

# Accessing Student Demographic Information in PowerTeacher Portal

With PowerTeacher, no need to go to the office for a student's phone number, address, etc. Just follow these 4 simple steps...

**1** Log in to PowerTeacher. Need a hand? Check out the job aid entitled *Log In to PowerTeacher*.

**TIP:** Launch your districts PowerTeacher and PowerTeacher Pro from the Data Connect Project Site

<http://web1.nbed.nb.ca/sites/dataconnect/Pages/default.aspx>

For each class you teacher there will be a backpack icon, click on one to access that class.

The screenshot shows the PowerSchool Training Environment interface. At the top, it says "PowerSchool TRAINING ENVIRONMENT" and "Welcome, Riece MacDowall | Help | Sign Out". Below that, it says "School: ASD-W K-8 Term: 16-17 Trimester 1". On the left is a "Navigation" menu with items like "PowerTeacher Pro", "Start Page", "Daily Bulletin", "Schedule", "Staff Directory", "Meals", "Personalize", "Reports", "Recommendations", and "NB Reports". The main area is titled "Current Classes" and contains a table of classes. A red circle with the number "2" highlights a backpack icon in the "Current Classes" table.

Class	Days	Room	Teacher	Icons
HR(M-F)	HR2(M-Th)	Homeroom	PowerTeacher Pro	Backpack icon highlighted with red circle 2
A1-A2(M-F)	A2B(M-Th)	English Language Arts 4	PowerTeacher Pro	Backpack icon
A1-A2(M-F)	A2B(M-Th)	English Language Arts 3	PowerTeacher Pro	Backpack icon
A1-A2(F)		Art 3		Backpack icon

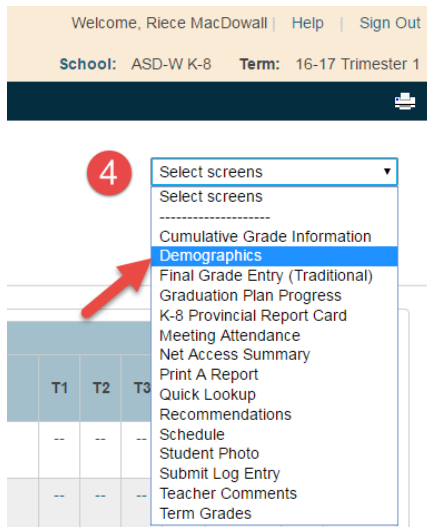
The backpack icon opens the selected course page. To access the individual student screens click on the student name, check out the **Tips**. **Please Note:** In the lower left you can switch between your classes.

The screenshot shows the PowerSchool Training Environment interface. At the top, it says "PowerSchool TRAINING ENVIRONMENT" and "Welco". Below that, it says "School:". On the left is a "Navigation" menu with items like "English Language Arts 4", "A1-A2(M-F) A2B(M-Th)", "Gregory, Masoka", "Price, Sloane", "Rose, Nate", "Smith, Maya", "Stoddard, My", "Van, Naomi", "Wood, Megan", "Change Class:", "A1-A2(M-F) A2B(M-Th) English Language Arts 3", "A1-A2(F) EM5(W) Art 3", and "A1-A2(F) EM5(W) Art 4". The main area is titled "Student Information TIPS" and contains a yellow box with text and a list of tips. A red circle with the number "3" highlights the student list in the left navigation pane.

**Student Information TIPS**

Use the navigation pane on the left to work with the students listed.

- Click on the student's last name to go to your default student screen.
- Click on the student's first name to go to the last student screen viewed.  
i.e. - If you last looked at an Attendance page, clicking the student's first name will take you to the Attendance page for that student.
- Click on a class name to change the current list of students to those in that class.

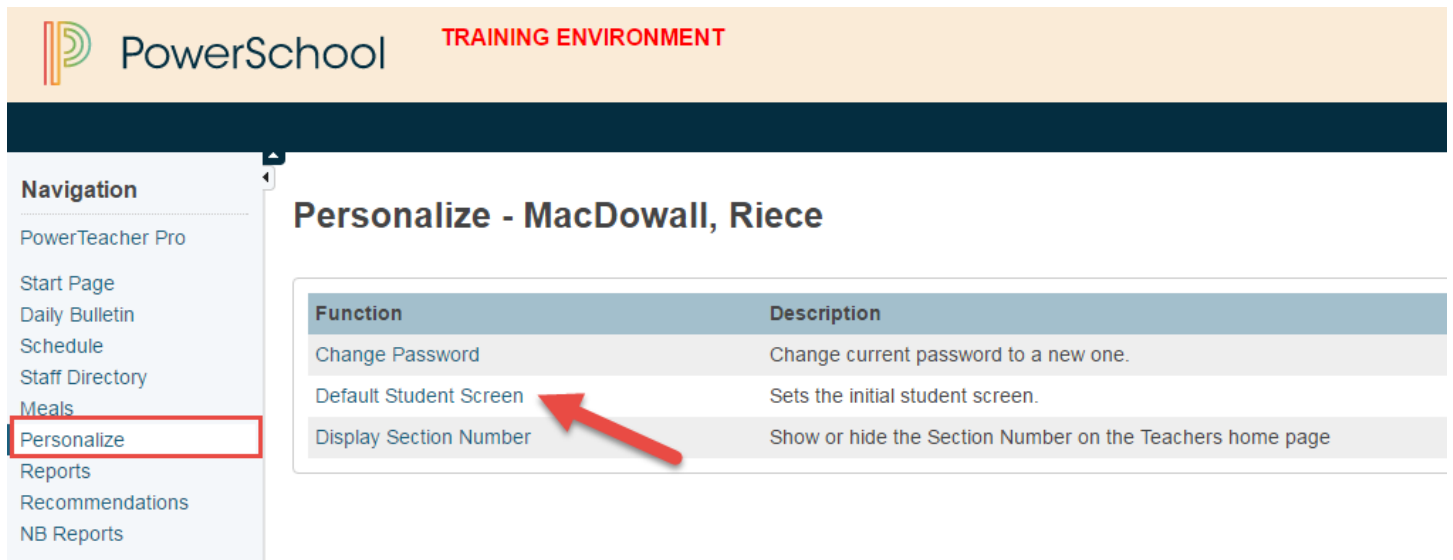


After selecting an individual student, in the top right hand corner you can use the Select Screens pull-down and select Demographics to view all the information that has been entered in PowerSchool Administrator by your Administrative Assistant. That includes Name, DOB, Address, Contact Phone Numbers and much more...

Remember the TIP?

You can view each of the students in your class's demographic information by clicking on their First Name, PowerTeacher will remember the last screen you viewed and open it each student you select.

Have not set a Default Screen yet? Follow these easy steps from your PowerTeacher Portal Home Page



Choose Personalize> Click on Default Student Screen > Choose your Preferred Screen.

**REMEMBER THE TIP:** Click on the First Name for Default Screen and Last Name for last screen viewed.