

## Take Attendance


1. Click the chair icon next to the class for which you want to take attendance.
2. Choose the appropriate attendance code from the "Current attendance code" pop-up menu.
3. Click the cell next to each student who is absent or tardy to insert the code you chose from the pop-up menu.
4. Click Submit.

## Access Student Information

1. Click the backpack icon next to the class you want to view.
2. Click the student's name.
3. Choose a student page to access from the "Select screens" pop-up menu. For example, to:
  - Submit a parent note, choose Teacher Comments and click Edit in the Comment column. Enter the comment in the field and click Submit.
  - Submit a Student Log Entry, choose Submit Log Entry, enter the log entry information in the fields, and click Submit.

## Print School Reports


Your district/school creates the reports available to you.

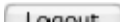
1. Click the printer icon next to the class for which you want to print a report.
2. Choose the report from the "Which report would you like to print" pop-up menu.
3. Choose the watermark text (optional).
4. Choose when you want PowerSchool to prepare your report.
5. Click Submit.
6. Check Print Queue—icon on top right of screen: 







## PowerSchool Teacher Tips:

**Change Password** Choose Personalize from left menu. Be secure with your password.

**More Resources** SAU 16 website —> Teacher Resources—> PowerSchool

**Online Help**  Click the Help icon in the top right for more information about the screen and data.

**Logout**  Click on Logout button whenever you leave your computer.

	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.