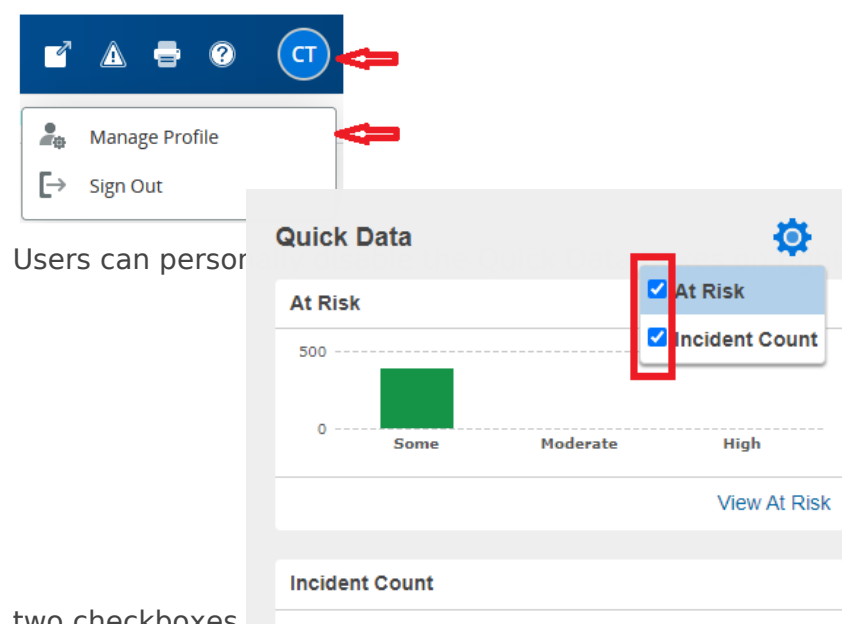


ADMIN

New Top Navbar, Manage Profile and Quick Data

The top Navbar icons have changed slightly but still do the same thing (eg. Print)

The Personalize menu item has been removed, instead use **Manage Profile** from the User icon at the top right. This is used to view your profile details and set the initial student screen and various Interface and Smart Search options.



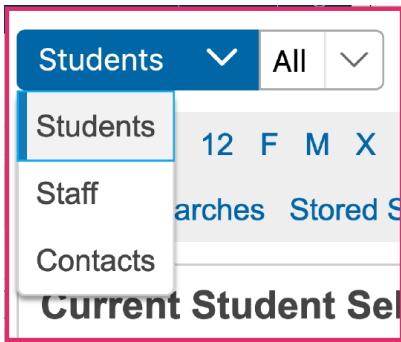
Users can person

by clicking the cog and unticking the

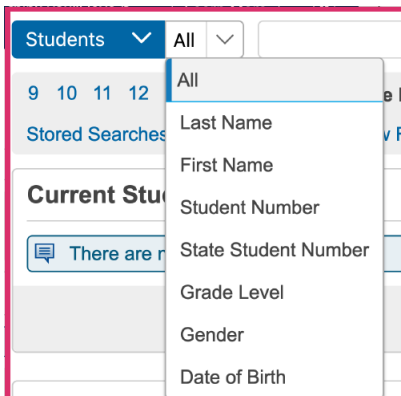
two checkboxes

New Search

Student / Staff / Parents tabs replaced by a single drop-down menu.



Direct field search on commonly used fields

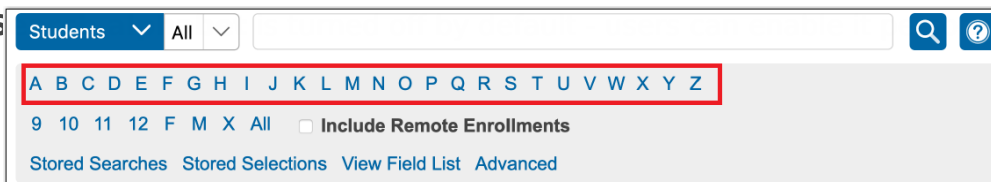


Search term building - search terms build as you enter them and can be removed individually or a new search started with Clear All.



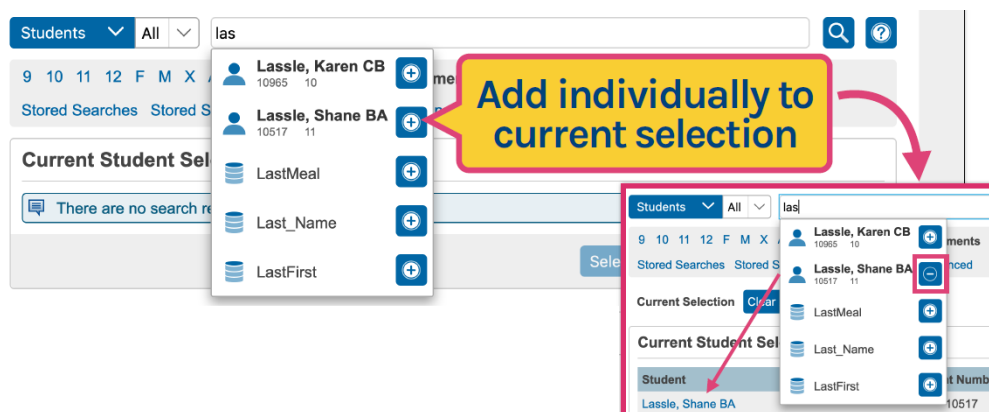
NOTE: this makes the search more like spreadsheet filtering than the previous search behaviour, where a new search would be performed.

Quick Search via **Manage**



Profile

Live Smart Search - as you type, provides all possible solutions which you can add individually to the current selection or select all by clicking Return



Note: Smart Search is enabled by default - a user can disable it via Manage Profile

Advanced Search moved to drawer on right to separate it and make it easier to see the impact on the current selection

For more information, click the Help ? icon to the right of the search bar.

Parents -> Contacts

Instead of each student having mother/father information (repeated for each sibling), parent Contacts are now their own entity. They also have their own Portal accounts (rather than sharing between a family), but only if they have specified a valid email address. SSO will be implemented for these Parent Contacts during the summer of 2022.

Now to view the parents of a student, Admin users should not use the Parents pages, but should instead use the Contacts screen. This displays the name, email, relationship, main phone number, address and whether or not the child lives with them (main/secondary family). If the Contact has a Portal account associated with them, Data Access will be ticked.

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
 	Jay Pritchett <jay@pritchettsclosets.com>	Father	Mobile	0444/55.66.77	1 Main Street, 1170 Watermael-Boitsfort		✓						✓	 
 	Gloria Pritchett	Stepmother	Mobile	0456/77.88.99	1 Main Street, 1170 Watermael-Boitsfort		✓							 
 	DeDe Pritchett <dede1010@gmail.com>	Mother	Home	02/333.44.55									✓	 

POWERTEACHER

Changes in PowerTeacher are just cosmetic and there are no changes in PowerTeacher Pro

Start Page icons

Middle School  21-22 Semester 2

Current Classes

See BUILD EMAIL LISTS

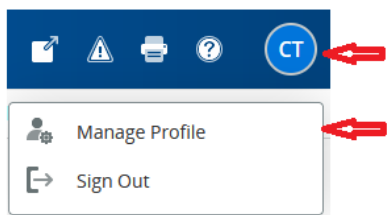
Exp	Course	Sec #	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Email List	Print Class Reports
E(BLK)	Science 9 (English) PowerTeacher Pro	3								

Previous version icons



Manage Profile

The Personalize menu item has been removed, instead use Manage Profile from the User icon at the top right. This is used to view your profile details and set the initial student screen.



There is a new option in Manage Profile to show the course section number on the Start Page

Display Section Number on the PowerTeacher Home Page ☐ No

If set to yes, the section number column appears in the Current Classes list

Exp	Course	Sec #	Attendance Status	Take Attendance
E(BLK)	Science 9 (English) PowerTeacher Pro	3		

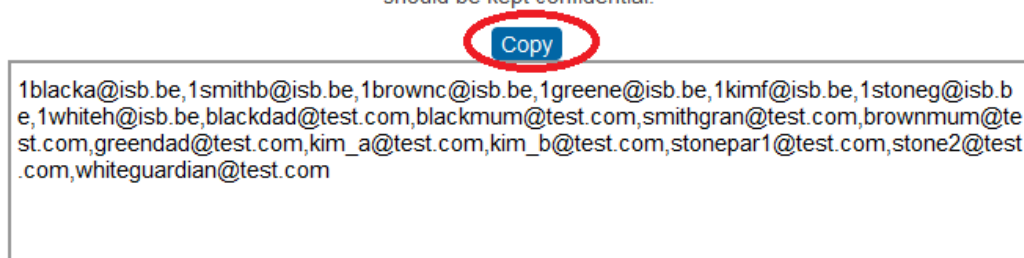
BUILD EMAIL LISTS

There is a slight change to the way you can build email lists of students and/or parents to copy/paste into an email.

Student Name	Student Email Addresses		Student Contact Addresses	
	 ☐ Select/Deselect All		 ☐ Select/Deselect All	
Black, Ann	☒	1blacka@isb.be	☒	blackdad@test.com blackmum@isb.be
Smith, Bob	☒	1smithb@isb.be	☒	smithgran@test.com
Brown, Carol	☒	1brownc@isb.be	☒	brownmum@test.com
Jones, Danny 	☐	1jonesd@isb.be 	☐	jones1@test.com jones2@test.com
Green, Eric	☒	1greene@isb.be	☒	greendad@test.com
Kim, Fred	☒	1kimf@isb.be	☒	kim_a@test.com kim_b@test.com
Stone, Greg	☒	1stoneg@isb.be	☒	stonepar1@test.com stone2@test.com
White, Helen	☒	1whiteh@isb.be	☒	whiteguardian@test.com

Once you have selected the addresses, click the "Copy" button, and paste into the BCC (blind carbon copy) field of a new email.

This will prevent parents from seeing each others' email addresses, which should be kept confidential.



First use the Select/Deselect toggle to select all students and/or Student Contact Addresses (parents). Optionally, you can then remove any single email items you don't require in the list. The list at the bottom will change dynamically depending on your selections. Once complete, click the Copy button to copy to your clipboard for pasting into your email.

In the Admin Portal, this can be invoked as before, using group function Build Email Lists.

In the Teacher Portal, it can be invoked directly from the new Email List icon on the Start Page - all students in all your classes will be available to select from. Alternatively you can select Student Information for a single class and select the Email Addresses menu link.

It is not currently possible to generate these email lists from PowerTeacher Pro.

Revision #7

Created 2022-06-28 12:07:11 UTC by Tyers, Cathy

Updated 2026-07-23 11:29:12 UTC by Capon, Oliver