



### Taking 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.



### Submitting Lunch Counts

Not applicable for ANS



### Verify Grades:

1. Click on Verify Grades to see an electronic copy of your grades.
2. Once all your grades have been verified, click on I verify...
3. Click submit



### Accessing 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.
  - Click the next student's first name to enter a comment for that student.

Clicking on a student's last name takes you to the default student screen. Clicking on their first name takes you to the last page you worked with.



### Printing School Reports

*Your school creates the reports available to you in PowerSchool Teacher.*

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.



### Entering Assignments and Recording Scores

*You MUST use PowerGrade to use this feature. Create categories in PowerGrade before adding assignments in PowerSchool Teacher.*

1. Click the notebook icon next to the class for which you want to add an assignment and scores.
2. Click New.
3. Enter the assignment information.
4. Enter the students' scores.
5. Click Submit.

*The assignments and scores you enter in PowerSchool Teacher will automatically be transferred to PowerGrade the next time you open the class. After an assignment has been transferred to PowerGrade, it is no longer available as a web assignment in PowerSchool Teacher.*

*Your school chooses if you use the Standards Final Grade Entry student page to enter student standard information.*

### PowerSchool Teacher Power Tips

Power Tip	Do This
Viewing the Daily Bulletin	Choose Daily Bulletin from the main menu.
Viewing the Staff Directory	Choose Staff Directory from the main menu. To view a particular group of staff members, such as the teachers, click the appropriate listing option link at the top of the Staff Directory page.
Changing Your PowerSchool Teacher Password	Choose Personalize from the main menu. Click Change Password and enter your old password, enter and verify your new password, and click Submit. Use your new password the next time you log in to PowerSchool Teacher.
Changing the Default Student Screen	Choose Personalize from the main menu. Click Default Student Screen and select a default student screen from the pop-up menu.

### Accessing PowerSchool Teacher Help

To access the PowerSchool Teacher Online Help, click the Help icon, which looks like a question mark.