

PowerTeacher Portal User Guide

PowerSchool 7.x
Student Information System

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This edition applies to Release 7.2 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating PowerTeacher. This guide is based on the PowerTeacher online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerTeacher online help is updated as PowerSchool is updated. Not all versions of the PowerTeacher online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerTeacher.

Referenced Sections

This guide is based on the PowerTeacher online help, and may include references to sections that are not contained within the guide. See the PowerTeacher online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File** > **New** > **Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**.”

Introduction

Welcome to PowerTeacher! PowerTeacher is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for teachers.

PowerTeacher makes it easy for teachers to get up and running quickly in the classroom by providing easy-to-use tools to create seating charts, view student, faculty, and school information, as well as to print reports and enter attendance, comments, assignments, and scores, teachers can focus their attention on the classroom and student achievement.

About PowerSchool

PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

Get Started

To get started, you must sign in to PowerTeacher.

Sign In to PowerTeacher

Before you can sign in to PowerTeacher, you will need your school's PowerTeacher URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to PowerTeacher

1. Open your Web browser to your school's PowerTeacher URL. The Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view PowerTeacher from the pop-up menu. Note: If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.

3. Click **Sign In**. The start page appears. For more information, see *PowerTeacher Start Page*.

Notes:

- If your PowerSchool administrator has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see *How to Reset Your Password*.
- If your password has expired, you may be asked to reset your password. For more information, see *How to Reset Your Password*.
- If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your PowerSchool administrator.

How to Reset Your Password

If your school's PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

Note: This procedure is only available if the Password Reset Rule or the Password Expiration Rule is enabled.

1. Sign in to PowerTeacher. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	<p>Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.</p> <p>Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without help from your PowerSchool administrator; this will delay your work. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.</p>
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see *PowerTeacher Start Page*.

Note: If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to PowerTeacher, use your new password.

PowerTeacher Start Page

When you sign in to PowerTeacher, the start page appears. This page serves as the central point from which you begin your PowerTeacher session. The start page consists of the following main areas:

- **Header**
- **Navigation Toolbar**
- **Navigation Menu**
- **Current Classes**

Header

The header appears at the top of PowerTeacher. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
Help	Click to access the PowerTeacher online help. Assistance is just a click away!
Sign Out	Click to sign out of PowerTeacher. For more information, see <i>Quit PowerTeacher</i> .

Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
School	The name or initials of your school.
Term	The current term, which adjusts automatically at the beginning of each term.
[Applications Icon]	<ol style="list-style-type: none"> 1. Click the icon. The Applications drawer slides into view. 2. Click the Application link you want to launch. The application launches in a separate window (or tab depending on your browser settings). <p>Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's</p>

Field	Description
	<p>PowerSchool administrator</p> <p>Note: If you are not actively working in PowerTeacher, your session may timeout. If so, you need to sign in again.</p> <ol style="list-style-type: none"> When you are finished working in the application, be sure to sign out of the application. When you are finished working in PowerTeacher, be sure to sign out of PowerTeacher. <p>Note: This icon only appears if a plugin has been installed and enabled and you have been granted access to the plugin.</p>
[Notifications Icon]	<p>The exclamation point to access the Notifications pop-up.</p> <p>The Password Security section displays the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.</p>
[Report Queue Icon]	<p>Click to access the Report Queue - My Jobs page. For more information, see <i>How to Use the Report Queue</i>.</p> <p>Note: The icon only appears when you have reports in the queue.</p>
[Print this Page Icon]	<p>Click the printer to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.</p>

Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of PowerTeacher. The navigation menu includes the following links:

Field	Description
Start Page	Click to view the Current Classes page. For more information, see <i>Work with Classes</i> .
Daily Bulletin	Click to read your school's daily bulletin. For more information, see <i>Daily Bulletin</i> .
Staff Directory	Click to access the school's staff directory. For more information, see <i>Staff Directory</i> .
Meals	Click to view meal transactions. For more information, see <i>Meals</i> .

Field	Description
Personalize	Click to set user preferences. For more information, see <i>Personalize</i> .
Gradebook	Click to launch Gradebook from the PowerTeacher Launch page. Click the blue arrow to immediately launch the gradebook and bypass the PowerTeacher Launch page. For more information, see <i>Gradebook</i> . Note: If PowerTeacher gradebook is enabled as your grade-keeping application, this link appears.
Reports	Click to print reports for all students in your classes. For more information, see <i>Reports</i> .
Recommendations	Click to manage course recommendations for your students. For more information, see <i>Recommendations</i> .

Current Classes

A list of classes for the current term appears in the main part of the start page. For each class, you can view or access the following information:

Field	Description
[Expression]	The period/day combination for the class.
[Course Name]	The name of the class.
[Section Number]	The section number of the class.
[Attendance Indicator Icon]	A dot appears next to each class. The color of the dot indicates whether or not you have submitted attendance for that class. For more information, see <i>Attendance</i> .
[Single Day Attendance Icon]	Click the chair to take attendance for a single day. For more information, see <i>Attendance</i> .
[Multi-Day Attendance Icon]	Click the grid to take attendance for a date range or term. For more information, see <i>Attendance</i> .
[Seating Chart Icon]	Click grid and chair to work with the seating chart. This includes designing and editing a seating chart layout, taking attendance and more. For more information, see <i>Seating Chart</i> .
[Lunch Counts Icon]	Click the utensils to submit lunch counts. For more information, see <i>Lunch Counts</i> .
[Student Information Icon]	Click the backpack to view a variety of student data or to enter final grades or log entries. For more information, see <i>Student Information</i> .

Field	Description
[Reports Icon]	Click the printer to print reports for an individual student or the entire class. For more information, see <i>Reports</i> .
[Analytics Icon]	<p>Click to view Analytics data. To view additional Analytics data, see <i>Analytics Student View</i>.</p> <p>Note: The icon only appears if Analytics is enabled. For more information, contact your school's PowerSchool administrator.</p> <p>Note: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.</p>

Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu.

Note: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Daily Bulletin

While you cannot create entries for the daily bulletin, you can read the notices and send a message to the person in charge of maintaining the bulletin.

How to View the Daily Bulletin

1. On the start page, click **Daily Bulletin** from the navigation menu. The View Daily Bulletin pop-up appears.
2. Do one of the following:
 - Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a black border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
 - Click the email address to send a message to the person who creates items for the daily bulletin. Send either an announcement to contribute to the bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.
3. When done viewing, click the **x** in the upper right hand corner to close the View Daily Bulletin pop-up.

Staff Directory

The staff directory displays the staff list for the selected school and term. Use this function to filter groups of staff members according to their functions or to find e-mail addresses.

How to View the Staff Directory

1. On the start page, click **Staff Directory** from the navigation menu. The Staff Directory page appears.
2. To filter staff groups, click a staff group link next to Listing Options. The selected staff group appears.
3. Click the individual's e-mail address to e-mail that staff member. Alternatively, select the e-mail addresses in the **Group Email** field at the bottom of the page. Using your e-mail application, copy and paste the selected addresses into the address field of a new e-mail message.

Meals

The Meals page displays all of your breakfast and lunch transactions. In addition, the current dollar balance appears.

How to View Meal Transactions

On the start page, click **Meals** from the navigation menu. The Meals page appears.

Personalize

You can customize PowerTeacher to meet your needs and preferences. Preferences can be changed at any time, or you can use the default settings. Change any combination of the settings as often as you want.

How to Change Your Password

1. On the start page, click **Personalize** from the navigation menu. The Personalize page appears.
2. Click **Change Password**. The Personalize page for the change password function appears.
3. Use the following table to enter information in the fields:

Field	Description
Old Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without help from your PowerSchool administrator; this will delay your work. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Verify New Password	Enter your new password again exactly as you entered it in the above field.

4. Click **Submit**. The Changes Recorded page appears.

Note: If one of the following alert messages appears, click **Back** and re-enter your password accordingly:

- Current password is not correct.

- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to PowerTeacher, use your new password.

How to Set the Default Student Screen

The default student screen is the first page that appears when you open a student record.

1. On the start page, click **Personalize** from the navigation menu. The Personalize page appears.
2. Click **Default Student Screen**. The Personalize page for the default student screen appears.
3. On the pop-up menu, select the desired default student screen from the list provided.
4. Click **Submit**. The Current Classes page appears. From now on, the page you selected appears when you open a student page.

How to Display the Section Number

Section numbers for each class do not display by default. You must set the preference to display section numbers.

1. On the start page, click **Personalize** from the navigation menu. The Personalize page appears.
2. Click **Display Section Number**.
3. Choose **Yes** from the **Display Section Number** pop-up menu.

Note: To remove the section number, choose **No**.

4. Click **Submit**.
5. Sign out of PowerTeacher.
6. Sign in to PowerTeacher. The section number for each class appears.

Note: If there are no current classes assigned to the teacher, the message "You do not have any current classes" appears on the PowerTeacher start page.

Gradebook

PowerTeacher gradebook is a web-based classroom management solution designed to meet the evolving needs of today's educator with unparalleled ease-of-use. A wide array of functions facilitate differentiated instruction, formative assessment, discipline management, parent communication and more.

Resources

There are several resources available to assist you with PowerTeacher gradebook. PowerTeacher gradebook online help is available in the application. Other available resources include: *PowerTeacher Frequently Asked Questions*, *PowerTeacher Gradebook User Guide*, and the *PowerTeacher Gradebook Quick Reference Card*. You will need Adobe Acrobat Reader to view these documents. These resources are available on PowerSource. To access this site, go to <https://powersource.pearsonschoolsandcolleges.com>.

You will need a username and password to sign in. If you do not have a username and password, contact your PowerSchool administrator.

How to Launch Gradebook for Mac

1. On the start page, click **Gradebook** from the navigation menu. The PowerTeacher Gradebook page appears.

Note: Alternately, click the blue arrow to immediately download the gradebook application.

2. Click **Launch PowerTeacher Gradebook**. The Downloads window appears accompanied by a certificate window.
3. Click **Trust**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

Note: You may only have one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, stating, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

How to Launch Gradebook for Windows

1. On the start page, click **Gradebook** from the navigation menu. The PowerTeacher Gradebook page appears.

Note: Alternately, click the blue arrow to immediately download the gradebook application.

2. Click **Launch PowerTeacher Gradebook**. The File Download window appears accompanied by the Warning Security window.
3. Click **Run**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

Note: You may only have one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, stating, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

Reports

You can print various reports whenever you want without having to wait for your PowerSchool or school administrator to do it for you. PowerTeacher offers custom reports, as well as preconfigured reports. Using the Reports link in the navigation menu, you can generate reports for **all students** in your classes. Or, using the **Reports** (printer) icon on the Current Classes page, you can generate reports for an **individual student** within a particular class or for the **entire class**.

Note: In PowerSchool and PowerTeacher, often a report is a letter or a form. PowerSchool does not limit you to reports containing data only. You can run reports that have either only text or a combination of text and data.

How to Run Reports for All Students

1. On the start page, click **Reports** from the navigation menu. The Reports for All Students page appears.
2. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report to print from the pop-up menu.
For which students?	The selected number of students appears. Note: This field does not appear when running a report for an individual student.
Test print?	You are encouraged to use the Test Print feature until you know each of the reports. Some take a long time to run, and you do not want to wait for a report only to learn it is the wrong one. Select the checkbox to generate a test printing of the report, and enter the number of pages to print. If you do not select the checkbox, all the report pages print. Note: This field does not appear when running a report for an individual student.
Watermark Text	If you want to print text as a watermark on each page of the report, use this pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the blank field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Select Watermark to print the text behind objects on the report. Select Overlay to print the text over objects on the report.
When to print	To run this report, select a time to start it: <ul style="list-style-type: none"> ○ ASAP: Execute immediately.

Field	Description
	<ul style="list-style-type: none"> ○ At Night: Execute during the next evening. ○ On Weekend: Execute during the next weekend. ○ On Specific Date/Time: Execute on the date and time specified in the following fields, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

3. Click **Submit**. Depending on the report, either the selected report or the **Report Queue – My Jobs** page appears.

How to Run Class Reports

1. On the Current Classes page, click the **Reports** (printer) icon next to the class for which you want to run a report. The Print Class Reports page appears.
2. Enter information in the fields. For field descriptions, see *How to Run Reports for All Students*.
3. Click **Submit**. Depending on the report, either the selected report or the **Report Queue – My Jobs** page appears.

How to Run a Report for an Individual Student

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to view student information. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student whose record you want to view. The student information displays in the default page.
3. Choose **Print A Report** from the **Select screens** pop-up menu. The Print A Report page appears.
4. Enter information in the fields. For field descriptions, see *How to Run Reports for All Students*.
5. Click **Submit**. Depending on the report, either the selected report or the **Report Queue – My Jobs** page appears.

How to Use the Report Queue

1. On the navigation toolbar, click the **Report Queue** icon. The Report Queue - My Jobs page appears.

Note: The icon only appears when you have reports in the queue.

2. Do one of the following:
 - Click **Refresh** to update the page.

- Click **Completed** to view the report.
- Click the **Trashcan** icon to delete the report.
- Click the **Job Name** of the report. The Report Queue Job Detail page displays the details of the report job. Select the **Run Job Again** checkbox to regenerate the report. Click the Result File link to view the PDF of the completed report.

3. Click **Submit**. The Report Queue – My Jobs page appears.

Teacher Recommendations

Using the Recommendations page, you can manage course recommendations for your students. Course recommendations may be required as a prerequisite or they may be purely advisory, where you wish to advise a student on the path you feel best suits their talents and potential. Once a recommendation is made, it appears on the student’s Class Registration page in PowerSchool Parent

How to View Recommendations for All Students

Use the following procedure to view all course recommendations you have made for all students.

1. On the start page, click **Recommendations** from the navigation menu. The Recommendations page displays the following information for each existing recommendation:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Filter Results	<p>To narrow the recommendations list, click the arrow and do one or more of the following:</p> <ul style="list-style-type: none"> • Select the Year checkbox to filter recommendations by the school year in which a recommendation was made, and then choose the year from the pop-up menu. • Select the Comment checkbox to filter recommendations by recommendation comments, and then enter • Select the Last Name checkbox to filter recommendations by students’ last names. • Select the First Name checkbox to filter recommendations by students’ first names. • Select the Course Number checkbox to filter recommendations by course number, and then enter the course number in the field. • Select the Course Name checkbox to filter recommendations by course name, and then enter

Field	Description
	the course name in the field.
Year	The school year for which the recommended was made.
Last Name	The student's last name for which the recommendation was made.
First Name	The student's first name for which the recommendation was made.
Course Number	The number of the course for which the recommendation was made.
Course Name	The name of the course for which the recommendation was made.
Created	The date and time the recommendation was made.
Comments	Any comments related to the recommendation. Note: This information appears in PowerSchool and in PowerTeacher.

- To edit or delete a recommendation, click the **Pencil** icon. For detailed information, see respective procedures.

How to View Recommendations for an Individual Student

Use the following procedure to view all course recommendations you have made for a specific student.

- On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
- Click the last name of the student you want to work with. The student information displays the default page previously selected.
- Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page displays the following information for each recommendation:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Year	The school year for which the recommended was made.
Course Number	The number of the course for which the recommendation was made.

Field	Description
Course Name	The name of the course for which the recommendation was made.
Comments	Any comments related to the recommendation. Note: This information appears in PowerSchool and in PowerTeacher.

- To create a new recommendation, click the **Create New Recommendations** button. For detailed information, see *Add Recommendations*.
- To edit or delete a recommendation, click the **Pencil** icon. For detailed information, see *Edit Recommendations*.

How to Add a Recommendation

Use the following procedure to create new course recommendations for a selected student.

- On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
- Click the last name of the student you want to work with. The student information displays the default page previously selected.
- Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page appears.
- Click **Create New Recommendations**. The Add / Edit Recommendation page appears.
- Use the table to enter information in the following fields:

Field	Description
Course Number	Enter the number of the course for which you want to recommend. Note: This field is required.
Scheduling Year	Choose the school year in which the course you want to recommend is scheduled from the pop-up menu.
Comments	Enter any comments related to the recommendation. Note: This information appears in PowerSchool and in PowerTeacher.

- Click **Submit**. The Recommendations List page appears.

How to Edit a Recommendation

Use the following procedure to edit existing course recommendations for a selected student.

Note: The quickest way to delete a recommendation is from the Recommendations page as directed in this procedure. However, you can also edit recommendations using the Recommendations List page. To navigate to the Recommendations List page, click the **Student Information** (backpack) icon next to the class for which you want to work with. Click the last name of the student you want to work with. And then, choose **Recommendations** from the **Select screens** pop-up menu.

1. On the PowerTeacher navigation menu, click **Recommendations**. The Recommendations page appears.
2. Click the **Pencil** icon for the recommendation you want to edit. The Edit Recommendation page appears.
3. Enter information as needed. For detailed information, see *Add Recommendations*.
4. Click **Submit**. The Recommendations page appears.

How to Delete a Recommendation

Use the following procedure to delete existing course recommendations for a selected student.

Note: The quickest way to delete a recommendation is from the Recommendations page as directed in this procedure. However, you can also delete recommendations using the Recommendations List page. To navigate to the Recommendations List page, click the **Student Information** (backpack) icon next to the class for which you want to work with. Click the last name of the student you want to work with. And then, choose **Recommendations** from the **Select screens** pop-up menu.

1. On the PowerTeacher navigation menu, click **Recommendations**. The Recommendations page appears.
2. Click the **Pencil** icon for the recommendation you want to delete. The Edit Recommendation page appears.
3. Click **Delete**. The Recommendations page appears.

Work with Classes

Read this section to understand the basics of working with classes.

Note: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Attendance

There are several options for taking attendance in PowerTeacher. No matter which method you use, attendance entered using PowerTeacher save the records directly to the PowerSchool system.

- Click the **Single Day** (chair) icon to access the Single Day attendance page. For more information, see *Attendance Modes*.
- Click the **Multi-Day** (grid) icon to access the Multi-Day attendance page. For more information, see *Attendance Modes*.
- Click the **Seating Chart** (grid and chair) icon to access the Seating Chart page. For more information, see *Take Attendance on the Seating Chart*.

Note: Class sections that meet more than once a day display a pop-up menu next to the **Single Day** (chair) icon, which allows you to select the specific period in which to record or change attendance.

Substitute teachers can take attendance using the PowerSchool Substitute portal. For more information, see the *PowerTeacher Substitute Portal User Guide* available on **PowerSource**.

If the PowerSchool administrator has granted you the appropriate access, you can change previously entered attendance codes, or you can mark a student absent on a future date. You cannot modify attendance entered or modified by the administrator.

Attendance Indicator

A dot appears next to each class. The color of the dot indicates whether or not you have submitted attendance for that class. A clear dot indicates attendance has not been submitted. A yellow dot and fraction indicates partial attendance has been submitted. A green dot indicates attendance has been submitted.

Note: The yellow dot and fraction only appear if (1) the class is set to record attendance for each meeting separately and (2) partial attendance has been taken. As attendance is taken for each period within a class, the fraction reflects those changes: the number of period attendance has been taken vs. the number of total periods. Once attendance has been taken for all periods within a class, the attendance indicator appears green.

Attendance Modes

The PowerTeacher attendance page allows you to enter and submit attendance in three different modes; Single Day, Multi-Day, or on the Seating Chart. Using these modes, you can enter attendance and attendance comments for all PowerSchool attendance methods (daily, meeting, and interval). Once in an attendance mode, you can easily navigate

between modes by using the various tabs. Or, on the Start page, select the appropriate **icon**, then navigate between tabs as needed.

Enter Single Day Attendance

On the Single Day attendance page, you can enter attendance codes for the current day.

How to Enter Single Day Attendance

1. On the Current Classes page, click the **Single Day** (chair) icon next to the class for which you want to record attendance. The Single Day Attendance page appears.

Note: If you are already on the Attendance page, click the **Single Day** tab.

2. On the **Attendance Code** pop-up menu, select the attendance code.
3. On the **Date** pop-up menu, select the date or period for which you want to enter attendance.

Note: If entering interval attendance, the interval for the selected period appears at the top of the **Attendance** column.

4. If you have more than one section of this class, click **Show Multiple Sections** to combine the students from multiple sections of this class into one attendance view. Click **Show Single Section** to return to a single section view. For more information, see *Record Attendance for Multiple Sections*.
5. Use one of the following methods to enter the applicable attendance code:

- Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the pop-up menu to select a different attendance code, if needed.
- Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
- Click in a field and type the attendance code directly in the field.

Note: Use the Tab, Enter, and arrow keys to navigate to a different field.

6. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
7. Click on an icon in the **Alert** column to view the applicable alert pop-up.
8. When finished entering single day attendance and comments, click **Submit**.

Enter Multi-Day Attendance

On the Multi-Day attendance page, you can enter attendance for a specified date range or reporting term.

How to Enter Multi-Day Attendance

1. On the Current Classes page, click the **Multi-Day** (grid) icon next to the class for which you want to record attendance. The Multi-Day Attendance page appears.

Note: If you are already on the Attendance page, click the **Multi-Day** tab.

2. On the **Attendance Code** pop-up menu, select the attendance code.
3. Click **Edit** to select the date from the options provided:
 - Select **Range**, and then enter the date range for which you want to enter attendance, or click the **Calendar** icon to select a date.
 - Select **Reporting Term** to choose the term from the pop-up menu.
 - Click **Update** to change the attendance date.
4. If you have more than one section of this class, click **Show Multiple Sections** to combine the students from multiple sections of this class into one attendance view. Click **Show Single Section** to return to a single section view. For more information, see *Record Attendance for Multiple Sections*.
5. Select the applicable **Interval** or **Period** from the pop-up menu. This menu is only visible if the attendance method has been enabled for the section or sections that display.
6. Use one of the following methods to enter the applicable attendance code:
 - Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the pop-up menu to select a different attendance code, if needed.
 - Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
 - Click in a field and type the attendance code directly in the field.

Note: Use the Tab, Enter, and arrow keys to navigate to a different field.

7. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
8. When finished entering attendance and comments, click **Submit**.

Enter Attendance on the Seating Chart

You can enter attendance directly on the Seating Chart for a single day. Attendance can be recorded for students who appear on the Seating Chart, and those who are in the Student Selection bar if the student is eligible to have attendance recorded.

To create a seating chart layout, see *Create a Seating Chart Layout*.

The Add Students/Student Selection bar displays students dependent on the Preferences setting in PowerTeacher gradebook. The Hide pre-registered students option determines whether to display these students or not. If the preference is selected, the students are not eligible to have attendance taken on the seating chart. These student photos appear shaded

with an icon that denotes the pre-registered status. In addition, students who have been removed from the seating chart for any reason display in the Student Selection bar.

Student photos that display OT in the upper right corner indicates that the student is off-track and attendance cannot be entered.

How to Enter Attendance on the Seating Chart

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to take attendance. The Seating Chart page appears.
2. On the **Attendance Code** pop-up menu, select the attendance code.
3. On the **Date** pop-up menu, select the date for which you want to enter attendance.
4. Use one of the following methods to enter the applicable attendance code:
 - Click on a student photo, and the code selected from the **Attendance Code** pop-up menu automatically displays on the attendance pop-up menu on the student photo.
 - Click in the attendance pop-up menu on the student photo to select a different attendance code, if needed. You can navigate the list of codes on the pop-up menu using the arrow keys.
 - Click in a field and type the attendance code directly in the field.
5. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
6. When finished entering attendance and comments, click **Submit**.

Record Attendance for Multiple Sections

Use the **Show Multiple Sections** button to take attendance for concurrently meeting sections. If the class spans multiple periods, you may need to take attendance multiple times depending on your school policy. Taking attendance concurrently by meeting is helpful for teachers who instruct several sections during one meeting, since all students for that meeting appear on one list, regardless of their sections.

On the Seating Chart, you can combine layouts in order to take attendance for multiple sections. For more information, see *How to Combine Seating Chart Layouts*.

Note: Class sections that meet more than once a day display a pop-up menu next to the **Single Day** (chair) icon, which allows you to select the specific period in which to record or change attendance.

How to Record Attendance for Multiple Sections

1. On the Current Classes page, click the **icon** for the attendance mode you would like to use. The selected attendance page appears. For more information, see *Attendance Modes*.
2. Click **Show Multiple Sections**. In Single Day attendance mode, the names of those sections that meet concurrently appear, along with a combined class roster. In Multi-

Day attendance mode, the names of those sections that meet concurrently appear, and the students display by section.

Note: Concurrent attendance can only be taken for sections that share the same attendance mode as the originally selected section. For instance, if the selected section is designated as an interval attendance mode, only sections that are designated as using interval attendance will be combined when **Show Multiple Sections** is selected.

3. Enter the attendance code using the data entry options for the selected page. For more information, see *Attendance Modes*.
4. Repeat for each different attendance code to assign. Note that in interval attendance, each student must have an attendance code for each interval.
5. Click **Submit**. The attendance codes are saved to the PowerSchool system.

Modify Attendance or Mark Future Attendance

When you have submitted attendance, you can modify attendance codes or comments. If you have appropriate access, you can change previously entered attendance codes, or you can mark a student absent on a future date. You cannot modify attendance or comments entered or modified by the administrator.

To view a report of a four-week span of attendance data, use the **Class Attendance Audit** report. Run the report for an individual student, or an entire class. For more information, see *Reports*.

How to Modify Attendance or Mark Future Attendance

1. On the Current Classes page, click the **icon** for the attendance mode you would like to use. The selected attendance page appears. For more information, see *Attendance Modes*.

Note: To open a specific period of a multi-meeting section, select the period from the pop-up menu next to the **Single Day** (chair) icon.

2. Change or enter attendances codes where applicable. Attendance that cannot be changed is indicated by a dash (-) in the field.
3. Click on a comment icon to edit the comment. Click **OK** on the Edit Comments pop-up when you are finished editing the comment.
4. Click **Submit**. The attendance is updated.

Seating Charts

The Seating Chart provides you with a graphical representation of your entire classroom. You can design multiple layouts to help you manage your classroom. Using these layouts, you can record attendance, or use the Random Student Selector to help you call on different students during class discussions. You can also combine different layouts in order to take attendance for different sections.

Seating chart layouts allow you to have multiple seating chart options, and provide you with tools to change student seats instantly, without rebuilding a new layout. Create new layouts from existing layouts from current or previous terms, or keep the current layout configuration but change student seat assignments. You can remove and add students individually to layouts, or populate a blank layout solely for the purpose of taking attendance using a seating chart.

Seating Chart Modes

You can work with the Seating Chart in two modes: Seating Chart and Seating Chart Design. Use Seating Chart mode to take attendance and randomly select students on screen. Use the Design mode to create and modify layouts.

Seating Chart Mode

The Seating Chart mode allows you to take attendance. The pre-defined attendance codes are available to assign to the students who appear on the chart using the single day attendance mode. For more information, see *Enter Attendance on the Seating Chart*.

Seating Chart mode also provides you with a random student selector, which highlights an individual student on the chart. Use this feature when you need to call on students for class discussions or activities.

You can change to a different seating chart layout whenever it's needed.

The following controls are available on Seating Chart mode:

Control	Description
Layout Selection	Saved seating chart layouts appear on the Layout Selection pop-up menu. Use the pop-up menu to select a layout.
Edit	Click Edit to modify the name and description of the layout. You can also select a layout to be the default layout that displays when you access the seating chart.
Random Student Selector	Click the Select button to highlight a student on the seating chart in order to promote class participation.
Attendance Code, Date, Period, Interval	Select the attendance code and date in order to enter attendance directly on the Seating Chart. For more information, see <i>Enter Attendance on the Seating Chart</i> .
Student Selection Bar	Students who are not places on a seating chart layout, or students who are pre-registered for a class, appear in the Student Selection bar. If the attendance pop-up menu displays on the student photo, you can enter attendance for these students.
Submit	Click to submit the attendance codes and comments for the selected date.
Zoom Slider Bar	Use the slider bar to increase or decrease the size of the

Control	Description
	Seating Chart.

Seating Chart Design Mode

The Seating Chart Design mode allows you to create a Seating Chart that resembles your own classroom layout, or you can create multiple layouts that resemble different student groupings you create in your classroom.

The following controls are available on the Seating Chart Design Mode:

Control	Description
Seats	Use the buttons provided to add rows of students, a table grouping of students, or an individual student chair to the seating chart layout.
Objects	Use the buttons provided to add classroom objects to the seating chart layout.
Controls	Use the miscellaneous controls to perform the following functions: <ul style="list-style-type: none"> • Remove a selected object or chair from the layout. • Undo the previous action. • Save the layout.
Add Students Bar	Use the Populate and Clear All buttons to move students to and from the chairs on the layout.
Submit	Click to submit the attendance codes and comments for the selected date.
Zoom Slider Bar	Use the slider bar to increase or decrease the size of the Seating Chart.
Show/Hide Add Students Bar	Click the arrow to show or hid the Add Students/Student Selector Bar.

Create a Seating Chart Layout

You can create multiple seating chart layouts to help you manage your classroom. When you save a layout, you can open it from the Seating Chart pop-up menu in Seating Chart or Seating Chart Design mode.

When you add chairs, rows, tables, or objects to the layout, they are automatically selected in order for you to move them to the appropriate locations on the layout.

Prepopulate a Blank Layout

If you have a default blank Seating Chart layout, when you access the Seating Chart you are given the option of prepopulating the layout with the student photos before you create a custom layout. This feature is useful if you do not want to create a custom layout, but would like to take attendance and use the Student Selector features of the Seating Chart.

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to create a seating chart. A pop-up appears, asking if you would like to prepopulate the blank layout.
2. Do one of the following:
 - Click **OK** to populate the student photos in a standard grid layout. You can then leave the layout alone, or proceed to customize the layout as needed.
 - Click **Cancel** to customize the layout before populating the student photos.

How to Create a Layout

Design a Seating Chart by placing chairs and objects on the layout, then populate it with students. Note that when you add chairs and object to the layout, they are automatically highlighted and you can move the object to any location on the layout.

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to create a seating chart. If the prepopulate pop-up dialog appears, click **Cancel**. The Seating Chart page appears.
2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
3. Select **New Layout** from the Layout Selection pop-up menu. The Create a New Layout pop-up appears.
4. Enter a name and description for the new layout.
5. Select **Create a new layout from scratch** and then click **Finish**. A blank layout appears.
6. To add an individual chair, click **+Chair**. A single box appears representing a seat on the layout.
7. To add multiple chairs in a row configuration, click **+Rows**. On the Add Rows of Chairs dialog, select the number of rows and the number of students per row from the pop-up menus. A preview image of the row configuration appears on the seating chart and updates based on the options selected on the dialog. Click **Add** to add the row configuration to the seating chart.
8. To add multiple chairs in a table configuration, click **+Tables**. On the Add Chairs in a Table Format dialog, select the number of tables, the number of chairs per table, and the table orientation. A preview image of the table configuration appears on the seating chart and updates based on the options selected on the dialog. Click **Add** to add the table configuration to the seating chart.
9. To add additional objects, click the object button and the object appears on the seating chart.

Note: The Text object can be used to represent anything that you want to place on the seating chart represented as a text box, such as fire extinguisher, sink, or a phone.

10. Select chairs and objects in order to move them to different locations on the layout.
Click **Undo** to cancel the previous action.
11. Click **OK**. The newly created layout appears.

Access an Existing Layout

Saved seating chart layouts are available on the Seating Chart pop-up menu for the class in which it was created.

How to Access an Existing Seating Chart Layout

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
3. Select the applicable seating chart layout from the Layout Selection pop-up menu. The saved seating chart layout for the selected class appears.

Use an Existing Layout as a Template for a New Layout

When creating a new layout, you can select an existing layout to use as a template. You can use layouts from a previous school year, and even keep returning students in the same seats in the new layout. You can also create a template with no students populated that can be used as a starting point for all of your layouts.

How to Create a Layout from a Template

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
3. Select **New Layout** from the Layout Selection pop-up menu. The Create a New Layout pop-up appears.
4. Enter a name and description for the new layout.
5. Select **Start from a pre-existing layout** and then click **Next**. The Select the Seating Chart pop-up appears.

Field	Description
School Year	Select the applicable school year from the pop-up menu.
Classes	The class name, reporting term, and seating chart layout name appear. Select the seating chart layout to use as a template.
Keep any common students in the same seat	Select the checkbox to keep students who are in both classes in the same seat in the new layout.

Field	Description
View	Click to view the selected layout in a pop-up window. To close the pop-up, click Close .

- Click **Finish**. The selected existing seating chart layout appears. Modify the layout as needed.
- Click **Save**. The new layout appears.

Save an Existing Layout as a New Layout

You can use the Save As New feature to create a new seating chart layout from an existing layout.

How to Save an Existing Layout as a New Layout

- On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
- Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
- Select the applicable seating chart layout from the Layout Selection pop-up menu. The saved seating chart layout for the selected class appears.
- Click **Edit**. The Edit Layout pop-up appears.
- Enter a name and description for the new layout.
- Click **Save As New**. A confirmation message appears.
- Click **Continue**. The new layout appears.

Populate Students to a Seating Chart

Once you have added rows, tables, or chairs to the seating chart, you can populate the objects with the student photos from the Add Students bar.

How to Populate Students to a Seating Chart

- On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
- Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
- Select the applicable layout from the Layout Selection pop-up menu.
- On the Add Students bar, click **Populate**. The **Add Students to Chairs** pop-up appears.
- Use the following table to select information from the fields provided:

Field	Description
Sort By	Select an available sorting option:

Field	Description
	<ul style="list-style-type: none"> • Alphabetically: To populate the seating chart alphabetically by the student's name. • Alternate M/F: To populate the seating chart alternating male and female students. • Random: To populate the seating chart in random order.
Order	<p>Select a sorting option from the pop-up menu:</p> <ul style="list-style-type: none"> • A-Z: To sort students in alphabetical order. • Z-A: To sort students in reverse alphabetical order.
Use	<p>Select the way in which you want the student's name to display on the seating chart from the pop-up menu:</p> <ul style="list-style-type: none"> • Last Name • First Name
Start	<p>Select how you want to start the population of students on the seating chart from the pop-up menu:</p> <ul style="list-style-type: none"> • Top Left • Bottom Left • Top Right • Bottom Right

6. Click **Add**. The students are moved from the Student Selection bar to the seating chart.
7. To remove the students from the seating chart, click **Clear** on the Student Selection bar. The student photos return to the Student Selection bar.
8. When you have added all student to chairs, click **Save**.

How to Add a Single Student to the Seating Chart

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
3. Select the applicable layout from the **Seating Chart** pop-up menu.
4. Do one of the following:
 - Click **+Chair**. A single box appears representing a seat on the layout. On the **Add Student** bar, click on a student and drag-and-drop the photo on to the chair.

- On the **Add Student** bar, click on a student and drag-and-drop the photo on the layout. A chair is automatically created.
5. Repeat to add additional students to the layout.
 6. Click **Save**.

Remove Students and Objects from a Layout

Once you have populated students to the layout, you may need to remove students individually, or remove objects such as desks and doors.

How to Remove Students and Objects from a Layout

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
3. Select the applicable layout from the Layout Selection pop-up menu.
4. Click on an object, such as a desk or door, and click **Remove**. The object is removed from the layout.
5. To remove students, do one of the following:
 - Click the **x** in the upper left corner of the student photo. The student is returned to the Add Students bar, but the chair remains on the layout.
 - Click on a student photo, and then click **Remove**. The student is returned to the Add Students bar, and the chair is removed from the layout.
 - Click and drag the student photo to the **Add Students** bar. The student is returned to the Add Students bar, and the chair is removed from the layout.
 - Click and drag the cursor across a row or table group to select multiple student, or click on multiple student photos, and then click **Remove**. The student is returned to the Add Students bar, and the chair is removed from the layout.
 - Click **Clear All** to remove all student photos from the layout. The student photos are returned to the Add Students bar, but the chairs remain on the layout.
6. Click **Save**.

Switch Student Seats on a Layout

Once you have populated students to the layout, you may need to switch student seats.

How to Switch Student Seats on a Layout

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.

3. Select the applicable layout from the Layout Selection pop-up menu.
4. Click the two students you want to switch seats. A double-arrow icon appears on both student photos.
5. Click the double-arrow icon on either student's photo. The student seats switch.
6. Repeat to switch additional student seats.
7. Click **Save**.

Combine Layouts

For multi-section classes, you can combine layouts in order to use the Seating Chart features on a single layout.

How to Combine Layouts

When creating a combined layout, you can either create a new layout with the combined sections, or combine the sections in an existing layout.

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to access an existing seating chart layout.
2. Click the **Seating Chart Design** tab. Controls for the Design mode of the Seating Chart appear.
3. Select the applicable layout from the Layout Selection pop-up menu.
4. Click **Edit**. The Edit Layout pop-up appears.
5. Enter a name and description for the new layout.
6. Select a layout or multiple layouts to combine with the current layout from the available list.
7. Do one of the following:
 - To save the combined layout as a new layout, enter a name for the new layout in the Name field, enter a description, and **Click Save As New**.
 - To save the combined layout to the selected layout, click **OK**.

The Design mode appears with the combined layout.

8. Make additional updates if needed.
9. Click **Submit**.

Random Student Selector

The Random Student Selector feature highlights students on the layout in random order to facilitate balanced classroom participation. Students who are assigned a chair on the layout, and are scheduled to attend the class on the selected date, are eligible to be selected.

How to Use the Random Student Selector

1. On the Current Classes page, click the **Seating Chart** icon next to a class. The Seating Chart page appears.
2. Select the applicable layout from the Layout Selection pop-up menu.

3. Click the **Seating Chart** tab, if not already selected.
4. Click **Select**. A student photo appears on the Selected Student pop-up. You can move the photo to any spot on the seating chart.
5. Repeat to select a different student on the layout. Eligible student photos appear in the pop-up in random order.
6. To close the Selected Student pop-up, click the **x**.

Lunch Counts

Use the **Lunch Counts** (utensils) icon to submit lunch counts.

How to Submit Lunch Counts

1. On the Current Classes page, click the **Lunch Counts** (utensils) icon next to the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.
2. Use the following table to enter information in the fields:

Field	Description
Student Breakfast	Enter the number of student breakfasts.
Student Lunch	Enter the number of student lunches.
Student A La Carte	Enter the number of student a la carte meals.
Milk	Enter the total number of students and adults buying milk.
Adult Breakfast	Enter the number of adult breakfasts.
Adult Lunch	Enter the number of adult lunches.
Adults A La Carte	Enter the number of adult a la carte meals.
Other 1	Enter the number of Other 1 meals (optional). Note: The field represents an additional meal type that may be used for special request meals, such as a vegetarian dish or a kosher dish.
Other 2	Enter the number of Other 2 meals (optional). Note: See <i>Other 1</i> .

3. Click **Submit** to enter the counts. The start page reappears.

Student Information

Use the **Student Information** (backpack) icon to access student information.

Student Information Pages

Using the student information pages, you can view a variety of student data, as well as enter final grades and log necessary issues.

Several student pages provide alert features. There are four types of alerts: medical, disciplinary, guardian, and general. Enter alert information in the Emergency/Medical, Log Entries, Parent, and Other Information student pages, respectively. If a student's record contains an alert, an **Alert** icon appears at the top of each of his or her student pages. Alert details are available to all users by clicking the alert icon on any student page.

A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher. Click the special weighting link for more information.

How to View Student Information Pages

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to view student information. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student whose record you want to view. The student information displays the default page previously selected. The following pages are available from the **Selected screens** pop-up menu:

- **Analytics Student View**
- **Cumulative Grade Information**
- **Demographics**
- **Final Grade Entry (Standards)**
- **Final Grade Entry (Traditional)**
- **Graduation Plan Progress**
- **Meeting Attendance**
- **Net Access Summary**
- **Print A Report**
- **Quick Lookup**
- **Recommendations**
- **Schedule**
- **Standards**
- **Standards Grades**
- **Student Photo**
- **Submit Log Entry**
- **Teacher Comments**
- **Term Grades**

Note: For more information on setting the default page, see *How to Set the Default Student Screen*.

3. Choose a different student page from the **Select screens** pop-up menu. The new page displays different student information.
4. Click the first name of another student.

Note: Clicking the first name of a student displays the same page that opened for the previous student. Clicking the last name of a student displays the default student page.

5. In the navigation menu, click a class link under Change Class to open another class. The navigation menu displays the selected class roster.
6. Repeat Steps 2 and 3 to view the student information pages.

Analytics Student View

The Analytics Student View page displays Analytics student data. Click the **Analytics Student View** tab to view Analytics Student data. This tab only appears if Analytics is enabled. For more information, contact your System Administrator.

Note: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information, contact your school's PowerSchool administrator.

Cumulative Grade Information

Cumulative Grade Information is a view-only page that displays cumulative grades for the currently selected term. The information is derived from the data entered into PowerTeacher gradebook. Depending on the current school setup, this page may display the student's cumulative GPA, class rank, credit hours, GPA for current term, and projected cumulative weighted GPA.

How to View Student Cumulative Grade Information

On the Student Information page, choose **Cumulative Grade Information** from the **Select screens** pop-up menu. The Cumulative Grade Information page appears.

Demographics

The Demographics View is a view-only page that provides standard student information fields, including home address, phone, and parental or guardian contact information.

How to View Student Demographics

1. On the Student Information page, choose **Demographics** from the **Select screens** pop-up menu. The Demographics page appears.
2. Click on the Guardian Email link (if available) to open your default email client and send an email message to the designated guardian for the selected student.

Final Grades Entry

Final grades are entered through the Student Information page. Your school determines the data that appears on the Final Grade Entry page and how that information displays. You

may be able to enter final grade information into a field, choose final grade information from a pop-up menu, or simply view final grade information.

Note: Final Grade Entry only appears if enabled by your PowerSchool system administrator.

How to Enter Standards Final Grades

Note: This procedure is only applicable if you are not using PowerTeacher gradebook.

Note: Standards information entered in PowerTeacher do not display in the PowerSchool Parent Portal. Only standards information entered in PowerTeacher gradebook appear in PowerSchool Parent Portal.

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class whose standards final grades you want to view or enter. The class roster appears.
2. Click a student's name.
3. Choose **Final Grade Entry (Standards)** from the **Select screens** pop-up menu. The Final Grade Entry page for standards appears.
4. Enter the appropriate grades for each standard for the student.

Note: To view a detailed list of the standards codes and descriptions, choose Standards from the **Select screens** pop-up menu and click on the appropriate course section.

5. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.
6. Click **Submit** to store the final grades.
7. Repeat the process for each student in the class by clicking the student's first name.

How to Enter Traditional Final Grades

Note: This procedure is only applicable if you are not using PowerTeacher gradebook.

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class whose traditional final grades you want to view/enter. The class roster appears.
2. Click a student's name.
3. Choose **Final Grade Entry (Traditional)** from the **Select screens** pop-up menu. The Final Grade Entry page for traditional grading appears.
4. Enter or choose from the pop-up menus the appropriate grade, percent, or points for each final grade for the student.
5. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.

Note: Standards final grades entries may appear on the same page as traditional final grade entry based on the Final Grade Entry Global Options set by the system administrator.

6. Click **Submit** to store the final grades and any comments you entered.
7. Repeat the process for each student in the class by clicking the student's first name.

Graduation Plan Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied.

How to View Graduation Plan Progress

Use this procedure to view course requirements and completion status.

1. On the Student Information page, choose **Graduation Plan Progress** from the **Select screens** pop-up menu. The Graduation Progress page displays the following information for each plan:
 - Subject Group
 - Earned
 - Enrolled
 - Requested
 - Required Progress
2. Click the name of a Subject Group to additional information.
3. Click **Close** when you are done viewing.

Meeting Attendance

In PowerSchool, your school can track meeting attendance, interval attendance, daily attendance and time attendance. Students' meeting and interval attendance records indicate their absences and tardies in each class period during the school day. Interval attendance allows for multiple attendance records per period. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day. Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day.

Use the Meeting Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. In the case of meeting attendance, the days without a code indicate that the student was present.

How to View Meeting Attendance

1. On the Student Information page, choose **Meeting Attendance** from the **Select screens** pop-up menu. The Meeting Attendance page appears.
2. Click **Show dropped classes also** to include dropped classes in the attendance list.

Net Access Summary

Use this view-only page to track the number of times a parent, guardian, or student logs in to PowerSchool. The Summary page displays how many times a family has checked on the student's progress and the date of each sign in. You can tell if members checked in via the Internet or phone and determine how much time they spent reviewing the information.

How to View Net Access Information

On the Student Information page, choose **Net Access Information** from the **Select screens** pop-up menu. The Net Access Summary page appears.

Quick Lookup

The Quick Lookup page displays commonly used information, such as the student's schedule, teachers, current grades, and attendance record.

How to View the Quick Lookup Page

1. On the Student Information page, choose **Quick Lookup** from the **Select screens** pop-up menu.
2. Click the **Quick Lookup** tab. The Quick Lookup page appears. On this page, you can perform any of the following tasks:
 - Click a teacher's name to send that teacher an email message.
 - Click the final percent scores to display grades per assignment.
 - Click any absences or tardies to display details on the Dates of Attendance page; lower-case attendance codes indicate that the teacher took attendance, while upper-case attendance codes indicate that an attendance clerk or office staff member took attendance. The attendance totals that appear at the bottom of the page can be used for reports.
 - To view the assignments and their scores that comprise the final grades for a term, click the score in the appropriate term column.

Note: Days that appear grayed-out indicate that school is not in session and/or the student is not enrolled on that date. Other information may not appear unless school is in session and/or the student is currently enrolled.

Schedule

View the current schedule for a student in a list format. The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date.

How to View Student Schedules

On the Student Information page, choose **Schedule** from the **Select screens** pop-up menu. The Schedule page appears.

Standards

Teachers can assign each assignment an unlimited number of standards or benchmark codes supplied by the district. These codes help the teacher align classroom assignments to standards.

How to View Standards

1. On the Student Information page, choose **Standards** from the **Select screens** pop-up menu. The Standards page appears.
2. Click the small triangle to display the first level of standards in each type. Continue clicking the triangle to expand the list. Alternatively, click **Expand All** to expand all levels.
3. Click the name of a standard to view its details. The Standards Detail page appears.
4. Click a number in the Num Scores column. The Standards Scores page appears.
5. Click an assignment in the Assignment column. The View Assignment Description page appears.

Standards Grades

The Standards Grades page displays the student's standards grades and comments. By default, only classes currently in progress appear.

Note: The Standards Grades page only displays standards information entered in PowerTeacher gradebook. To view standards information entered in PowerTeacher, click the **Standards** link in the lower left corner. For more information, see *Standards Summary*.

How to View the Standards Grades Page

1. On the Student Information page, choose **Quick Lookup** from the **Select screens** pop-up menu.
2. Click the **Standards Grades** tab. The Standards Grades page appears. On this page, you can perform any of the following tasks:
 - Click **Show Completed Classes** to view standards grades for completed classes.
 - Click **Hide Completed Classes** to view only the classes for the current term.
 - If a score appears as a link, click to view score comments.
 - Click the name of the standard to view the following details:
 - Teacher
 - Course
 - Standard Name
 - Gradescale
 - Gradescale Description
 - Gradescale Details

If the student is enrolled in any special programs, the Attendance By Program section of the page displays attendance for any special programs in which the

student is enrolled. The special programs must be set to appear on the Quick Lookup page; for more information, contact your school's system administrator.

Student Photo

This page displays a picture of the selected student, if one is available. In addition, a photo appears next to the student's name at the top of each student page.

How to View the Student Photo

On the Student Information page, choose **Student Photo** from the **Select screens** pop-up menu. The Student Photo page appears.

Submit Log Entry

Use log entries to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements. Regardless of your reason for creating the log entry, the system immediately sends the log entry to the PowerSchool server, where it is stored in the student's permanent record. Only authorized staff members can modified or delete the log entry.

How to Submit a Log Entry

1. On the Student Information page, choose **Submit Log Entry** from the **Select screens** pop-up menu. The Submit Log Entry page appears.
2. Enter a title for the log entry in the **Subject** field.
3. Enter the log entry text in the **Log Entry** field.
4. Click **Submit**.

Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior. To enter comments in PowerTeacher use the **Final Grade Entry** pages. Once a comment is entered, it can be viewed in PowerSchool, PowerTeacher, and the PowerSchool Parent Portal.

Note: The Comment Bank is unavailable in PowerTeacher at this time. However, if you are using PowerTeacher gradebook this feature is available. For more information, see the *PowerTeacher Gradebook User Guide* available on **PowerSource**.

How to View Teacher Comments

1. On the Student Information page, choose **Teacher Comments** from the **Select screens** pop-up menu. The Teacher Comments page appears.
2. Use the following table to view teacher comments:

Field	Description
Reporting Term	By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term.
Expression	The period and day combination of the course.
Course Number	The number used to identify the course.
Course	The name of the course.
Teacher	The name of the teacher teaching the course.
Attendance Points	The number of attendance points the student received for the course, such as absent=1, tardy=2, and present=0.
Comment	Comment entered by teacher. Note: If the column is blank, there are no teacher comments.
Show dropped classes	Click to view currently enrolled classes and dropped classes.
Show only current classes	Click to view only currently enrolled classes.

Term Grades

This view-only page displays a student's end-of-term grades for the current school year. The course, letter grade, percentage points, citizenship grade, and credit hours are noted for each term.

How to View Term Grades

1. On the Student Information page, choose **Term Grades** from the **Select screens** pop-up menu. The Term Grades page appears.
2. Click the percentage to view a detailed breakdown of the assignments that make up the grade. The Scores page displays the assignments and the selected student's scores for that class.

Standards Summary

The Standards Summary page in PowerTeacher displays all standard final grade entries for the selected section in PowerTeacher. Select a section and view or edit the standard final grades for that section.

Note: Standards Summary only appears if enabled by your PowerSchool system administrator.

Note: The Standards Summary page displays standards information entered in PowerTeacher gradebook or PowerTeacher.

How to View the Standards Summary

On the Student Information page, click **Standards Summary** at the bottom of the class roster. The Standards Summary page appears.

How to Edit the Standards Summary

Note: The (m) only appears if Standards Grade Entry is enabled by your PowerSchool system administrator.

Note: Standards information entered in PowerTeacher do not display in the PowerSchool Parent Portal. Only standards information entered in PowerTeacher gradebook appear in PowerSchool Parent Portal.

1. On the Student Information page, click **(m)** next to **Standards Summary** at the bottom of the class roster. The Standards Summary page appears in edit mode.
2. Choose the appropriate standard from the pop-up menu for each student.
3. Click **Submit**.
4. On the Student Information page, click **Standards Summary** at the bottom of the class roster. The changes appear on the Standards Summary page.

Quit PowerTeacher

When finished working in PowerTeacher, it is important to sign out of the application.

Sign Out of PowerTeacher

You can sign out of PowerTeacher from any page in the application.

Note: If you are not actively working in PowerTeacher, your session may timeout. If so, you need to sign in again.

How to Sign Out of PowerTeacher

Click **Sign Out** in the header. The Sign In page appears.

PowerTeacher Mobile Web Pages

PowerTeacher mobile web pages are designed for teachers to quickly and easily access the mobile pages of PowerTeacher using a mobile device.

Note: All pages are formatted to fix a 320-pixel width, the standard size for mobile devices.

Get Started with PowerTeacher Mobile Web Pages

Sign in to PowerTeacher Mobile Web Pages

Before you can sign in to PowerTeacher mobile web pages, you will need your school's PowerTeacher URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to PowerTeacher Mobile Web Pages

1. On your mobile device, open your Web browser to your school's PowerTeacher URL. The Sign In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

Note: The characters appear as asterisks (*) to ensure greater security when you sign in.

4. Click **Enter**. The PowerTeacher mobile web pages Home page appears. For more information, see *PowerTeacher Mobile Web Pages Home Page*.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

PowerTeacher Mobile Web Pages Home Page

When you sign in to PowerTeacher mobile web pages, the Home page appears. This page serves as the central point from which you begin your PowerTeacher mobile web pages session. The PowerTeacher mobile web pages Home page consists of the following main areas:

- Navigation bar
- ID bar
- Schedule
- Menu

Navigation Bar

The navigation bar appears at the top of the PowerTeacher mobile web pages Home page and is common to every page in the application. The navigation bar includes the following information:

Field	Description
Home	Click to return to the Home page.
[Page]	The page name you are currently viewing appears.
Sign Out	Click to sign out of PowerTeacher mobile web pages . For more information, see <i>Sign Out of PowerTeacher Mobile Web Pages</i> .

ID Bar

The ID bar appears just below the navigation bar and displays your name. In an effort to ensure that your account is secure and your information protected, the date of the last time you signed in appears next to your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.

Schedule

The name of the current day's schedule appears. Click to view the Bell Schedule page, which provides detailed information, including the periods, start times, stop times and duration of each period.

Menu

The navigation menu includes links to the following functions:

Field	Description
Attendance	Click to record meeting attendance. For more information, see <i>Attendance</i> .
Rosters	Click to view or work with classes. For more information, see <i>Rosters</i> .
Birthdays	Click to view students' birthdays. For more information, see <i>Birthdays</i> .
Daily Bulletin	Click to read your school's daily bulletin. For more information, see <i>Daily Bulletin</i> .
Lunch Counts	Click to submit lunch counts. For more information, see <i>Lunch Counts</i> .
Exit to Main PS	Click to return to PowerTeacher in "normal" mode.

Work with the PowerTeacher Mobile Web Pages Menu

Note: Access to information is based on your page-level permissions. Additionally, if certain information does not appear, that information may be set to “hidden” by the your school’s PowerSchool administrator.

Attendance

How to Record Meeting Attendance

1. On the Home page, click **Attendance**. The Attendance page appears.

Note: A dot appears next to each class' **Chair** icon. The color of the dot indicates whether or not you've taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken.

2. Click the period for which you want to record attendance. The Record Meeting Attendance page appears.
3. Click **Att Code**. The Att Code page appears.
4. Select the attendance code you want to assign. The Record Meeting Attendance page appears.
5. Click **Submit**. The Home page appears.

Rosters

How to View Student Information

1. On the Home page, click **Rosters**. The Schedule page appears.
2. Click the class for which you want to work. The Roster page appears displaying a list of students for the selected class.
3. Click the name of the student whose record you want to view. The following student information displays:

Field	Description
[Student Information]	Displays the student’s photo, name, student number, grade level, date of birth, and age.
Find Me	Click to find the student based on the current time, the current day’s bell schedule, and the student’s schedule. The Find Me page displays the following information: <ul style="list-style-type: none"> • Period • Rotation

Field	Description
	<ul style="list-style-type: none"> • Current Time • First Class Begins At • Last Class End At
Schedule	<p>Click to view the student's current schedule. The Schedule page displays the following information for each of the student's classes:</p> <ul style="list-style-type: none"> • Period • Course • Term Course Grade/Percent • Absences • Tardies • Teacher • Room
Demographics	<p>Displays student's guardian, home phone number, and address. Click the home phone number of a guardian to call that guardian. Click the address to view a map of the address location.</p>
Family	<p>Displays the names and grades of students who are related to this student. Click to view a related student's student record. Click Select Entire Family to view a list of the related students, which will make them the current selection. The Family page appears.</p>
Parents	<p>Displays the email address, name, phone numbers, and employer of parents or guardian associated to the student. Click the email address of a parent or guardian to email that parent or guardian. Click the phone number of a parent or guardian to call that parent or guardian.</p>
Emergency Contacts	<p>Displays the relationship, name, and phone numbers of emergency contacts associated to the student. Click the phone number of an emergency contact to call that emergency contact.</p>

Birthdays

How to View Birthdays

1. On the Home page, click **Birthdays**. The Birthdays page appears. A photo roster of all students with birthdays yesterday, today, or tomorrow display.
2. Click the name of student to view the student's record. For more information, see the field description table in the *Rosters* section.

Daily Bulletin

How to View the Daily Bulletin

1. On the Home page, click **Daily Bulletin**. The Daily Bulletin page displays today's announcements and links to previous or future bulletins.
2. Click the zoom icons increase or decrease the font size for better readability.
3. Click the date links at the top or bottom of the page to view that day's bulletin.
4. Click the e-mail address at the bottom of the page to send a message to the person who issues the announcements. Depending on your default e-mail application, an e-mail form appears.
5. Complete the e-mail message.
6. Click **Send**.

Lunch Counts

How to Submit Lunch Counts

1. On the Home page, click **Lunch Counts**. The Lunch Counts page appears.
2. Click the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.
3. Use the following table to enter information in the fields:

Field	Description
Student Breakfast	Enter the number of student breakfasts.
Adult Breakfast	Enter the number of adult breakfasts.
Adult Lunch	Enter the number of adult lunches.
Student Lunch	Enter the number of student lunches.
Student A La Carte	Enter the number of student à la carte meals.
Adults A La Carte	Enter the number of adult à la carte meals.
Milk	Enter the total number of students and adults buying milk.
Other 1	Enter the number of Other 1 meals (optional). Note: The field represents an additional meal type that may be used for special request meals, such as a vegetarian dish or a kosher dish.
Other 2	Enter the number of Other 2 meals (optional). Note: See <i>Other 1</i> .

4. Click **Submit** to enter the counts. The Home page appears.

Quit PowerTeacher

Sign Out of PowerTeacher Mobile Web Pages

When finished working in PowerTeacher mobile web pages, it is important to sign out of the application.

How to Sign Out of PowerTeacher Mobile Web Pages

1. Return to the Home page.
2. Click **Sign Out** in the navigation bar. The Sign In page appears. You must enter your username and password again to redisplay the PowerTeacher mobile web pages Home page.