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Section 1 – Login and Change Password/Personalize

1. Login to PowerSchool Teacher from the Home Page of your school website:



Username:

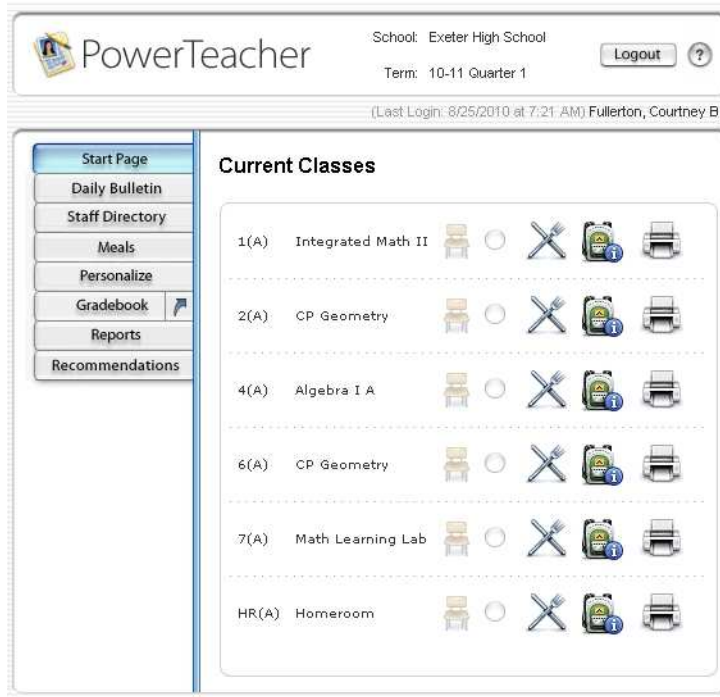
Password:

PowerSchool





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2. Enter the User ID and Password that has been provided to you. Do not share this id and password with anyone for any reason. Substitute teachers will be provided a different access to take attendance – they do not need to know your login.
3. Change your Password from the “Personalize” link at left. Remember to keep this secure and choose a password that can’t be guessed or hacked. Good rules of thumb for password security:
 - Mix letters, numbers and symbols – try to replace characters with a symbol or number and then adding a number, i.e. w\$nd0w51
 - Do not use “password”, “powerschool”, “ps”, your first or last name or initials, your pet’s name, your child’s or spouse’s name
 - Passwords should be at least 8 digits long
 - Do not use one password for all systems
4. Click on Logout button at top right of window whenever you leave your desk or are finished with current task.

Section 2 – PowerSchool Teacher Screen



Top Navigation:






- PowerSchool icon  returns you to the Start Page from anywhere
- School Name is listed at top
- Term is listed at top – check to be sure you're working in the correct term
- Reports Queue icon  only displays if you have reports in your queue – reports automatically get deleted after a period of time
- Logout button  to close the PowerSchool application (security)
-  Help button brings up text related to the current screen
- Teacher name that is logged in is listed at top right

Left Menu:

- **Start Page** – always returns you back to this screen
- **Daily Bulletin** – view the daily bulletin
- **Staff Directory** – displays a list of all staff for your school. You can choose filter selections at the top for Teachers/Staff/Lunch Staff/Substitutes. The e-mail links can be used to send mail directly to their SAU email.
- **Meals** – a function that currently is not being used in PowerSchool
- **Personalize** – Change your password or set the default student screen
- **PowerGrade** – initial use prompts you to install the PowerGrade client. A special password is required to do this – see your tech. coordinator.
- **Reports** – Used to run reports

Current Classes Display Section:




	Take Attendance
	Turns Green when attendance has been taken
	Submit Lunch Count
	Student Information
	Print Class Report

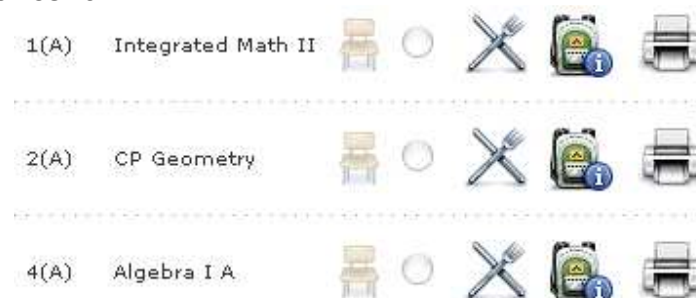
Section 3 – Documentation and Resources

 Help text is available from all PowerSchool screens.

Separate instructions are available for substitute teachers – they login differently and have access only to attendance and lunch counts and use a password that is supplied by the office. Substitute teachers do not need your PowerSchool ID or password so please keep them secure and do not share with anyone.


Section 4 – Attendance


From the Start Page, select the chair icon  next to the class you want to take attendance for:



A list of students for that class will appear. Change the Current attendance code drop-down to AB(Absent) or TY(Tardy) (if your school uses classroom Tardy) and click with the mouse next to the names of the students that are absent. Leave the box blank if the student is present. If you make a mistake and mark a student absent and they shouldn't be, change the Current

attendance code dropdown to (Present) and click with the mouse next to the names of that student – the AB should disappear.







Press the submit button  at the bottom of the screen when you are done marking students absent.

Logout of PowerSchool  if you are finished. If you need to make a change to attendance you can log back in and change it – that day only.

Section 5 – Alerts

Alerts are icons that display on student screens only if pertinent to that student and time. Alerts are entered as text and a date. This is a sample of a student with the alert icons displayed above their name:



	Medical Alert
	Guardian Alert
	Discipline Alert
	Balance – Lunch and Fees
	Other Alert
	Birthday coming within next week

To view the Alert text and date, click on the displayed icon and a popup box will appear with the information.