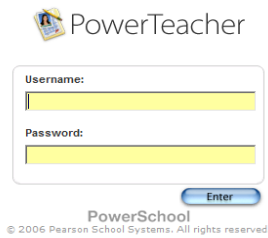


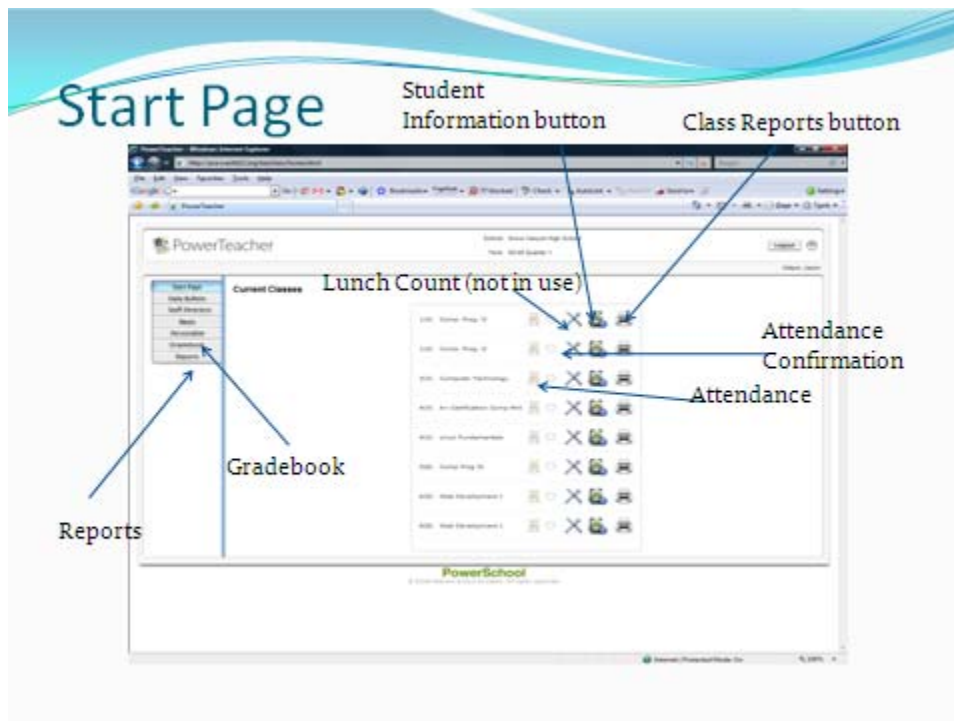
Getting Started with PowerSchool for Teachers

1. Click on the **Start** _ then **PowerSchool** _ then **PowerSchool - Teachers**.

2. Your PowerSchool username is your employee ID number and your password is the last four digits of your social security number.



3. You will get a page that looks like the illustration below. Click on the chair to take attendance. Elementary only records attendance for "homeroom" class.



4. All students are considered “**Present**” by default. Click the dropdown menu and select the **UNV** for Unverified Absent.

Record MultiMeeting Attendance for Multiple Sections

Health 8 - 2(A)

Current attendance code: (Present) (Present) UNV (Absent) UTD (Tardy)





Anderson, Christopher C	
Barnes, Nathan T	
Castillo, Randy P	

5. Click next to a student's name to mark them absent. Then click “Submit.” You must click **submit** even if all students are present.

Hagen-Weis, Alexander N	UNV
Odegard, Kim	
Zoop, Scott	UNV
Zucker, Ruby	

Submit

Getting Around PowerSchool

-  The chair icon is for taking attendance;
 the **knife and fork** is for elementary lunch counts
 the backpack contains demographic and historical data;
 the printer contains printable reports;
- The green PowerSchool logo is a link that will take you back to the main “**Current Classes**” page.

3. The log out button is in the top, right-hand corner. You will be logged off automatically after thirty minutes of inactivity. It is VITAL that you keep your PowerSchool account secure and log off when you aren't working.



4. The backpack icon takes you to the information pages about the students in your classes.



5. Here you will see your class list on the left side of the screen. Clicking on a student's last name will bring up their "Quick Lookup" screen. Clicking on their first name will bring up the last "info" screen that you looked at for that student. Below the class list, there are links that enable you to switch classes.

PowerSchool

Health 8
2(A)

Anderson, Christopher
Barnes, Nathan
Castillo, Randy
Cole, Katherine
Cook, Matthew
Doschadis, Jordan
Engstrom, Daniel
Fattahi, Fatemeh
Forbord, Heather
Goeson, Brady
Hagen-Weis, Alexander
Odegard, Kim
Zoop, Scott
Zucker, Ruby

Click on student's last name

Change Class:

1(A) Health 8
3(A) Health 8
4(A) Health 8
6(A) Health 8

Switch Classes

Standards Summary (m)

The screenshot shows a sidebar with a class list and a 'Change Class' section. Red arrows point from text annotations to the class name 'Health 8 2(A)' and the first class option '1(A) Health 8'.

6. The student “Quick Lookup” screen contains “Alerts,” attendance information, and current grades for the current and past terms for the current school year. On the upper, right-hand side of the screen is a drop-down menu that contains other information.

These screens include a log detailing when a parent has viewed their child's information, a student’s demographic information and more. By clicking on the number of absences, you can see details about those absences and/or tardies.

Quick Lookup

Barnes, Nathan T. 8 840002015 CHMS

Absence and Tardy Totals

Exp	Last Week				This Week				Course	Q1	Q2	S1	Q3	Q4	S2	Absences		Tardies	
	M	T	W	F	M	T	W	F								Q3	06-07	Q3	06-07
1 (A)									English 8 Hjorth, Jacob C	A	A	A	A-	A-	A-	0	4	0	3
2 (A)									Health 8 Jennings, Kyle H	0	0	0	91	0	91	1	5	0	0
3 (A)									Math 8 Gregory, Heather T	A-	B	B+	B	F	D	0	0	0	0
4 (A)									Science 8 Simonian, Vazgen Y	B	A	A-	A-	B+	B+	1	3	0	1
5 (A)				T					Band 7 & 8 Craghead, Michelle T	0	0	0	100	0	100	0	0	1	1
6 (A)									American Conflicts Haws, Rachel X	B+	A-	B+	B-	A	B	0	0	0	0
Attendance Totals																2	12	1	6

Current Simple GPA (Q1): 3.50
Show dropped classes also

Attendance By Day															
Last Week				This Week				Absences		Tardies					
M	T	W	F	M	T	W	F	Q3	YTD	Q3	YTD				
								0	0	0	0				
Attendance Totals												0	0	0	0

Legend
Attendance Codes: Blank=Present | A=Absent | T=Tardy | TE=Tardy Excused | U=Unprepared | Y=Tardy & Unprepared | P=Parent Excused | S=School Excused | I=In-School Suspension | O=Out-School Suspension | X=Truant | V=Vacation
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory

7. Click on a grade or percent to go to the “Scores” sheet - list of all graded and future assignments. If a description was provided for an assignment, that assignment description will appear as a clickable link. If feedback was added to a student’s score, the score will appear as a link that will display that comment.

Scores

Barnes, Nathan T. 8 840002015 CHMS

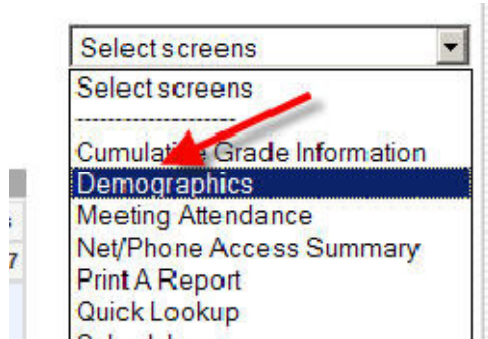
Course	Teacher	Expression	Final Grade
Health 8	Jennings, Kyle H	2(A)	A- 91%

Due Date	Category	Assignment	Score	%	Grd
06/05/2007	ASMTS	reading	13/15	86.67	B
06/08/2007	QUIZZes	Quiz One	10/10	100	A
06/14/2007	QUIZZes	Chapter Two Quiz	6/10	60	D-
06/15/2007	QUIZZes	Quiz One	10/10	100	A
06/15/2007	ASMTS	practice	10/10	100	A
06/19/2007	TESTS	Chapter One Test	88/100	88	B+
06/20/2007	ASMTS	Chapter Two Reading	19/20	95	A-
06/27/2007	TESTS	Chapter Three Reading	()/10		

Grades last update

8. Select the Quick Lookup screen from the drop-down menu in the upper, right-hand corner to go back to that screen.

9. Selecting the “**Demographics**” page will bring up the contact information for an individual student.



10. This screen contains phone numbers, addresses, etc.



Demographics 📌 📄 💰

Barnes, Nathan T 8 840002015 CHMS

Name (Last, First MI)	Barnes, Nathan T
Address	408 Lawrence Expressway Folsom, CA 95630
Home Phone	916-555-3212
Age	20 yrs 10 months
Aggregate days of membership (YTD)	177
Area/neighborhood	.
DOB	7/11/1966
Ethnicity	C
Father's Employer	Radio Shack
Father's Home Phone	979-555-3466
Father's Name	Kevan Barnes
Father's Work Phone	
Gender	M
Grade Level	8
Graduation Year	
Guardianship	
Guardian Email	pops@mac.com
Home Room	
Locker Combination	
Locker Number	
Mailing Address	.
Mother's Employer	Amazon.com
Mother's Home Phone	916-555-1469
Mother's Name	Annalee Barnes
Mother's Work Phone	978-497-4063