PowerTeacher Gradebook Installation and Setup Guide

PowerSchool
Student Information System

PEARSON

Contents

Introduction

The release of PowerSchool with PowerTeacher gradebook requires that you perform the installation and setup procedures outlined in this document. Before beginning the installation, you should read through this document. Although this document should provide sufficient information to install and set up the system, you can also refer to the *Installation Guide for PowerSchool 6.2.x* available on **PowerSource** as needed, based on your specific environment.

This guide also includes information on configuring the PowerTeacher Mobile iPad app.

Objective

Using this guide, you should be able to do the following:

Installation

- Identify your intended installation option.
- Install and configure PowerSchool with PowerTeacher gradebook.
- Administer PowerSchool with PowerTeacher gradebook.

Setup

- Assign usernames and passwords to teachers.
- Enable PowerTeacher gradebook for select teachers.
- Enable PowerTeacher Administrator for select users.
- Log on to PowerTeacher portal and launch PowerTeacher gradebook.
- Launch PowerTeacher Administrator.

Software Requirements

For a complete list of hardware and software requirements, see the *PowerSchool with PowerTeacher Gradebook Hardware and Software Requirements*, available on **PowerSource**.

PowerTeacher Mobile App

In order for teachers to use the PowerTeacher Mobile app for the iPad, you must configure the server and register the District with PowerSource. For more information, see the *PowerTeacher Mobile App Configuration* section of this guide.

Install PowerSchool with PowerTeacher Gradebook

Overview

Deployment options available for PowerSchool with PowerTeacher gradebook include using one or more servers with PowerSchool, Oracle, and PowerTeacher gradebook running on the same or different computers. This section describes the different deployment options and how to install each option.

For additional information on recommended configuration options, see the *PowerSchool with PowerTeacher Gradebook Hardware and Software Requirements*, available on **PowerSource**.

Installer

The application installer installs or updates an application node (including PowerSchool, Tomcat, and all Tomcat dependent applications), but does not install or update the database node. After the initial installation, the initial startup of PowerSchool on the Task Master node updates the database through the RepoSchemaUpdate process with any updates to the schema.

To install PowerSchool and PowerTeacher gradebook for the first time, see the *Installation Guide for PowerSchool 6.2.x* available on **PowerSource**.

To install the latest PowerTeacher gradebook version on an existing PowerSchool environment (6.0 or later), see the *Update Installation and Uninstall Guide* available on **PowerSource**.

Note: If you do not have an existing PowerSchool environment installed, you will need to contact PowerSchool to set up an initial implementation.

Deployment Options

Single Server Configuration

The following table provides information on a single-server configuration of PowerSchool with PowerTeacher gradebook.

Type	Configuration	Existing PowerSchool Installation	New PowerSchool Installation
Basic Deployment			
Basic	PowerSchool, database, and PowerTeacher with Tomcat all on the same server.	Use application installer, and **Upgrade** option.	Contact PowerSchool to implement.
Multi-Server Deployment			
Dedicated PowerTeacher with Tomcat	PowerSchool and database on server 1	Use application installer and Upgrade option on server 1.	Contact PowerSchool to implement server 1.
	PowerTeacher with Tomcat on server 2	Use application installer and **Upgrade** option on server 2. Reconfigure PowerTeacher IP/Host to point to server 2. **Do not launch PowerSchool on this server.**	Use application installer and "New Application Node" option on server 2. Reconfigure PowerTeacher IP/Host to point to server 2.
Dedicated database server	PowerSchool and PowerTeacher with Tomcat on server 1	Use update installer on server 1. Use application installer and **Upgrade** option on server 1.	Contact PowerSchool to implement.
	Database on server 2	No update needed.	
Dedicated PowerSchool	PowerSchool on server 1	Use application installer and **Upgrade** option on server 1.	Contact PowerSchool to implement.

Type	Configuration	Existing PowerSchool Installation	New PowerSchool Installation
	Database and PowerTeacher with Tomcat on server 2	Use application installer and **Upgrade** option on server 2. Reconfigure PowerTeacher IP/Host to point to server 2. **Do not launch PowerSchool on this server.**	

Server Array Configuration

The following table represents a server array configuration of PowerSchool with PowerTeacher gradebook. For more information on installing PowerSchool in a server array environment, see the *PowerSchool Server Array Configuration Guide* or the *PowerSchool Server Array F5 Load Balancer Configuration Guide* available on **PowerSource**.

Type	Configuration	Existing PowerSchool Installation	New PowerSchool Installation
Server Array Deployment			
Load balancer	Load balancer appliance for balancing load to server array.	*See *PowerSchool Server Array F5 Load Balancer Configuration Guide*.	*See *PowerSchool Server Array F5 Load Balancer Configuration Guide*.
Dedicated database server	Database on dedicated database server.	No update needed.	Contact PowerSchool to implement.
Dedicated application node hosting PowerTeacher with Tomcat	PowerTeacher with Tomcat on dedicated application node	Use application installer and **Upgrade** option on application node. Reconfigure PowerTeacher IP/Host to point to this server. **PowerSchool is installed on this application node, however do not launch PowerSchool on this server.**	Use application installer and **New Application Node** option on application node. Reconfigure PowerTeacher IP/Host to point to this server.
Dedicated application node hosting PowerSchool	PowerSchool on dedicated application node.	Use application installer and **Upgrade** option on application node.	Contact PowerSchool to implement.

Changing the Server Environment

If you have deployed PowerSchool with PowerTeacher gradebook in a single server configuration, and you now want to switch to a multi-server configuration (in this example, a 2-server option), use the application installer and the **New Application Node** option on the second server. Configure the PowerTeacher setup on the PowerSchool System Settings page to use the IP of the server running Tomcat.

Server Setup

You configure system settings for PowerTeacher gradebook on the PowerSchool Server Settings page. These settings tell PowerSchool where to direct users when they click the Gradebook link in PowerSchool Teacher. The database communication settings are automatically configured by the application installer.

System Settings for PowerTeacher

This procedure applies to any application or external system that requires a connection to Tomcat, including PowerTeacher Gradebook and PowerTeacher Administrator.

How to Configure PowerTeacher Settings

1. On the start page, choose **System** from the main menu. The System Administrator page appears.

2. Click **System Settings**. The System Settings page appears.

3. Click **Server Array Settings**. The Server Array Settings page appears.

4. Click **Server List**. The Server List page appears.

5. Click the ID or Supplied Name of the server you want to edit. The Edit Server page appears.

6. Scroll down to the Tomcat Configuration – External Access section.

7. Review the following information:

Field	Description
Secure Server (SSL)	Select the checkbox if you are enabling SSL. **Note**: This requires additional Tomcat configuration.
Server hostname or IP address	Verify that the information is the same as the PowerSchool server hostname or IP address, unless PowerTeacher is on another server.
Port	Enter **7880**. **Note**: Overriding or using SSL will require additional configuration

8. Use the following table to enter information in the Tomcat Configuration - Internal Access section:

Field	Description
Parent Single Sign-On Secure Server (SSL)	Select the checkbox if you are enabling SSL. **Note:** This requires additional Tomcat configuration.
Parent Single Sign-	Verify that the information is the same as the PowerSchool

Field	Description
On Node	server hostname or IP address on the internal network. **Note:** It is recommend that you do not use 127.0.0.1. If used, Tomcat must be running on every node PowerSchool is running on. If it is not, user will receive an error message when attempting to log in to the PowerSchool Parent Portal on that node.
Parent Single Sign-On Ports	Do one of the following: • If you are enabling SSL, enter **7443**. This is the default SSL port. • If you are not enabling SSL, enter **7880**. This is the default non-SSL port. **Note:** You can also configure a different port if you wish to do so.

Note: For more information on configuring Parent Single Sign-On, see the *System Administrator User Guide for PowerSchool 6.x* available on **PowerSource**.

9. Click **Submit**. The Changes Recorded page appears.

Note: It is recommended that you begin running without SSL to ensure that the application is configured properly before configuring the system to use SSL.

Enable PowerTeacher Gradebook for Teachers

PowerTeacher gradebook can be enabled on a per teacher basis, or by group using Group Functions. Once administrators have decided which teachers will use the PowerTeacher gradebook, you must enable each teacher with the appropriate settings.

Switching from PowerGrade to PowerTeacher Gradebook

It is recommended that you switch teachers to PowerTeacher gradebook at the end of a reporting term (if the teacher has current classes), or at the end of a term (after classes have ended and before the next term classes begin).

Teachers cannot be switched to PowerTeacher if the following conditions exist:

- If assignments exist for the shortest reporting term currently in progress. For example, if a teacher has entered assignments that fall during quarter 1 of a semester-long class, they will be prevented from switching to PowerTeacher gradebook until the first day of quarter 2. If you attempt to switch a teacher without first clearing all current reporting term data from PowerGrade, an error message will appear.

- If the teacher has any PGIncomingQueue records that are not processed, PowerSchool prevents switching the teacher and you are prompted to try again later.

The same conditions apply when changing teachers who are assigned to a section. If a teacher using PowerGrade is removed from a section and replaced with a teacher using PowerTeacher gradebook, PowerSchool will not allow the switch until all current reporting term data is removed from PowerGrade.

Note: Once a teacher's security setting is switched to PowerTeacher gradebook, they will no longer be able to upload data from PowerGrade to PowerSchool. Any teacher who attempts to save data from PowerGrade once their setting has been switched will encounter a connection error. To re-establish PowerGrade connectivity, change the teacher's security settings back to PowerGrade. For more information, see *Staff Security Settings* in the PowerSchool online help.

Final Grade Migration

If a teacher switches from PowerGrade to PowerTeacher gradebook after the start of class, some existing final grade data will be migrated to PowerTeacher gradebook. All final grades and corresponding percent, points earned, and points possible values for reporting terms that have ended will be migrated to PowerTeacher gradebook and will be flagged as "overridden". These grades must be migrated as overridden due to the fact that all corresponding assignments and scores are not migrated.

For example; if a teacher switches to PowerTeacher gradebook at the end of Q3 of a yearlong class, only the Q1, Q2, Q3, and S1 final grade will be migrated. Existing final grades for S2 and Y1 will not be migrated, since those reporting terms are not complete.

Any existing comments for a student entered in PowerGrade will be migrated into the final grade comments for the most recent reporting term of the shortest length. In the previous example, any comments that exist in [CC]TeacherComment will migrate into Q3.

Enable PowerTeacher for a Single Teacher

You use the Staff Security Settings page to enable PowerTeacher for a single teacher. Once a teacher is enrolled in PowerSchool, you modify the security permissions for the teacher.

How to Enable for a Single Teacher

1. On the start page, click **Staff**.
2. On the Search Staff page, search for and select a staff member.
3. On the Staff page, click **Security Settings**. The Security Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
Gradebook	Select the **PowerTeacher Gradebook** option.
Teacher Login ID	Enter the teacher's login ID. **Note**: If using LDAP, select the **LDAP Enabled** checkbox.
Teacher Password	Enter the teacher's password.

5. Click **Submit**. The Changes Recorded page appears.

Enable PowerTeacher for a Selection of Teachers

In order for administrators to enable PowerTeacher gradebook for multiple teachers at one time, a special function modifies the GradebookType to PowerTeacher. In this case, ensure that a Teacher Login ID and Teacher Password are entered for each teacher.

How to Enable for a Selection of Teachers

1. On the start page, select **Staff**. The Search Staff page appears.
2. In the Browse Staff section, click **Teachers**. The Select A Staff Member page appears.
3. Click **Functions**. The Group Staff Function page appears.
4. Click **Set Staff Field Value**. The Teacher Field Value page appears.
5. Enter **GradebookType** in the **Field To Change** field.
6. Enter **1** in the **New Field Value** field.
7. Click **Submit**. The Changes Recorded page appears.

How to Enable for a Select Group of Teachers

1. On the start page, select **Staff**. The Search Staff page appears.

2. In the Browse Staff section, click **Teachers**. The Select A Staff Member page appears.

3. Click **Functions**. The Group Staff Function page appears.

4. Click **Select Teachers By Hand**. The Select Teachers By Hand page appears.

5. Press and hold **COMMAND** as you click on each teacher you want to enable.

6. Click **Functions**. The Group Staff Function page appears.

7. Click **Set Staff Field Value**. The Teacher Field Value page appears.

8. Enter **GradebookType** in the **Field To Change** field.

9. Enter **1** in the **New Field Value** field.

10. Click **Submit**. The Changes Recorded page appears.

How to Enable Using Direct Data Access (DDA)

1. On the start page, on the browser address bar change the address portion of the URL after /admin/ to read **/tech/usm** (for example, http://school.k12.us/admin/tech/usm). The Direct Database Access (DDA) page appears.

2. Use the following table to enter information in the fields:

Field	Description
Current Table	Choose **Teachers** from the pop-up menu.
Select All [x] records in this table	To indicate the records to modify, do one of the following: • Click **Select All [x] records in this table** to select all of the records found. • Identify search criteria in the Search Teachers fields.
Search Teachers	Choose a field from the first pop-up menu. Choose an operator from the second pop-up menu. Enter the value for the field in the text box.
Search only in records belonging to [school name]	Select the checkbox to filter your school's records in the search.
Search within the current [x] records only	Click to display the new number of current records in the selection.

3. Click **Modify Records**. The Modify Records page appears.

4. Choose **GradebookType** from the pop-up menu.

5. Enter **1** in the text box.

6. Click **Modify Selected Records**. The confirmation page appears.

Note: If you use Quick Import to change the assigned gradebook, be sure to change the GradebookType value to 1.

Enable Java Permissions on the Teacher's Computer

You must enable write permissions on each teacher's classroom computer in order to launch PowerTeacher gradebook.

How to Enable Write Permissions

Windows

1. Log on to the teacher's computer as an administrator.

2. Open Windows Explorer, and navigate to **Program Files > Java**.

3. Right-click on the Java folder and select **Properties**. The Java Properties dialog box appears.

4. In the Attributes section, deselect the **Read-only** checkbox. This allows you to maintain your general permissions set-up, while allowing the PowerTeacher gradebook to function in this environment.

5. Click **Apply**.

6. Click **OK**.

Mac

1. Log on to the teacher's computer as an administrator.

2. Navigate to **Applications > Utilities**.

3. Select the **Java** folder.

4. On the Finder menu bar, go to **File > Get Info**. The Java Info dialog box appears.

5. On the Sharing & Permissions section, select **Read & Write** for the System access. This allows you to maintain your general permissions set-up, while allowing PowerTeacher gradebook to function in this environment.

Switching from PowerTeacher Gradebook to PowerGrade

Teachers can switch from PowerTeacher gradebook back to PowerGrade. Use the Rebuild Data from Server function in PowerGrade to view all gradebook data that currently exists.

This will include any data that was at one time entered into PowerGrade, plus any PowerTeacher gradebook data that was entered. If a teacher must switch back to PowerGrade, it is critical that the teacher first run the Scoresheet Report for all students in all sections prior to the switch to ensure that a hard copy of all gradebook data is available once the switch is complete.

Note: Any data entered in PowerTeacher gradebook will be deleted from the gradebook when the switch to PowerGrade occurs. Due to the existence of additional gradebook-related tables, the data is available in PowerGrade. However, if a teacher ever switched back to PowerTeacher gradebook, the original data entered into the gradebook is not available. As stated above, PowerGrade data is not automatically migrated to PowerTeacher gradebook.

Enable PowerTeacher Administrator

Use the PowerSchool Staff Security Settings page to enable PowerTeacher Administrator for a single user. Once a user is created in PowerSchool, you modify the security permissions.

Note: PowerTeacher Administrator must be configured to run on a single node. It cannot run balanced across nodes in a server array environment.

Important Note: The following account and security group automatically appear in PowerTeacher Administrator. **Do not alter or delete either account or security group**:

- Account prdev is a ReportWorks account that owns the ReportWorks templates and has no privileges to the ReportWorks developer application.

- ReportWorks Developer is a security group that is assigned to users that require access to the ReportWorks developer application.

How to Enable PowerTeacher Administrator

1. On the start page, click **Staff**.
2. On the Search Staff page, search for and select a staff member.
3. On the Staff page, click **Security Settings**. The Security Settings page appears.
4. Select the **Yes** option next to the **PowerTeacher Administrator user** field.
5. Click **Submit**. The Changes Recorded page appears.

Accessing PowerTeacher Administrator

Access the PowerTeacher Administrator application through a Web browser.

How to Launch PowerTeacher Administrator

1. Log in to PowerSchool administrator portal.
2. On the Start page, click **PT Administrator** on the main menu.

How to Configure PowerTeacher with SSL

Overview

When the PowerTeacher gradebook is launched, it runs using a separate application called Tomcat. Currently, Tomcat uses its own implementation of SSL with its own certificate and dedicated port. The configuration of SSL for PowerSchool has no connection to implementing SSL for PowerTeacher. The only relationship between SSL for PowerTeacher and PowerSchool is the configuration of the PowerTeacher communication settings in PowerSchool. See *System Settings for PowerTeacher*.

Note: The SSL certificate used for the load balancer should use the name of the host that is being accessed. The server settings page and gradebook setting should use that same hostname as well.

Note: To configure SSL with a load balancer, see the *Server Array F5 Load Balancer Guide* available on PowerSource.

Get a Certificate

We recommend that you purchase a certificate from a certificate authority or sign your own certificate. Your certificate should be set up to use a host name, not an IP address, for greater flexibility.
Note: Currently, PowerTeacher will not work with self-signed certificates.

Administering Tomcat

Tomcat is the application server that runs PowerTeacher. Tomcat can run independently of PowerSchool and vice versa. Currently, PowerSchool does not have a page to administer Tomcat. The application installer sets up Tomcat as a service on OS X and Windows.

Tomcat is automatically started and stopped by the application installer as needed during installation. There is no need to do this separately. In addition, Tomcat is started automatically if the server computer is restarted. However, you may on occasion need to start and stop Tomcat.

Deployment of Java and Tomcat by the PowerSchool Application Installer has been standardized and additional file metadata has been added. On install or upgrade, Tomcat and Java are located to the following directory:

- Windows:

    [Drive]:\Program Files\Pearson\School Systems

- Mac:

    /[Volume]/Applications/Pearson/School Systems/

For more information, see the *PowerSchool 6.2.x Installation Guide* available on **PowerSource**.

Launch PowerTeacher Gradebook

The PowerTeacher gradebook is available through the PowerTeacher portal.

How to Launch PowerTeacher Gradebook

1. Open your web browser to your school's PowerTeacher Portal URL. The Log On page appears.

2. Enter your username in the first field.

3. Enter your password in the second field.

   Note: The characters appear as asterisks (*) to ensure greater security when you log in.

4. Click **Enter**. The PowerTeacher portal start page appears.

5. On the PowerTeacher start page, click **Gradebook**, or click on the **green arrow**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

How to Quit PowerTeacher Gradebook

1. From the PowerTeacher Gradebook menu bar, choose **Quit PowerTeacher Gradebook**.

2. If the Gradebook is in the middle of saving information, a window appears notifying you that changes are being saved. Please wait while the Gradebook finishes saving changes.

PowerTeacher Mobile App Configuration

PowerTeacher Mobile enables teachers to use some of the most common features of the PowerTeacher gradebook on the iPad. Enable and configure the PowerTeacher Mobile app services in PowerSchool.

Note: By default, mobile services are not enabled when you update PowerSchool (versions 6.2.1.7 and later).

How to Enable Mobile App Services

1. On the PowerSchool start page, choose **District** from the main menu. The District Setup page appears.

2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.

3. Select the **Enable Mobile App Services** checkbox to enable access to the mobile application services for PowerSchool. Alternatively, deselect the checkbox to disable access to the mobile application services for PowerSchool.

   Note: Once you have enabled this feature, you must also configure the PowerSource Registration of District's Mobile App Services settings.

4. Click **Submit**. The Changes Recorded page appears.

5. Restart Tomcat. For more information, see **Knowledgebase article 62222** on **PowerSource**.

How to Configure Mobile App Services

Once you have enabled this feature, you will want to also configure the PowerSource Registration of District's Mobile App Services settings.

1. On the start page, choose **District** from the main menu. The District Setup page appears.

2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.

3. Use the following table to enter information in the PowerSource Registration of District's Mobile App Services fields:

Field	Description
Disable PowerSource Registration	If you do not want to register your district with PowerSource, which is used by mobile devices to find your server, select the checkbox. Otherwise leave the checkbox blank.
Mobile App Server Address	If you have selected the **Enable Mobile App Services** checkbox, enter the server or IP address remote web traffic will use for the mobile web services. This can be an individual IP, domain, or a load-balancer address. **Note:** Typically this is the same as your Tomcat server.

Field	Description
Mobile App Port Number	If you have selected the **Enable Mobile App Services** checkbox, enter the port number remote web traffic will use for the mobile web services. **Note:** Typically this is the same as your Tomcat server.
Mobile App SSL Enabled	If your Tomcat server or Load Balancer is using SSL, select the checkbox. Otherwise leave the checkbox blank. **Note:** This option does not enable or disable SSL, it only informs the PowerSource Registration that your servers are using SSL.
District Postal Code (Zip + 4)	Enter the district's postal code. This is used when teachers search for your district via zip or geo-location.

4. Click **Submit**. The Changes Recorded page appears.

How to Enable PowerTeacher Mobile for Specific Schools

1. On the start page, choose **School** from the main menu. The School Setup page appears.

2. Under General, click **Mobile Settings**. The Mobile Settings page appears.

3. If you want this school to be able to access the mobile application services for PowerTeacher, leave the **Disable Mobile PS (Teachers) Apps** checkbox blank. By default, this feature is enabled.

   Note: Alternatively, if you do not want this school to be able to access the mobile application services for PowerTeacher, select the checkbox.

4. Click **Submit** to save the preferences.

PEARSON

www.PearsonSchoolSystems.com