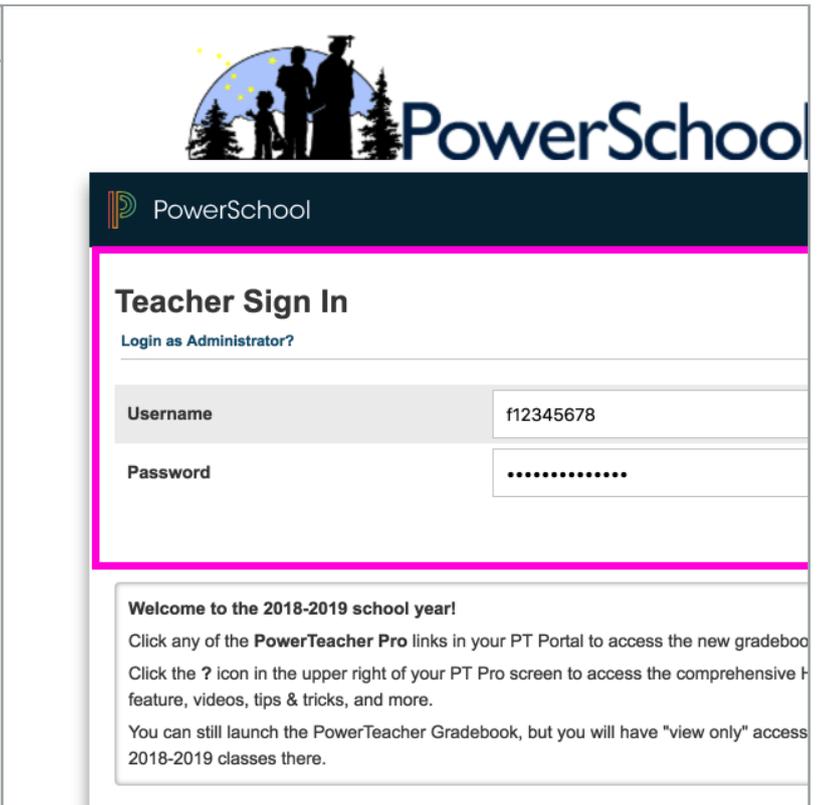


1



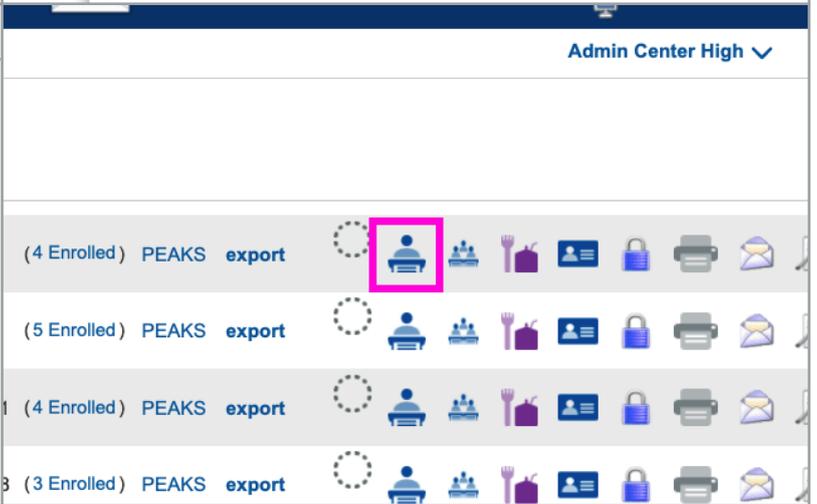
The first step is to navigate to the [teacher portal sign in for PowerSchool](#) and log in using your district credentials



2



Click **Take Attendance** icon to work from a class list of students





Students are presumed present (blank code) unless another code is entered.

3

Record Meeting Attendance: OL:Algebra 1 ST -

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code: AU (Absence Unexcused) Date: Thu 8/2 (Today) Classes: Show Multiple Sections

Students	Preferred Name	Alerts	Attendance: T
Armstrongz, Zzarquese Z	Zsa-Zsa	[Alerts]	
Qblairz, Qzason Z		[Alerts]	AU (Abser
Qbushz, Qzaren Z		[Alerts]	
Qmccartyz, Qzill Z	Jill	[Alerts]	



Click an individual student's attendance cell to choose from a drop-down, or...

4

Date: Thu 8/2 (Today) Classes: Show Multiple Sections Submit

Preferred Name	Alerts	Attendance: Thursday, August 02, 2018
-Zsa	[Alerts]	
	[Alerts]	AU (Abser
	[Alerts]	
	[Alerts]	

Submit

- - Not enrolled



Click code selector above the list of students and choose an appropriate code for students who are not present.
Example: Click **TE (Tardy Excused)** from the drop-down list

5

Navigation

- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Reports
- Recommendations
- Powerschool Tutorials
- Google Docs

PTG 2.8 Launch

District Code: GRCJ

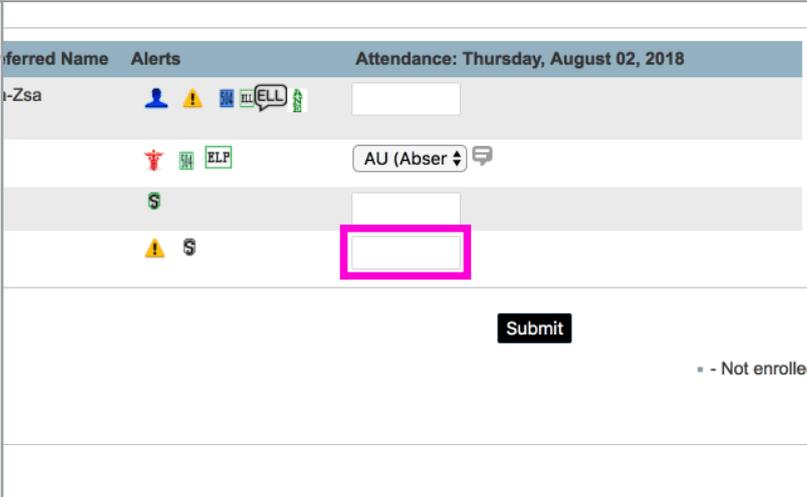
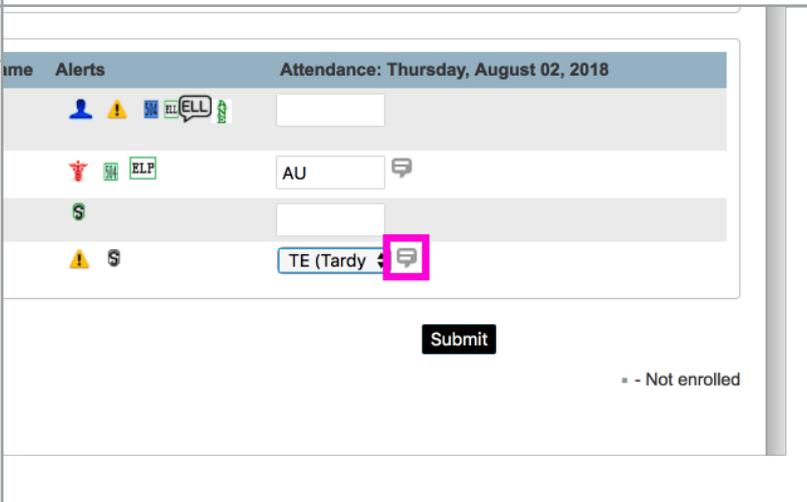
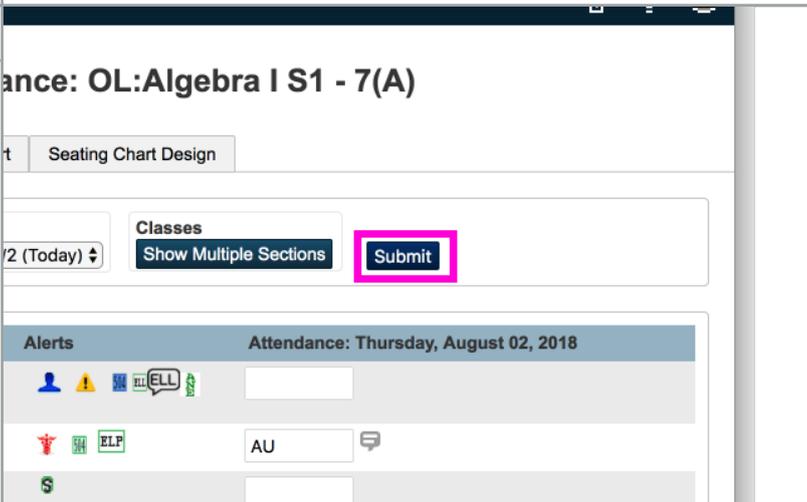
Record Meeting Attendance: OL:Algebra 1 ST -

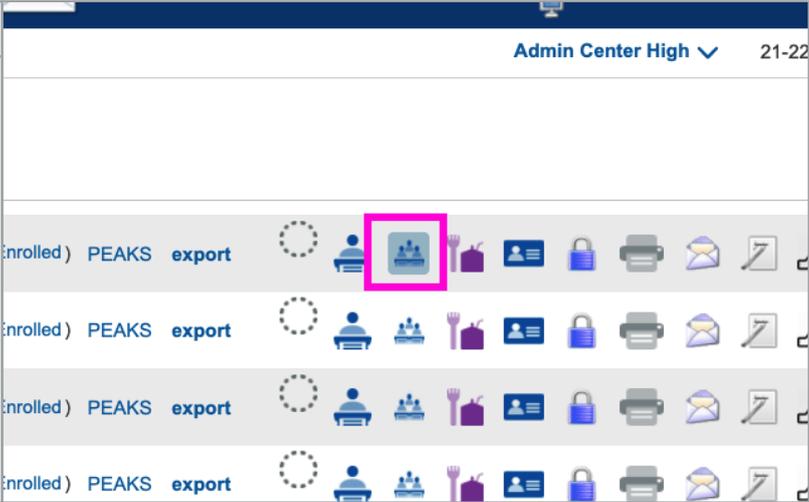
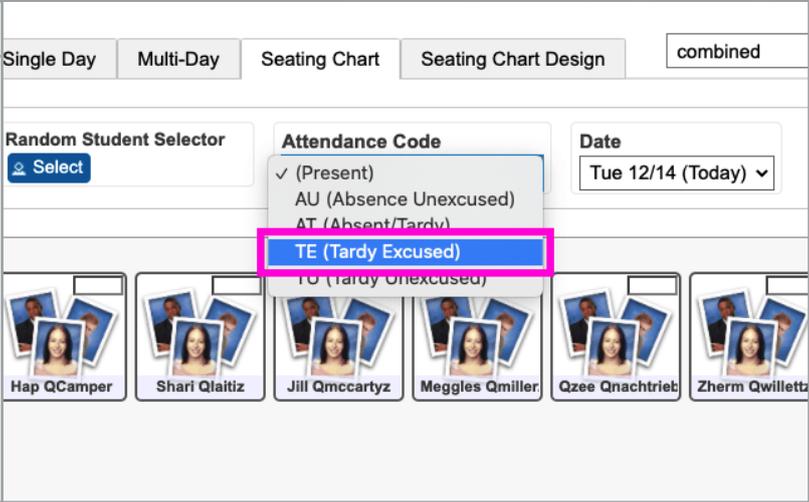
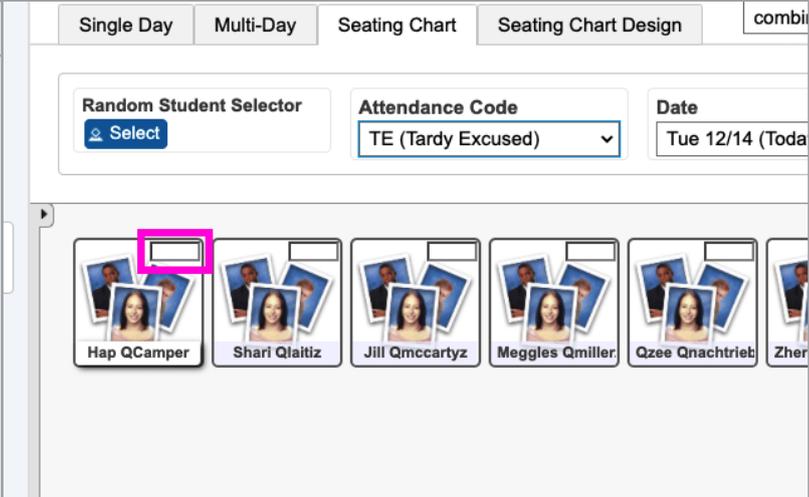
Single Day Multi-Day Seating Chart Seating Chart Design

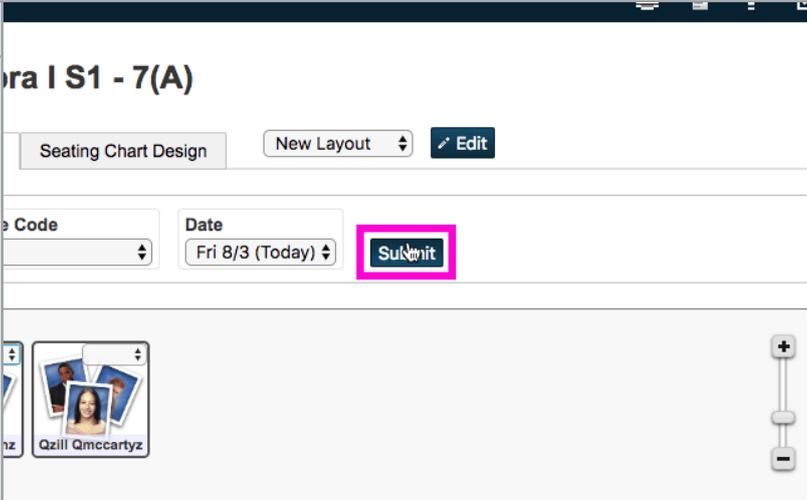
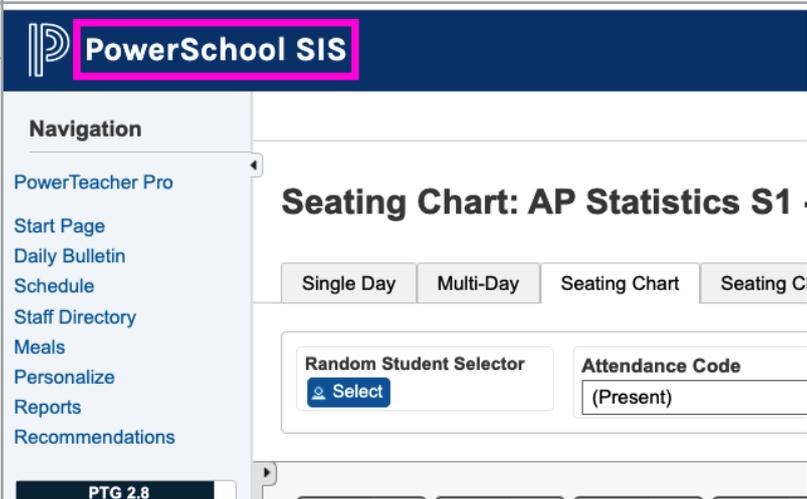
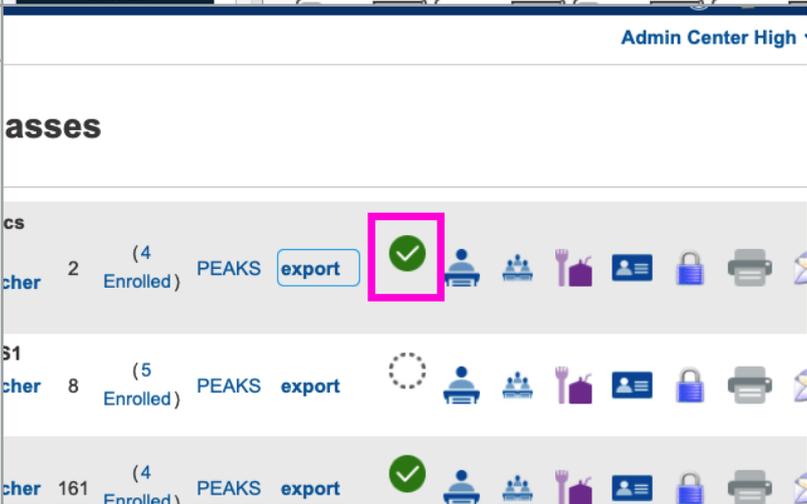
(Present)
✓ AU (Absence Unexcused)
AT (Absent/Tardy)
TE (Tardy Excused)
TO (Tardy Unexcused)

Date: Thu 8/2 (Today) Classes: Show

Students	Preferred Name	Alerts
Armstrongz, Zzarquese Z	Zsa-Zsa	[Alerts]
Qblairz, Qzason Z		[Alerts]
Qbushz, Qzaren Z		[Alerts]
Qmccartyz, Qzill Z	Jill	[Alerts]

<p>6</p> <p>Then click student attendance cell for any student to whom that code applies.</p>	
<p>7</p> <p>Click message bubble to enter a note, as applicable</p>	
<p>8</p> <p>Click Submit when complete.</p>	

<p>9</p> <p>You may also choose to take attendance from your seating chart, if you have one set up. Click Seating Chart icon, indicated.</p>	 <p>The screenshot shows the top navigation bar with 'Admin Center High' and '21-22'. Below it, a row of icons includes a 'Seating Chart' icon (a group of people at desks) which is highlighted with a pink square. Other icons include a person, a fork and knife, a lock, a printer, and an envelope.</p>
<p>10</p> <p>Click code selector above chart, and then click anywhere on the tile for each of the students in the seating chart to whom that code applies</p>	 <p>The screenshot shows the 'Seating Chart' tab selected. Above the student tiles, there is a 'Random Student Selector' with a 'Select' button, an 'Attendance Code' dropdown menu, and a 'Date' dropdown menu set to 'Tue 12/14 (Today)'. The 'Attendance Code' dropdown is open, and 'TE (Tardy Excused)' is highlighted with a pink box. Below the dropdown, there are six student tiles with photos and names: Hap QCamper, Shari Qaitiz, Jill Qmccartyz, Meggles Qmiller, Qzee Qnachtrieb, and Zherm Qwilletz.</p>
<p>11</p> <p>Alternatively, click highlight for an individual student to select a code from that drop-down.</p>	 <p>The screenshot shows the same interface as the previous one, but the 'Attendance Code' dropdown is now closed. The 'TE (Tardy Excused)' code is now selected in the dropdown. A pink box highlights the 'highlight' icon (a small square with a white border) on the first student tile, Hap QCamper.</p>

<p>12</p> <p> Click Submit when complete</p>	 <p>ra I S1 - 7(A)</p> <p>Seating Chart Design New Layout Edit</p> <p>Code Date: Fri 8/3 (Today) Submit</p> <p>Qzill Qmccartyz</p>																																	
<p>13</p> <p> Click PowerSchool SIS to return to the Start Page</p>	 <p>PowerSchool SIS</p> <p>Navigation</p> <ul style="list-style-type: none">PowerTeacher ProStart PageDaily BulletinScheduleStaff DirectoryMealsPersonalizeReportsRecommendations <p>PTG 2.8</p>																																	
<p>14</p> <p> The green dot with a check mark indicates that attendance has been submitted for this section</p>	 <p>Admin Center High</p> <p>asses</p> <table border="1"><tr><td>cher</td><td>2</td><td>(4 Enrolled)</td><td>PEAKS</td><td>export</td><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>cher</td><td>8</td><td>(5 Enrolled)</td><td>PEAKS</td><td>export</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>cher</td><td>161</td><td>(4 Enrolled)</td><td>PEAKS</td><td>export</td><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr></table>	cher	2	(4 Enrolled)	PEAKS	export	✓						cher	8	(5 Enrolled)	PEAKS	export							cher	161	(4 Enrolled)	PEAKS	export	✓					
cher	2	(4 Enrolled)	PEAKS	export	✓																													
cher	8	(5 Enrolled)	PEAKS	export																														
cher	161	(4 Enrolled)	PEAKS	export	✓																													



That's it -- you're done

15



PowerSchool

PowerSchool

Teacher Sign In

[Login as Administrator?](#)

Username

Password

Welcome to the 2018-2019 school year!

Click any of the **PowerTeacher Pro** links in your PT Portal to access the new gradebook.

Click the ? icon in the upper right of your PT Pro screen to access the comprehensive feature, videos, tips & tricks, and more.

You can still launch the PowerTeacher Gradebook, but you will have "view only" access.



Scan to go to the interactive player