



Changing the default term level for PowerSchool Admin and PowerTeacher Portal

Purpose: Admin - When logging into PowerSchool, the current term will be automatically set based on the default term level set at the current school. This affects the term both administrators and teachers see as default. This article describes how to change the default term level.

1. Navigate to Start Page > School Setup > Miscellaneous (under the General category).
2. Choose a default term level from the Default Term Level popup menu.
3. Submit your changes.

When teachers log into PowerSchool Teacher, they will be logged into the chosen term. When they start the gradebook they will be able to change the term they are working in to what they want to see.

Note: This feature is only designed to work when the server date is within a given year defined at the currently selected school. Prior to the beginning or after the end of a given school year, PowerSchool will default into the smallest term level of the default school year.