

Creating and Using Your PowerSource Account

Creating a PowerSource Account

1. Go to <https://powersource.pearsonschoolsystems.com/signup/1000396>
2. Fill in the required fields – you must use your ACPS email address.
3. Fill in the School field using the abbreviation list at the bottom of this page.
4. Click Submit.
5. Check your ACPS email account for a PowerSource activation email and follow the directions contained in the email.

Navigating in PowerSource

- PowerSource User Guide - <https://powersource.pearsonschoolsystems.com/article/54021>
- Click My Setup (top right corner) to modify your profile or change your password.
- Click the Training tab to access training resources.
- Click the PowerTeacher tab to access PowerTeacher resources.

Taking a Distance Learning Class*

Distance Learning classes are 1-3 hour classes on an area of PowerSchool or PowerTeacher

1. Sign in to PowerSource.
2. Click on the Training tab.
3. Click on the Distance Learning icon.
4. Browse courses or use the keyword search to find a specific course.
5. Click on the Request link.
6. Review the estimated time to complete the course and click the Request button.
7. Once on your Distance Learning transcript page click the Launch link to start the course. Pop-up blockers must be disabled for the course to launch. See the technical requirements link below for more information.
8. From PowerSource to return to a Distance Learning class you have requested, or already started, click on the Training tab and then click on the My Distance Learning link.

* Technical Requirements - <https://powersource.pearsonschoolsystems.com/article/62877>

Viewing a Mastery in Minutes Tutorial

Mastery in Minutes tutorials are 5-10 minute how-tos on a specific task in PowerSchool or PowerTeacher.

1. Sign in to PowerSource.
2. Click on the Training tab.
3. Click on the Mastery in Minutes icon.
4. Use the filter tools to narrow the list of tutorials, or the use keyword search to find a specific tutorial.
5. Click on the Launch link. Pop-up blockers must be disabled for the tutorial to launch. See the technical requirements link above for more information.
6. Wait for the tutorial to start.
- 7.

Recommended Distance Learning Classes available on PowerSource PowerTeacher

PowerTeacher Gradebook: Getting Started

PowerTeacher Gradebook: Working with Grades

Suggested:

PowerTeacher Gradebook Standards

PowerTeacher Gradebook: Seating Charts

HS Abbreviations - Albemarle (AHS) Monticello (MOHS) Murray (MUHS) Western Albemarle (WAHS)

MS Abbreviations - Comm Public Charter (CPCS) Burley (BMS) Henley (HMS) Jouett (JMS) Sutherland (SMS) Walton (WMS)

ES Abbreviations - Agnor-Hurt (AHES) Baker-Butler (BBES) Broadus Wood (BWES) Brownsville (BES) Cale (CAES)

Crozet (CRES) Greer (GES) Hollymead (HMS) Meriwether Lewis (MLES) Murray (MES) Red Hill (RHES)

Scottsville (SES) Stone-Robinson (SRES) Stony Point (SPES) Woodbrook (WES) Yancey (YES)

Other Abbreviations – Central Office and Support Services (COB)

PowerTeacher Gradebook

Log into Gradebook at <https://sis.k12albemarle.org/teachers/pw.html> using your network credentials.

Select GradeSetup; Choose the terms and complete the grade setup for each term following the Final Grades Setup Guidelines. Setup must be completed for each section or class assigned

How to Install and Setup New Gradebook Launch:

Use this initial Gradebook Launch procedure on each computer you use to access PowerTeacher Gradebook. You only need to use this procedure one time on each computer to activate the new Gradebook launch method. You may follow the on-screen instructions to install and setup the new launch method. Click **Next** to advance through the instructions on the Gradebook page. Otherwise, use the following procedure.

Windows:

1. On the start page, in the New Gradebook Launch section of the navigation menu, click the **Installer** link. The Install tab of the Gradebook page appears.
2. Click the arrow next to **Windows** to display setup instructions.
3. Click **Download Installer**. The Choose Install Location dialog appears.

Note: The file could take some time to download, depending on your network.

4. Select a destination folder for the installer, or use the default location. Click **Install**.
5. A final screen appears. Read the instructions carefully, and then click **Finish**.
6. Return to PowerTeacher portal, and click **Launch** on the navigation menu, or on Step 4 of the on-screen installation instructions. The Gradebook opens, and setup of the new launch method is complete, including activation of the desktop shortcut icon.
7. Now that the new launch method is enabled, click **Launch** on the navigation menu, or click the desktop shortcut icon, to open the Gradebook.

Mac:

1. On the start page, in the New Gradebook Launch section of the navigation menu, click the **Installer** link. The Install tab of the Gradebook page appears.
2. Click the arrow next to **Mac OS X** to display setup instructions.
3. Click **Download Installer**. The file could take some time to download, depending on your network. When the download is complete, a **Gradebook.dmg** icon appears in your Downloads folder or on your desktop, depending on how you have downloads configured in your browser.
4. Click **Gradebook.dmg**. The Gradebook screen appears.
5. Double-click on the icon where indicated to install. The Double Click to Install.app screen appears.
6. Click **Run**. A final screen appears. Read the instructions carefully, and then click **OK**.
7. Close the Gradebook screen from Step 5.
8. Return to PowerTeacher portal, and click **Launch** on the navigation menu, or on Step 6 of the on-screen installation instructions. The Gradebook opens, and setup of the new launch method is complete, including activation of the desktop shortcut icon.
9. Now that the new launch method is enabled, click **Launch** on the navigation menu, or click the desktop shortcut icon, to open the Gradebook.

Electronic Notification

Albemarle County Schools utilize an electronic notification system to send out messages to staff and parents regarding school closings, emergencies, etc. Staff who wish to receive the messages must sign up using the self-service portal. Employees can sign up by:

1. Navigating to the staff page on the county schools website
2. Select Closings and Delays>Electronic School Notification System (ESNS) for staff and click on the blue link
3. Select the web-based update tool
4. Enter your user name and password
5. Verify your contact information and enter your electronic notification phone numbers.
6. Click on update to save your information