

# PowerTeacher

## Overview of Portal

1. Start your browser and enter in the address of your PowerSchool server.
2. Log into the system with your username/password.



Username:

Password:

Enter

3. Once you log in, your screen will display the screen that includes the Navigation Bar, Main Menu, and your current class schedule.

**Use the navigation bar to:**

- Click on PowerTeacher icon to return to the start page.
- Logout of PowerSchool
- Get help by clicking the 'help' icon

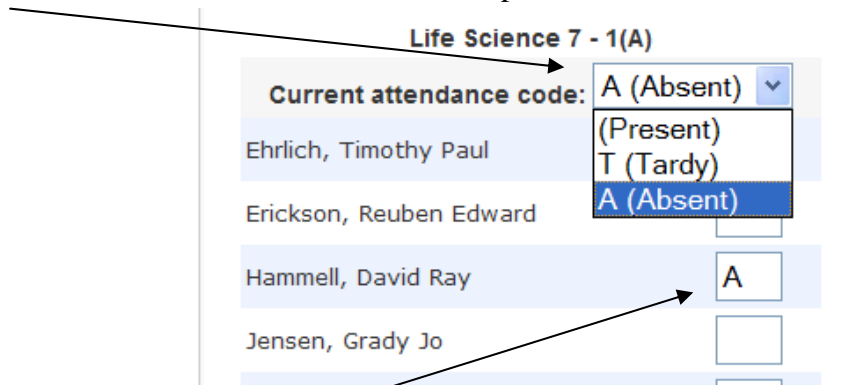
Class	Chair Icon	Utensil Icon	Calendar Icon	Printer Icon
1(A) Music				
1(B) Music				
2(A) Music				
3(A) Chamber Singers				
4(A) Music				

4. The 'chair' icon is used for taking attendance and the 'utensil' icon is used for taking lunch count.

### Taking Attendance

1. Click the chair icon for the class in which you want to take attendance.
2. A list of the student in your class will display.
3. If all students are in attendance, just click the SUBMIT button. *(You must take attendance even when all students are there so that the system registers that attendance has been taken.)*

- If a student is absent, set the attendance code to Absent in the drop-down menu.



- Click in field by the name of the student that is absent. The absent code will appear in the box. Do that for all students that are absent.
- If a student is Tardy – set the code to Tardy, and click in the field by the student name and a T will appear in the field.
- Be sure to scroll to the bottom of the page a click **SUBMIT** when finished.
- A green dot will appear indicating that you have taken attendance.



- If you made an error and need to change the attendance for a student, click the chair and make changes. If the central office has already entered an absence for a student, the teacher will not be able to change it.

### Taking Lunch Counts

- Click on the ‘utensil’ icon.



- Enter the numbers in the correct fields that your district will use to represent your lunch options.
- Your district will decide how to use the breakfast/lunch fields available by communicating to all staff what the “other” options specify.

Student Breakfast	<input type="text" value="0"/>	Adult Breakfast	<input type="text" value="0"/>
Student Lunch	<input type="text" value="0"/>	Adult Lunch	<input type="text" value="0"/>
Student A La Carte	<input type="text" value="0"/>	Adult A La Carte	<input type="text" value="0"/>
Milk	<input type="text" value="0"/>	Other 1	<input type="text" value="0"/>
		Other 2	<input type="text" value="0"/>

## Student Information

1. Click on the 'backpack icon to access additional student information.



2. A listing of students in the class will appear on the left-hand side and you can select the information you wish to view from the following list.

Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.
Final Grade Entry (Citizenship)	Use this page to enter a citizenship grade for the student. Your school decides whether this page is active and what codes appear on the page.
Final Grade Entry (Standards)	Use this page to enter final grades and comments for specific standards for the student. Your school decides whether this page is active.
Meeting Attendance	Displays the student's attendance record for the entire term for every course in which he or she is currently enrolled.
Net/Phone Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the internet or by phone, if applicable.
Print a Report	Use this page to select a school-created report to print for the student.
Quick Lookup	This is the default student page. Displays a summary of the student's current grades and attendance for each class. Click the blue links to access additional information.
Schedule	Displays the student's current class schedule.
Standards	Use this page to view the student's progress on specific standards outlined by your state, district, and school.
Student Photo	Displays the student's photo, if your school has imported student photos.
Submit Log Entry	Use this page to create a log entry for discipline or other anecdotal information for the student's permanent record.
Teacher Comments	Displays comments entered by the teacher. Comments can be free-form or selected from a comment bank. Comments that are published can be viewed by parents or students via Parent Access.
Term Grades	Displays the student's stored grades for the current year.

## Main Menu

