

New Staff Orientation

2024-2025

PowerSchool

Stephanie Homa

shoma@hamden.org

How to take attendance

- 1) Log into PowerTeacher (<https://hamden.powerschool.com/teachers>)
- 2) **Elementary Schools:** Click the icon under “Take attendance” for your **HOMEROOM** class (if you have more than one class listed, i.e. Language Arts, Math, etc. you only need to take attendance for your Homeroom class). **Middle and High School:** You must take attendance for **Each Period**. Click the icon under “Take attendance” for whichever period you are currently in and taking attendance for.

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
3b(M-F)	FAKE DO NOT USE PowerTeacher Pro							
5a-5b(M-F)	PHYS SCI 17 PowerTeacher Pro							
7a-7b(M-F)	PHYS SCI 17 PowerTeacher Pro							
8a-8b(M-F)	FAKE DO NOT USE PowerTeacher Pro							

- 3) The system automatically considers everyone Present, so you only need to mark your students who are absent, with an absent code (or “**CUT**” for Middle School and High School Levels)..
- 4) Click the box next to the student you would like to mark absent. A drop-down with attendance code options will appear. Click on the code you would like to mark the student. Repeat for all students who are absent. Click “Submit” when you are finished.

Record Meeting Attendance: FAKE DO NOT USE - 3b(M-F)

Single Day | Multi-Day | Seating Chart | Seating Chart Design

Attendance Code: (Present) | Date: Tue 10/18 (Today) | Classes: Show Multiple Sections | Group By Track: On

Submit

Students | Alerts | Attendance: Tuesday, October 18, 2022

No Track Assigned | Fill Code

TEST, TEST Use for Training | |

(Present)
(Present)
CUT (Cut)
TDY (Tardy)
ALPS (Alternate Learning Placement)
UNX (Unexcused Absence)

Submit

- 5) After clicking “Submit”, you will be brought back to the start page where your Attendance Status indicator should now be green which means you have successfully taken attendance for your class.

Exp	Course	Attendance Status	Take Attendance
3b(M-F)	FAKE DO NOT USE PowerTeacher Pro	 	

Alerts and CTSEDS Icon

Alerts for a student are located in the Student header:

Examples of some Alerts:



Guardian Alert-Should contain text with important information regarding Guardians, custody, and restricted contacts.



Other Alert-Usually coincides with the Guardian Alert for higher visibility to any pertinent issues.



Medical Alert-May say what the medical alert is, or if the medical alert contains sensitive information, it will let you know to contact the nurse for more information.

EL

English Learner

IEP

Student has an IEP

504

Student has a 504 plan



CT-SEDS Icon-May also coincide with the IEP icon. This icon will provide you with a link to the student’s actual IEP Document if you click on it.

Located in a couple of places:

Student Header:

← Student Search

← Adair, Brandon (1/1) >

Student Number: 3 Grade: 1

Student Profile

Academic Records

Attendance

Quick Lookup

Standards Grades

Teacher Portal on the Main start page:

PowerSchool SIS

Apple Grove High School 23-24 Semester 1

Navigation

PowerTeacher Pro

Start Page

Daily Bulletin

Schedule

Staff Directory

Meals

Reports

Recommendations

sqiReports

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports	CT-SEDS Documents
1(A)	Speech PowerTeacher Pro								
1(B)	Speech PowerTeacher Pro								
2(A)	Speech PowerTeacher Pro								
3(A)	Family Cons Sci PowerTeacher Pro								
3(B)	Family Cons Sci PowerTeacher Pro								
4(B)	Speech PowerTeacher Pro								

← Student Search

Search

Adair, Brandon

Student Number: 3

IEP

Student Profile

Academic Records

Attendance

Behavior

Compliance

Courses and Programs

Health

Postsecondary Readiness

CT-SEDS Documents

IEP at a Glance

1 / 1 | 100% +

IEP at a Glance

CTSEDS

APPLE GROVE HIGH SCHOOL

Date Generated: 10/06/2023

Student Name: BRANDON ADAIR	IEP Date: 10/16/2023 to 10/15/2024
SASID: 123456789	Case Manager: Adam Larsen
Date of Birth: 06/27/2016	Parent/Guardian Name: Wilma Adair
Current Grade: 11	Primary Disability: Specific Learning Disability
Current Enrolled School: Apple Grove High School	

Tardies

S1	23-
0	0
0	0
0	0
0	0
0	0

Teacher portal: How to pull up Student Contact information

- 1) On the start page, click on the icon under “Student Information”

Current Classes

Hide classes that do not count towards attendance or have zero (0) students enrolled.

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
8a-8b(M-F)	FAKE DO NOT USE PowerTeacher Pro							

- 2) Click on a student’s name on the left navigation panel:

Class Information

[Email Addresses](#)

FAKE DO NOT USE
8a-8b(M-F)

[TEST, TEST](#)

- 3) Click the “Quick Contacts” icon in the student header:

PowerSchool SIS

Meeting Attendance EL

TEST, TEST Use for Training 11 10005 Administrator : (Select) Counselor : (Select)

A screen will pop-up with all the student’s contact information:

PowerSchool SIS

Quick Contacts

Student: TEST, TEST Use for Training email: shoma@hamden.org

Name / Email	Relationship	Phone	Receives Mail	Custody	Lives With	Emerg. Contact
Stephanie Homa Current (P) : shoma@hamden.org						✓
Lillian Disney Current (P) : mmouse@disneyworld.com	Mother	Daytime: 203-999-9999		✓	✓	✓
Walt Disney Current: fun2dotheimpossible@disneyworld.com	Father	Daytime: 203-999-9999 Work: 121231 x1212313		✓	✓	✓

Admin Portal: How to pull up student Contacts

- 1) On your start page, type in the student's last name. Click on the student's name once it generates.

Start Page

Students ▾ All ▾ test

PK3 PK4 K 1 2 3

Stored Searches Stored S

Current Student Se

TEST, TEST Use for Training HHS 10005 11 +

StudentCoreFields.test_comments +

test_comments +

There are no search results.

- 2) Click on either the "Quick Contacts" icon in the student header, or click on "Student Profile" → "Contact Management" in the left navigation panel

TEST, TEST Use For Training (1/1)

TEST, TEST Use For Training 11 10005 HHS

504 CR EL IEP

PSCB Custom Screens

Student Profile

Academic Records

Student Details

Quick Lookup

Addresses

Counselor Dashboard

Contacts

Associated Family Men

Contact Management


Guardians

How to enter in a Log entry from the Teacher Portal

- 1) Log into the Teacher Portal (<https://hamden.powerschool.com/teachers>)
- 2) Click on the icon under "Student Information"

Current Classes

Hide classes that do not count towards attendance or have zero (0) students enrolled.

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
8a-8b(M-F)	FAKE DO NOT USE PowerTeacher Pro							

- 3) Click on the student's name you would like to make a Log Entry for (left side of page).

Class Information

Email Addresses

FAKE DO NOT USE
8a-8b(M-F)

TEST, TEST





Change Class:

- 4) In the drop-down menu on the top right of the page, choose "Log Entries"


Log Entries ▼

- Log Entries
-
- Credit Summary
- Cumulative Grade Information
- Demographics
- Fitness
- Graduation Plan Progress
- Log Entries** ←
- Meeting Attendance
- Missing Assignments
- Print A Report

- 5) Click "New"
- 6) Choose the "Log type" from the drop-down list (i.e. Parent Contact, Notes, Minor Infraction, etc.)
- 7) Fill out the Title and body of the Log entry
- 8) Click "Submit" once completed.

 **Submit Log Entry**    Submit Log Entry ▼

TEST, TEST Use for Training 11 10005 HHS

Date: 08/10/2023 

Log Type: Parent Contact ▼

Subtype: ▼

Title: →

Log Entry: →

Log History

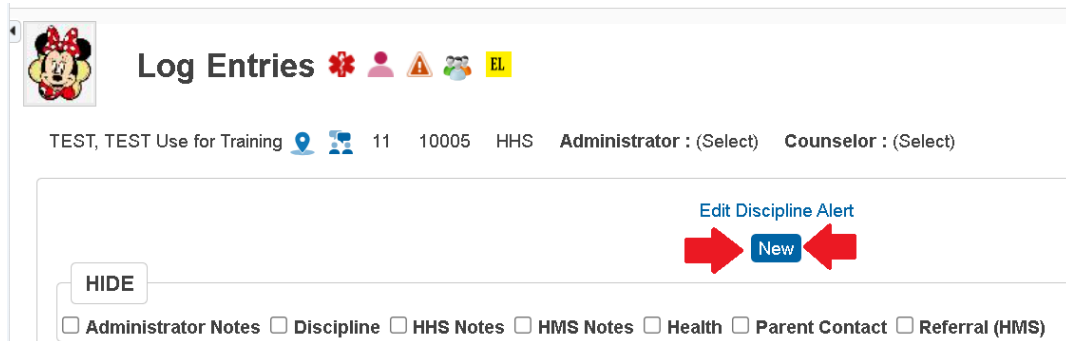
Back Submit ↓

Admin-How to create a basic Log Entry

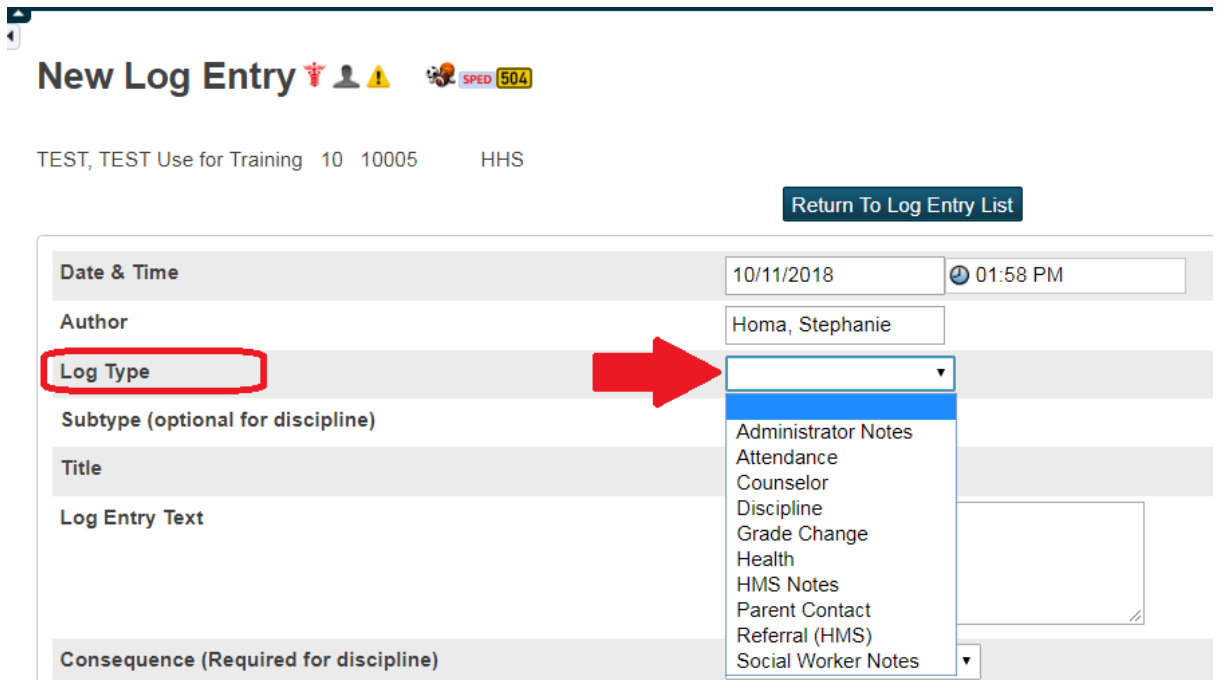
- 1) Search student
- 2) Click on "Behavior"--> "Log Entries" on the left navigation panel



- 3) Click on "New"



- 4) Click on the "Log Type" drop-down and choose the type of Log you would like to create (you list of options will be shorter than this one)



5) Enter in the Log Text

The screenshot shows a web form titled "New Log Entry" with several icons (a red cross, a person, a yellow warning triangle, and a blue icon with "SPED 504"). Below the title, there is a breadcrumb trail: "TEST, TEST Use for Training 10 10005 HHS". A dark blue button labeled "Return To Log Entry List" is positioned to the right. The form fields are as follows:

- Date & Time:** A date field containing "10/11/2018" and a time field containing "01:58 PM".
- Author:** A text field containing "Homa, Stephanie".
- Log Type:** A dropdown menu with "Administrator Notes" selected.
- Subtype (optional for discipline):** A dropdown menu with a downward arrow.
- Title:** A text field.
- Log Entry Text:** A large text area, which is highlighted with a red rectangular border.
- Consequence (Required for discipline):** A dropdown menu with "Please Select" selected.

- 6) If you are entering in a Discipline Log, please refer to the Discipline Log instructions
- 7) If anything other than a Discipline Log, you only need to enter the text notes and hit "Submit" on the bottom right of the page.