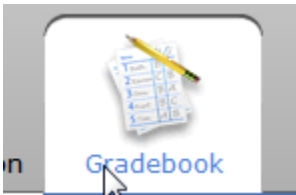


# PT Administrator – School Level Admin

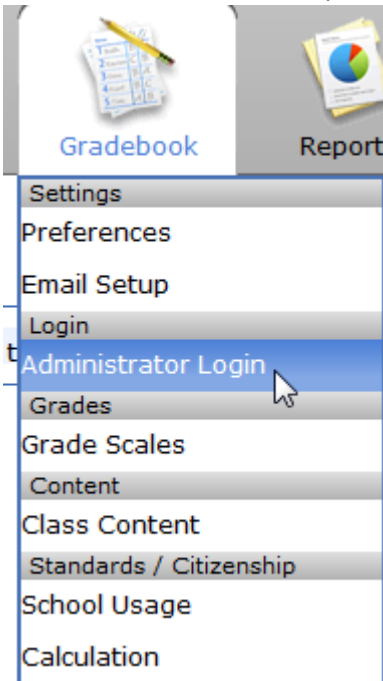
1. In PS click PT Administrator at the bottom of page



2. You have limited access on this application so most pages will display as *Access Denied*. You will need to click on the **Gradebook** tab.



3. Then in the Gradebook drop down click **Administrator Login**.



4. Your school name will display in the left box and your teachers names will display in right box.
5. For the PT Gradebook you want to view click the teachers name.
6. After clicking the teacher name click the **Launch Gradebook** button and a READ ONLY version of that teacher PT Gradebook will appear.

7. From here you can view the teacher's PT Gradebook (not the Powerteacher) and what ever they have set up at that time because the display is real time. The only thing to remember is that this is a READ ONLY application you can make changes but you will never be able to save the changes.