

Taking attendance with PowerTeacher

1. **Access PowerTeacher** - Use the PowerTeacher shortcut on your computer or go directly to <https://powerschool.vusd.org/teachers>

2. **Log in** - Enter your VUSD account & password (same as you'd use for district e-mail), click '**Sign In**'.

3. **Click the 'seat' icon** for the appropriate class - This takes you to the attendance-taking page.

4. **Select appropriate attendance code** - Choose the code you wish to work with by clicking the 'Attendance code' drop-down.

5. **Mark students' attendance** - Click in the boxes to mark the selected attendance code. After marking students, go back to step 4 to select a different attendance code if needed.

6. **Save** - Click the 'Submit' button to save. The 'green ball' shows that attendance has been taken.

7. **More Resources!** Get the complete PowerTeacher guide and other PowerSchool support at <http://www.vusd.org/psr>