

## 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"/>