



Changing a Teacher for a Section Mid-term

Purpose: Administration – how to change a teacher for a section during a term

In order to change the teacher for a section, please perform the following steps:

1. If the teacher does not currently exist in PowerSchool, create the teacher by clicking on Staff > New Staff Entry.
2. After the teacher is created, be sure to verify the gradebook the new teacher will be using. To do this, from the start page, select "Staff" and search for the new staff member.
3. Click on "Security Settings."

Gradebook Web Gradebook PowerGrade

Warning: If you switch a Teacher from Web Gradebook to PowerGrade, you cannot undo the switch unless you first delete all of the teacher's current assignments and scores in PowerGrade.

4. Verify the teacher has the correct gradebook selected - Web Gradebook. If the information is incorrect, change the Gradebook type to Web Gradebook and submit the page.
5. Return to the Start Page, and click on School.
6. Click on Sections.
7. Click on the course you wish to change teachers for.
8. Click on the section number of the section you wish to change teachers for.
9. Change the teacher in the dropdown menu to the new teacher, and submit the page.



Note: Please remember to set the correct gradebook prior to changing the teacher on the section. If the new teacher has PowerGrade selected, and you want them to use PowerTeacher Gradebook, when the section is changed the Assignment information will have to be deleted, causing loss of the assignments and scores.