

## PowerTeacher Pro Read Only Access

Some administrative users can be afforded read only access to PowerTeacher Pro teacher gradebooks. Read Only access to PowerTeacher Pro teacher gradebooks is designed to provide selected administrative users permissions to view, test, troubleshoot gradebook issues without the teacher divulging confidential username and password. There are multiple steps involved in configuring PowerTeacher Pro gradebooks access for administrator accounts.

### Roles Administration

Roles Administration provides a central location from which to manage roles. User Access Roles are required to take advantage of certain PowerSchool features. Users can have multiple roles tied to each of their school affiliations accommodating unique security configurations. User Access Roles provide PowerSchool administrators the ability to create and control roles specifically for user permissions.

To configure Roles Administration to allow PowerTeacher Pro Read only Access perform the following:

1. Navigate to [Start Page > Setup – System > Roles Administration > User Access]
2. Select PowerTeacher Pro Read Only user role
3. Ensure both Enabled and PowerTeacher Pro Read Only Admin Access are checked

### Admin Access and Roles

Once PowerTeacher Pro Read Only Admin Access role has been enabled and selected, PowerTeacher Pro Read Only Admin Access role added to individual account and schools.

1. Search or select an administrative user account [Start Page > Staff > Search/Select and administrative user account]
2. Navigate to and select Security Settings and select Admin Access and Rols [Start Page > Staff > Security Settings > Admin Access and Roles]
3. Select the edit icon for the designated school to Edit User Access Roles
4. Select the checkbox for PowerTeacher Pro Read Only from the list of Use All Roles and submit this setting
5. Submit the System Security page to confirm the settings.

Permissions and roles are inherited at the time of login for each account. The user will have PowerTeacher Pro Read Only Access on all subsequent sessions.

### Admin Access to PowerTeacher Pro Gradebooks

There are two ways of accessing a teacher’s gradebook once PowerTeacher Pro Read Only Access has been enabled and associated to designate administrator accounts.

#### Method 1

1. Search/select a teacher account from the Staff tab on the Start Page.
2. Select PowerTeacher Pro in the navigation menu

#### Method 2

1. Select Teacher Schedules from the Start Page menu
2. Select the teacher from the resulting list of teachers assigned sections to teacher at a school
3. Select the PowerTeacher Pro button in the upper right portion of the teacher schedule page

School	Roles (Group Name)	Action
Apple Grove High School (Home School)	District Administrator (Administrator)	
	Data Export Manager Export/Edit Access (No Group Defined)	
	PowerTeacher Pro Read Only (No Group Defined)	

### Teacher Schedule - Lura, Colleen R 13117

Display today's sections **PowerTeacher Pro** **New**

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
<input type="checkbox"/> 1(A)	18-19	ENG2100	Speech	3	115	28		