

PowerTeacher Quick Reference Card

PowerTeacher Classroom Management Tool

PowerTeacher is an essential part of the PowerSchool Student Information System. PowerTeacher is a web portal to PowerSchool that concentrates all of the features teachers need in one spot, including a web-based gradebook. Whether you teach at an elementary school or a secondary school, use PowerTeacher on a daily basis to help manage your students' information.

Signing In to PowerTeacher

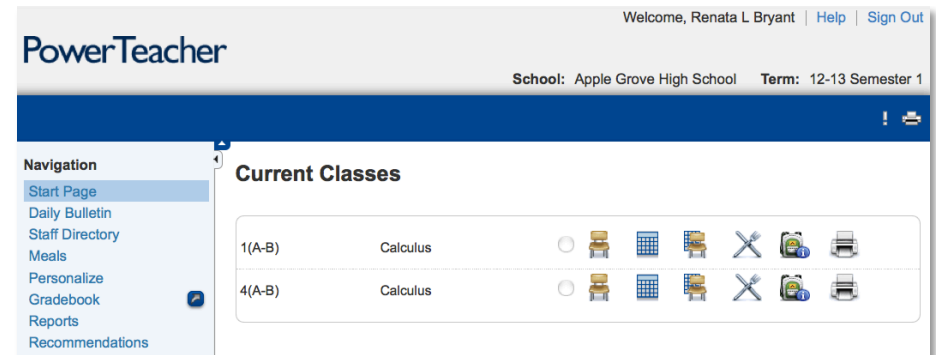
Use PowerTeacher anywhere you have access to the Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day.

To sign in to PowerTeacher:

1. Open a web browser (such as Safari, Firefox, or Internet Explorer)
2. In the browser address bar, enter the address of your PowerSchool server followed by **/teachers**
3. Press **Enter**
4. On the Teacher Sign In page, enter your username and password
5. Press **Enter** to sign in to the PowerTeacher Start Page

Navigating PowerTeacher

The PowerTeacher Start Page serves as the central point for where you begin your PowerTeacher session. The Start Page consists of the following areas: the header, the navigation toolbar, the navigation menu, and the Current Classes area.



Personalizing PowerTeacher

Follow the directions below to set your PowerTeacher personal preferences.

To change your password:

1. On the Start Page, click **Personalize**
2. Click **Change Password**
3. Enter the old password
4. Enter the new password
5. Verify the new password by entering it again
6. Click **Submit**

To set the default student screen:

1. On the Start Page, click **Personalize**
2. Click **Default Student Screen**
3. From the Default Student Screen menu, select the screen
4. Click **Submit**

To show or hide the section numbers on the PowerTeacher Start Page:

1. On the Start Page, click **Personalize**
2. Click **Display Section Number**
3. From the "Display Section Number on the PowerTeacher Home Page menu," select **Yes** or **No**
4. Click **Submit**

Taking Attendance



As soon as teachers take attendance, student attendance information becomes available to school administrators, parents, and students.

1. On the Start Page, click the chair icon (next to the class for which you want to take attendance)

Click the grid icon to view and take attendance for multiple days.

2. Select the date, if other than today

For multi-day attendance, edit the date range, if needed.

3. Select the current attendance code
4. Click the cell next to a student's name to assign that code
5. Click the comment icon to enter a comment about the attendance code
6. Click **Submit**

Even if all students are present, click the chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that you have taken attendance.

Students	Alerts	Attendance: Friday, August 17, 2012
Adams, Julie		<input type="text"/>
Allred, Jacee L		<input type="text" value="A (Absent)"/>
Anderson, Riley		<input type="text"/>
Cox, Carlos K		<input type="text"/>