle the All Day Event setting off. You are required to set start and end times for the event in the fields that will appear below the date.

- Enter start and end dates for the event
- Click **Submit**

Add Personal Reminders

Remind yourself of tasks you need to complete by adding notes to the personal reminder section. Personal reminders can be seen by only the teacher and are not viewable in the student or parent portals.

To add a personal reminder to your calendar:

- In the Calendar pane, click + next to Personal Reminder
- Add a name for the reminder
- Add a description
- Determine if the personal reminder will be all day or if you need to indicate a specific time frame

By default, reminders are set to occur all day. To add specific times for the personal reminder, toggle the All Day Event setting off. Required start and end times for the event will appear below the date.

- Enter start and end dates for the reminder
- Click **Submit**

Running Reports

Multiple reports are available in Unified Classroom to enhance the teacher experience. Here is an example of some of the reports and what they do.

Report	Purpose
Individual Student Report	<ul style="list-style-type: none"> Use this report to view or print a summary of the class activity per student Present a summary of student work to parents at conferences or to a principal during a review, or use the report as a midterm update for students and parents Choose whether or not to include course grades and attendance, assignments, category totals, citizenship scores, and comments Print the report for a few students or a group
Assignment Report	<ul style="list-style-type: none"> Use this report to view or print a list of students and scores per assignment Use it to find missing, late, or incomplete assignments, to help students and parents keep up with class work, to target students who need extra help, or to gauge which assignments present the most challenges to students
Scoresheet Report	<ul style="list-style-type: none"> Use this report to print a copy of the Scoresheet page Include final grades and assignment scores Use student numbers or names Sort students by name, student number, or randomly

Report	Purpose
	<ul style="list-style-type: none"> Use it to post a printout of students' grades Run the report as a PDF or an Excel spreadsheet
Student Roster	<ul style="list-style-type: none"> Use this report to view or print demographic information by class Use the report to keep track of money collected for classroom field trips, or as an emergency contact list, for example Customize the report by adding blank columns (the report retains the information you entered last) Use the Order arrows to arrange the columns in any order Run the report as a PDF or an Excel spreadsheet

Follow these steps to run teacher reports:

1. From the Navigation menu, click **Analysis**
2. Click **Reports**
3. Select a report, such as **Scoresheet Report**
4. Enter the report options on the Criteria, Students, and Format tabs
5. Click **Run Report**

Based on how your computer settings are configured, the reports will download in a PDF or Excel format, based on your selections.

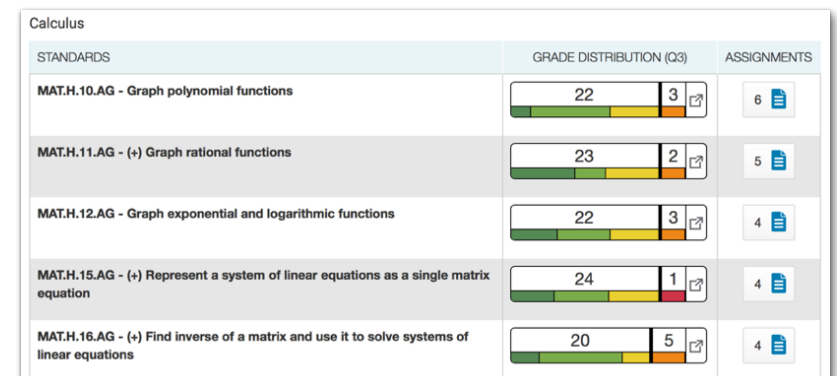
Viewing Student Progress

Viewing Standards Grades Progress

To view standards grades progress:

1. From the Navigation menu, click **Analysis**
2. From the Analysis menu, click **Standards Progress**

The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.



3. Click the graph to open the Standard Grades Distribution window
4. On the left side of the Standard Grades Distribution window, view the grade distribution for the selected standard for each reporting term in the school year
5. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

A red arrow in the Grade column indicates that the student's level of mastery is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change.

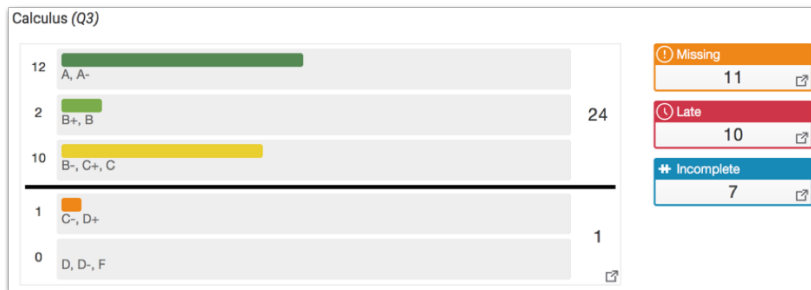
6. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column
7. To close the window, click **X** in the upper-right corner

Viewing Traditional Grades Progress

To view traditional grades progress:

1. From the Navigation menu, click **Analysis**
2. From the Analysis menu, click **Traditional Progress**

The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term. To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.



3. Click the graph to open the Traditional Grades Distribution window
4. On the left side of the Traditional Grades Distribution window, view the grade distribution for each reporting term in the school year

5. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term

A red arrow in the Grade column indicates that the student's grade is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. You can see which students are performing better or worse between terms.

6. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column
7. To close the window, click **X** in the upper-right corner