PowerTeacher Portal User Guide

PowerSchool 7.x
Student Information System

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This edition applies to Release 7.0 of the [product name] software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

Contents

Preface

Use this guide to assist you while navigating PowerTeacher. This guide is based on the PowerTeacher online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerTeacher online help is updated as PowerSchool is updated. Not all versions of the PowerTeacher online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerTeacher.

Referenced Sections

This guide is based on the PowerTeacher online help, and may include references to sections that are not contained within the guide. See the PowerTeacher online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

Welcome to PowerTeacher! PowerTeacher is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for teachers.

PowerTeacher makes it easy for teachers to get up and running quickly in the classroom by providing easy-to-use tools to view student, faculty, and school information, as well as to print reports and enter attendance, comments, assignments, and scores, teachers can focus their attention on the classroom and student achievement.

The PowerTeacher gradebook achieves the ultimate combination of intuitive user interface and robust functionality in a Web-based application. The application is a full set of teacher tools for managing the classroom and enhancing communication with parents and students, providing them access to critical class and student information online.

The PowerTeacher gradebook enables many progressive grading methodologies, including the easy creation of formative, summative, and diagnostic assignments. Other advanced features such as student groups and multiple measures of central tendency (mean, median, and mode) allow teachers to manage their entire classroom and help promote student achievement.

About PowerSchool

PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

Get Started

To get started, you must sign in to PowerTeacher.

Sign In to PowerTeacher

Before you can sign in to PowerTeacher, you will need your school's PowerTeacher URL, your username, and your password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to PowerTeacher

1. Open your Web browser to your school's PowerTeacher URL. The Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view PowerTeacher from the pop-up menu. **Note:** If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.

3. Click **Sign In**. The start page appears. For more information, see *PowerTeacher Start Page*.

Notes:

- If your PowerSchool administrator has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see *How to Reset Your Password*.
- If your password has expired, you may be asked to reset your password. For more information, see *How to Reset Your Password*.
- If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your PowerSchool administrator.

How to Reset Your Password

If your school's PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

Note: This procedure is only available if the Password Reset Rule or the Password Expiration Rule is enabled.

1. Sign in to PowerTeacher. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without help from your PowerSchool administrator; this will delay your work. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see *PowerTeacher Start Page*.

   Note: If one of the following messages appears, re-enter your password accordingly:

   - Current password is not correct.
   - New password must be at least [number] characters long.
   - New password must contain at least one uppercase and one lowercase letter.
   - New password must contain at least one letter and one number.
   - New password must contain at least one special character.
   - The verification password you enter must match the new password.
   - The password entered was previously used. Please enter a new password.

   The next time you sign in to PowerTeacher, use your new password.

PowerTeacher Start Page

When you sign in to PowerTeacher, the start page appears. This page serves as the central point from which you begin your PowerTeacher session. The start page consists of the following main areas:

- **Header**
- **Navigation toolbar**
- **Navigation menu**
- **Report an Issue**

Header

The header appears at the top of PowerTeacher. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
Help	Click to access the PowerTeacher online help. Assistance is just a click away!
Sign Out	Click to sign out of PowerTeacher. For more information, see *Quit PowerTeacher*.

Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
School	The name or initials of your school.
Term	The current term, which adjusts automatically at the beginning of each term.
[Report Queue Icon]	Click to access the Report Queue - My Jobs page. For more information, see *How to Use the Report Queue*. **Note:** The icon only appears when you have reports in the queue.
[Printer Icon]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that

Field	Description
	student.

Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of PowerTeacher. The navigation menu includes the following links:

Field	Description
Start Page	Click to view the Current Classes page. For more information, see *Work with Classes*.
Daily Bulletin	Click to read your school's daily bulletin. For more information, see *Daily Bulletin*.
Staff Directory	Click to access the school's staff directory. For more information, see *Staff Directory*.
Meals	Click to view meal transactions. For more information, see *Meals*.
Personalize	Click to set user preferences. For more information, see *Personalize*.
Gradebook	Click to launch Gradebook from the PowerTeacher Launch page. Click the blue arrow to immediately launch the gradebook and bypass the PowerTeacher Launch page. For more information, see *Gradebook*. **Note:** If PowerTeacher gradebook is enabled as your grade-keeping application, this link appears.
Reports	Click to print reports for all students in your classes. For more information, see *Reports*.
Recommendations	Click to manage course recommendations for your students. For more information, see *Recommendations*.

Current Classes

A list of classes for the current term appears in the main part of the start page. For each class, you can view or access the following information:

Field	Description
[Expression]	The period/day combination for the class.
[Course Name]	The name of the class.

Field	Description
[Section Number]	The section number of the class.
[Chair Icon]	Click to take attendance. For more information, see *Attendance*.
[Dot Icon]	A dot appears next to each class' **Chair** icon. The color of the dot indicates whether or not you've taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken. For more information, see *Attendance*.
[Utensils Icon]	Click to submit lunch counts. For more information, see *Lunch Counts*.
[Backpack Icon]	Click to view a variety of student data or to enter final grades or log entries. For more information, see *Student Information*.
[Printer Icon]	Click to print reports for an individual student or the entire class. For more information, see *Reports*.
[Analytics Icon]	Click to view Analytics data. **Note**: The Analytics icon only appears if Analytics is enabled. For more information, contact your school's PowerSchool administrator. **Note**: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

Report an Issue

If enabled, the **Report an Issue** link appears at the bottom-right corner of every page within PowerTeacher.

How to Report an Issue with Recording

Use this procedure to capture and report the issue you are encountering.

1. Click **Start Recording**. Capture the issue you are encountering.
2. To add a comment, click **Add Issue Comment**. The Add Issue Comment pop-up appears.
3. Enter your comment in the **Comments** field.
4. Click **Submit**. The Add Issue Comment pop-up closes.

   Note: You can add an issue comment per each page included in the recording.

5. When finished capturing the issue you are encountering, click **Finish Recording**. The Submit Recording pop-up appears.
6. Use the following table to enter information in the fields:

Field	Description
Issue Name	Enter a name for the issue you are encountering.
Description	Enter a description of the issue you are encountering.

7. Click **Submit**. A confirmation message appears.
8. Note your issue ID.
9. Close the Report an Issue pop-up.

How to Report an Issue without Recording

Use this procedure to report the issue you are encountering.

1. Click **Report Issue**. The Report an Issue pop-up appears.
2. Use the following table to enter information in the fields:

Field	Description
Issue Name	Enter a name for the issue you are encountering.
Description	Enter a description of the issue you are encountering.

3. Click **Submit**. A confirmation message appears.
4. Note your issue ID.
5. Close the Report an Issue pop-up.

Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu.

Note: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Daily Bulletin

While you cannot create entries for the daily bulletin, you can read the notices and send a message to the person in charge of maintaining the bulletin.

How to View the Daily Bulletin

1. On the start page, click **Daily Bulletin** from the navigation menu. The View Daily Bulletin pop-up appears.
2. Do one of the following:
    - Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a black border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
    - Click the email address to send a message to the person who creates items for the daily bulletin. Send either an announcement to contribute to the bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.
3. When done viewing, click the **x** in the upper right hand corner to close the View Daily Bulletin pop-up.

Staff Directory

The staff directory displays the staff list for the selected school and term. Use this function to filter groups of staff members according to their functions or to find e-mail addresses.

How to View the Staff Directory

1. On the start page, click **Staff Directory** from the navigation menu. The Staff Directory page appears.
2. To filter staff groups, click a staff group link next to Listing Options. The selected staff group appears.
3. Click the individual's e-mail address to e-mail that staff member. Alternatively, select the e-mail addresses in the **Group Email** field at the bottom of the page. Using your e-mail application, copy and paste the selected addresses into the address field of a new e-mail message.

Meals

The Meals page displays all of your breakfast and lunch transactions. In addition, the current dollar balance appears.

How to View Meal Transactions

On the start page, click **Meals** from the navigation menu. The Meals page appears.

Personalize

You can customize PowerTeacher to meet your needs and preferences. Preferences can be changed at any time, or you can use the default settings. Change any combination of the settings as often as you want.

How to Change Your Password

1. On the start page, click **Personalize** from the navigation menu. The Personalize page appears.
2. Click **Change Password**. The Personalize page for the change password function appears.
3. Use the following table to enter information in the fields:

Field	Description
Old Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without help from your PowerSchool administrator; this will delay your work. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Verify New Password	Enter your new password again exactly as you entered it in the above field.

4. Click **Submit**. The Changes Recorded page appears.

   Note: If one of the following alert messages appears, click **Back** and re-enter your password accordingly:

   - Current password is not correct.

- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to PowerTeacher, use your new password.

How to Set the Default Student Screen

The default student screen is the first page that appears when you open a student record.

1. On the start page, click **Personalize** from the navigation menu. The Personalize page appears.
2. Click **Default Student Screen**. The Personalize page for the default student screen appears.
3. On the pop-up menu, select the desired default student screen from the list provided.
4. Click **Submit**. The Current Classes page appears. From now on, the page you selected appears when you open a student page.

How to Display the Section Number

Section numbers for each class do not display by default. You must set the preference to display section numbers.

1. On the start page, click **Personalize** from the navigation menu. The Personalize page appears.
2. Click **Display Section Number**.
3. Choose **Yes** from the **Display Section Number** pop-up menu.

   Note: To remove the section number, choose **No**.

4. Click **Submit**.
5. Sign out of PowerTeacher.
6. Sign in to PowerTeacher. The section number for each class appears.

   Note: If there are no current classes assigned to the teacher, the message "You do not have any current classes" appears on the PowerTeacher start page.

Gradebook

PowerTeacher gradebook is a web-based classroom management solution designed to meet the evolving needs of today's educator with unparalleled ease-of-use. A wide array of functions facilitate differentiated instruction, formative assessment, discipline management, parent communication and more.

Resources

There are several resources available to assist you with PowerTeacher gradebook. PowerTeacher gradebook online help is available in the application. Other available resources include: *PowerTeacher Frequently Asked Questions*, *PowerTeacher Gradebook User Guide*, and the *PowerTeacher Gradebook Quick Reference Card*. You will need Adobe Acrobat Reader to view these documents. These resources are available on PowerSource. To access this site, go to **https://powersource.pearsonschoolsystems.com**.

You will need a username and password to sign in. If you do not have a username and password, contact your PowerSchool administrator.

How to Launch Gradebook for Mac

1. On the start page, click **Gradebook** from the navigation menu. The PowerTeacher Gradebook page appears.

   Note: Alternately, click the blue arrow to immediately download the gradebook application.

2. Click **Launch PowerTeacher Gradebook**. The Downloads window appears accompanied by a certificate window.
3. Click **Trust**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

   Note: You may only have one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, stating, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

How to Launch Gradebook for Windows

1. On the start page, click **Gradebook** from the navigation menu. The PowerTeacher Gradebook page appears.

   Note: Alternately, click the blue arrow to immediately download the gradebook application.

2. Click **Launch PowerTeacher Gradebook**. The File Download window appears accompanied by the Warning Security window.
3. Click **Run**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

   Note: You may only have one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, stating, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click **Terminate Other Sessions** or **Quit**.

Reports

You can print various reports whenever you want without having to wait for your PowerSchool or school administrator to do it for you. PowerTeacher offers custom reports, as well as preconfigured reports. Using the Reports link in the navigation menu, you can generate reports for **all students** in your classes. Or, using the Printer icon on the Current Classes page, you can generate reports for an **individual student** within a particular class or for the **entire class**.

Note: In PowerSchool and PowerTeacher, often a report is a letter or a form. PowerSchool does not limit you to reports containing data only. You can run reports that have either only text or a combination of text and data.

How to Run Reports for All Students

1. On the start page, click **Reports** from the navigation menu. The Reports for All Students page appears.
2. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report to print from the pop-up menu.
For which students?	The selected number of students appears. **Note:** This field does not appear when running a report for an individual student.
Test print?	You are encouraged to use the Test Print feature until you know each of the reports. Some take a long time to run, and you do not want to wait for a report only to learn it is the wrong one. Select the checkbox to generate a test printing of the report, and enter the number of pages to print. If you do not select the checkbox, all the report pages print. **Note:** This field does not appear when running a report for an individual student.
Watermark Text	If you want to print text as a watermark on each page of the report, use this pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the blank field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Select **Watermark** to print the text behind objects on the report. Select **Overlay** to print the text over objects on the report.
When to print	To run this report, select a time to start it: • **ASAP**: Execute immediately.

Field	Description
	• **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

3. Click **Submit**. Depending on the report, either the selected report or the **Report Queue** – My Jobs page appears.

How to Run Class Reports

1. On the Current Classes page, click the **Printer** icon next to the class for which you want to run a report. The Print Class Reports page appears.
2. Enter information in the fields. For field descriptions, see *How to Run Reports for All Students*.
3. Click **Submit**. Depending on the report, either the selected report or the **Report Queue** – My Jobs page appears.

How to Run a Report for an Individual Student

1. On the Current Classes page, click the **Backpack** icon next to the class for which you want to view student information. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student whose record you want to view. The student information displays in the default page.
3. Choose **Print A Report** from the **Select screens** pop-up menu. The Print A Report page appears.
4. Enter information in the fields. For field descriptions, see *How to Run Reports for All Students*.
5. Click **Submit**. Depending on the report, either the selected report or the **Report Queue** – My Jobs page appears.

How to Use the Report Queue

1. On the navigation toolbar, click the **Report Queue** icon. The Report Queue - My Jobs page appears.

   Note: The icon only appears when you have reports in the queue.

2. Do one of the following:

   - Click **Refresh** to update the page.

- Click **Completed** to view the report.
- Click the **Trashcan** icon to delete the report.
- Click the **Job Name** of the report. The Report Queue Job Detail page displays the details of the report job. Select the **Run Job Again** checkbox to regenerate the report. Click the Result File link to view the PDF of the completed report.

3. Click **Submit**. The Report Queue – My Jobs page appears.

Teacher Recommendations

Using the Recommendations page, you can manage course recommendations for your students. Course recommendations may be required as a prerequisite or they may be purely advisory, where you wish to advise a student on the path you feel best suits their talents and potential. Once a recommendation is made, it appears on the student's Class Registration page in PowerSchool Parent

How to View Recommendations for All Students

Use the following procedure to view all course recommendations you have made for all students.

1. On the start page, click **Recommendations** from the navigation menu. The Recommendations page displays the following information for each existing recommendation:

   Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Filter Results	To narrow the recommendations list, click the arrow and do one or more of the following: • Select the **Year** checkbox to filter recommendations by the school year in which a recommendation was made, and then choose the year from the pop-up menu. • Select the **Comment** checkbox to filter recommendations by recommendation comments, and then enter • Select the **Last Name** checkbox to filter recommendations by students' last names. • Select the **First Name** checkbox to filter recommendations by students' first names. • Select the **Course Number** checkbox to filter recommendations by course number, and then enter the course number in the field. • Select the **Course Name** checkbox to filter recommendations by course name, and then enter

Field	Description
	the course name in the field.
Year	The school year for which the recommended was made.
Last Name	The student's last name for which the recommendation was made.
First Name	The student's first name for which the recommendation was made.
Course Number	The number of the course for which the recommendation was made.
Course Name	The name of the course for which the recommendation was made.
Created	The date and time the recommendation was made.
Comments	Any comments related to the recommendation. **Note:** This information appears in PowerSchool and in PowerTeacher.

2. To edit or delete a recommendation, click the **Pencil** icon. For detailed information, see respective procedures.

How to View Recommendations for an Individual Student

Use the following procedure to view all course recommendations you have made for a specific student.

1. On the Current Classes page, click the **Backpack** icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student you wan to work with. The student information displays the default page previously selected.
3. Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page displays the following information for each recommendation:

   Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Year	The school year for which the recommended was made.
Course Number	The number of the course for which the recommendation was made.

Field	Description
Course Name	The name of the course for which the recommendation was made.
Comments	Any comments related to the recommendation. **Note:** This information appears in PowerSchool and in PowerTeacher.

4. To create a new recommendation, click the **Create New Recommendations** button. For detailed information, see *Add Recommendations*.
5. To edit or delete a recommendation, click the **Pencil** icon. For detailed information, see *Edit Recommendations*.

How to Add a Recommendation

Use the following procedure to create new course recommendations for a selected student.

1. On the Current Classes page, click the **Backpack** icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student you wan to work with. The student information displays the default page previously selected.
3. Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page appears.
4. Click **Create New Recommendations**. The Add / Edit Recommendation page appears.
5. Use the table to enter information in the following fields:

Field	Description
Course Number	Enter the number of the course for which you want to recommend. **Note:** This field is required.
Scheduling Year	Choose the school year in which the course you want to recommend is scheduled from the pop-up menu.
Comments	Enter any comments related to the recommendation. **Note:** This information appears in PowerSchool and in PowerTeacher.

6. Click **Submit**. The Recommendations List page appears.

How to Edit a Recommendation

Use the following procedure to edit existing course recommendations for a selected student.

Note: The quickest way to delete a recommendation is from the Recommendations page as directed in this procedure. However, you can also edit recommendations using the Recommendations List page. To navigate to the Recommendations List page, click the **Backpack** icon next to the class for which you want to work with. Click the last name of the student you wan to work with. And then, choose **Recommendations** from the **Select screens** pop-up menu.

1. On the PowerTeacher navigation menu, click **Recommendations**. The Recommendations page appears.
2. Click the **Pencil** icon for the recommendation you want to edit. The Edit Recommendation page appears.
3. Enter information as needed. For detailed information, see *Add Recommendations*.
4. Click **Submit**. The Recommendations page appears.

How to Delete a Recommendation

Use the following procedure to delete existing course recommendations for a selected student.

Note: The quickest way to delete a recommendation is from the Recommendations page as directed in this procedure. However, you can also delete recommendations using the Recommendations List page. To navigate to the Recommendations List page, click the **Backpack** icon next to the class for which you want to work with. Click the last name of the student you wan to work with. And then, choose **Recommendations** from the **Select screens** pop-up menu.

1. On the PowerTeacher navigation menu, click **Recommendations**. The Recommendations page appears.
2. Click the **Pencil** icon for the recommendation you want to delete. The Edit Recommendation page appears.
3. Click **Delete**. The Recommendations page appears.

Work with Classes

Read this section to understand the basics of working with classes.

Note: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Attendance

Click the **Chair** icon to access the attendance page. Attendance entered using PowerTeacher save the records directly to the PowerSchool system.

Note: Class sections that meet more than once a day display a pop-up menu next to the **Chair** icon, which allows you to select the specific period in which to record or change attendance.

Substitute teachers can take attendance here as well if they have a username and password. It is not necessary for them to open a grading application and try to determine how to navigate there. They can take attendance, and you can synchronize your data file with the PowerSchool system when you return.

If the PowerSchool administrator has granted you the appropriate access, you can change previously-entered attendance codes, or you can mark a student absent on a future date.

Attendance Indicator

A dot appears next to each class' **Chair** icon. The color of the dot indicates whether or not you've taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken.

Note: The yellow dot and fraction only appear if (1) the class is set to record attendance for each meeting separately and (2) partial attendance has been taken. As attendance is taken for each period within a class, the fraction reflects those changes: the number of periods attendance has been taken vs. the number of total periods. Once attendance has been taken for all periods within a class, the attendance indicator appears green.

Record Meeting Attendance

Use Record Meeting Attendance to take attendance by class meeting. A class meeting is the span of time a class takes place within a given day.

How to Record Single-Meeting Attendance

1. On the Current Classes page, click the **Chair** icon next to the class for which you want to record attendance. The Record Meeting Attendance page appears.
2. Choose the attendance code you want to assign from the **Current attendance code** pop-up menu.
3. Click the field next to the name of each student to whom you want to assign the attendance code.

4. Repeat Steps 2 and 3 for each different attendance code you want to assign. It is not necessary to perform this task for students who are present.
5. Click **Submit**. The attendance codes are saved to the PowerSchool system, and the start page appears.

How to Record Single-Meeting Attendance for Multiple Periods

1. On the Current Classes page, select the correct period from the pop-up menu next to the **Chair** icon next to the class for which you want to record attendance. The Record Meeting Attendance page appears.
2. Choose the attendance code you want to assign from the **Current attendance code** pop-up menu.
3. Click the field next to the name of each student to whom you want to assign the attendance code.
4. Repeat Steps 2 and 3 for each different attendance code you want to assign. It is not necessary to perform this task for students who are present.
5. Click **Submit**. The attendance codes are saved to the PowerSchool system, and the start page appears.

Change Attendance Data or Mark Future Attendance

If the PowerSchool administrator has granted access to change existing attendance or mark future attendance in PowerSchool, you can change attendance data, or mark future attendance for a student.

To view a report of a four-week span of attendance data, use the **Class Attendance Audit** report. Run the report for an individual student, or an entire class. For more information, see *Reports.*

How to Change Attendance or Mark Future Attendance

1. On the Current Classes page, click the **Chair** icon next to the class for which you want to record attendance. The default attendance page appears. For more information, see *Record Meeting Attendance* or *Record Interval Attendance*.

   Note: To open a specific period of a multi-meeting section, select the period from the pop-up menu next to the **Chair** icon.

2. Select a specific date for which to change or enter attendance in the pop-up menu in the upper right-hand corner of the page. The attendance page displays attendance codes entered for the specified day.

   Note: Multi-meeting periods are specified in the pop-up menu for a section that meets during first and third period, such as 5/25/07 Per 1, 5/25/07 Per 3.

3. Change or enter attendances codes where applicable.
4. Click **Submit**. The attendance is updated.

Note: The dates that display in the pop-up menu are set by the PowerSchool administrator. Only days in which the class meets, and in which school is in session, display in the pop-up menu.

Record Interval Attendance

If a section is designated as using Interval Attendance Mode, the Record Interval Attendance page appears when attendance is selected. An interval-designated section is designed to provide multiple opportunities to take attendance for the class. Interval attendance is primarily intended for those programs in which attendance must be recorded each hour. Whether a class uses interval attendance is specified in the Section Setup for each class.

Note: Interval attendance makes no assumptions that a student is present or absent. As opposed to meeting or daily attendance that assume a student is present unless an attendance code indicating otherwise is found, interval attendance requires that a code be recorded for each interval.

How to Record Interval Attendance

1. On the Current Classes page, click the **Chair** icon next to the class for which you want to record attendance. The Record Interval Attendance page appears.
2. Choose the attendance code to assign from the **Current attendance code** pop-up menu.
3. Click the appropriate interval field next to the name of each student to whom the selected code should be assigned.
4. Repeat Steps 2 and 3 for each different attendance code to assign. Note that in interval attendance each student must have an attendance code for each interval.
5. Click **Submit**. The attendance codes are saved to the PowerSchool system and the start page appears.

Record Attendance for Multiple Sections

Use the **Record MultiMeeting Attendance for Multiple Sections** or **Record MultiInterval Attendance for Multiple Sections** link to take attendance for concurrently meeting sections. If the class spans multiple periods, you may need to take attendance multiple times depending on your school policy. Taking attendance concurrently by meeting is helpful for teachers who instruct several sections during one meeting, since all students for that meeting appear on one list, regardless of their sections.

Note: Class sections that meet more than once a day display a pop-up menu next to the **Chair** icon, which allows you to select the specific period in which to record or change attendance.

How to Record Attendance for Multiple Sections

1. On the Current Classes page, click the **Chair** icon next to the class for which you want to record attendance. The Record Meeting Attendance (or Record Interval Attendance) page appears.

2. Click **Record MultiMeeting Attendance for Multiple Sections** (or **Record MultiInterval Attendance for Multiple Sections**). The Record Meeting Attendance for Multiple Sections page appears.

   The names of those sections that meet concurrently appear, along with a combined class roster.

   Note: Concurrent attendance can only be taken for sections that share the same attendance mode as the originally selected section. For instance, if the selected section is designated as an interval attendance mode, only sections that are designated as using interval attendance will be combined when **Record MultiInterval Attendance** is selected.

3. Choose the attendance code to assign from the **Current attendance code** pop-up menu.
4. Click the field next to the name of each student to whom you want to assign the attendance code.
5. Repeat Steps 3 and 4 for each different attendance code to assign. Note that in interval attendance, each student must have an attendance code for each interval.
6. Click **Submit**. The attendance codes are saved to the PowerSchool system, and the start page appears.

Lunch Counts

Click the **Utensil** icon to submit lunch counts.

How to Submit Lunch Counts

1. On the Current Classes page, click the **Utensil** icon next to the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.
2. Use the following table to enter information in the fields:

Field	Description
Student Breakfast	Enter the number of student breakfasts.
Student Lunch	Enter the number of student lunches.
Student A La Carte	Enter the number of student à la carte meals.
Milk	Enter the total number of students and adults buying milk.
Adult Breakfast	Enter the number of adult breakfasts.
Adult Lunch	Enter the number of adult lunches.
Adults A La Carte	Enter the number of adult à la carte meals.
Other 1	Enter the number of Other 1 meals (optional). **Note:** The field represents an additional meal type that may be used for special request meals, such as a

Field	Description
	vegetarian dish or a kosher dish.
Other 2	Enter the number of Other 2 meals (optional). **Note:** See *Other 1*.

3. Click **Submit** to enter the counts. The start page reappears.

Student Information

Click the **Backpack** icon to access student information.

Student Information Pages

Using the student information pages, you can view a variety of student data, as well as enter final grades and log necessary issues.

Several student pages provide alert features. There are four types of alerts: medical, disciplinary, guardian, and general. Enter alert information in the Emergency/Medical, Log Entries, Parent, and Other Information student pages, respectively. If a student's record contains an alert, an **Alert** icon appears at the top of each of his or her student pages. Alert details are available to all users by clicking the alert icon on any student page.

A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher. Click the special weighting link for more information.

How to View Student Information Pages

1. On the Current Classes page, click the **Backpack** icon next to the class for which you want to view student information. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student whose record you want to view. The student information displays the default page previously selected. The following pages are available from the **Selected screens** pop-up menu:

   - **Cumulative Grade Information**
   - **Demographics**
   - **Final Grade Entry (Standards)**
   - **Final Grade Entry (Traditional)**
   - **Graduation Plan Progress**
   - **Meeting Attendance**
   - **Net Access Summary**
   - **Print A Report**
   - **Quick Lookup**
   - **Recommendations**
   - **Schedule**

- **Standards**
- **Standards Grades**
- **Student Photo**
- **Submit Log Entry**
- **Teacher Comments**
- **Term Grades**

Note: For more information on setting the default page, see *How to Set the Default Student Screen*.

3. Choose a different student page from the **Select screens** pop-up menu. The new page displays different student information.
4. Click the first name of another student.

Note: Clicking the first name of a student displays the same page that opened for the previous student. Clicking the last name of a student displays the default student page.

5. In the navigation menu, click a class link under Change Class to open another class. The navigation menu displays the selected class roster.
6. Repeat Steps 2 and 3 to view the student information pages.

Cumulative Grade Information

Cumulative Grade Information is a view-only page that displays cumulative grades for the currently selected term. The information is derived from the data entered into PowerTeacher gradebook. Depending on the current school setup, this page may display the student's cumulative GPA, class rank, credit hours, GPA for current term, and projected cumulative weighted GPA.

How to View Student Cumulative Grade Information

On the Student Information page, choose **Cumulative Grade Information** from the **Select screens** pop-up menu. The Cumulative Grade Information page appears.

Demographics

The Demographics View is a view-only page that provides standard student information fields, including home address, phone, and parental or guardian contact information.

How to View Student Demographics

1. On the Student Information page, choose **Demographics** from the **Select screens** pop-up menu. The Demographics page appears.
2. Click on the Guardian Email link (if available) to open your default email client and send an email message to the designated guardian for the selected student.

Final Grades Entry

Final grades are entered through the Student Information page. Your school determines the data that appears on the Final Grade Entry page and how that information displays. You may be able to enter final grade information into a field, choose final grade information from a pop-up menu, or simply view final grade information.

Note: Final Grade Entry only appears if enabled by your PowerSchool system administrator.

How to Enter Standards Final Grades

Note: This procedure is only applicable if you are not using PowerTeacher gradebook.

Note: Standards information entered in PowerTeacher do not display in the PowerSchool Parent Portal. Only standards information entered in PowerTeacher gradebook appear in PowerSchool Parent Portal.

1. On the Current Classes page, click the **Backpack** icon next to the class whose standards final grades you want to view or enter. The class roster appears.
2. Click a student's name.
3. Choose **Final Grade Entry (Standards)** from the **Select screens** pop-up menu. The Final Grade Entry page for standards appears.
4. Enter the appropriate grades for each standard for the student.

   Note: To view a detailed list of the standards codes and descriptions, choose Standards from the **Select screens** pop-up menu and click on the appropriate course section.

5. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.
6. Click **Submit** to store the final grades.
7. Repeat the process for each student in the class by clicking the student’s first name.

How to Enter Traditional Final Grades

Note: This procedure is only applicable if you are not using PowerTeacher gradebook.

1. On the Current Classes page, click the **Backpack** icon next to the class whose traditional final grades you want to view/enter. The class roster appears.
2. Click a student's name.
3. Choose **Final Grade Entry (Traditional)** from the **Select screens** pop-up menu. The Final Grade Entry page for traditional grading appears.
4. Enter or choose from the pop-up menus the appropriate grade, percent, or points for each final grade for the student.
5. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.

   Note: Standards final grades entries may appear on the same page as traditional final grade entry based on the Final Grade Entry Global Options set by the system administrator.

6. Click **Submit** to store the final grades and any comments you entered.
7. Repeat the process for each student in the class by clicking the student's first name.

Graduation Plan Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied.

How to View Graduation Plan Progress

Use this procedure to view course requirements and completion status.

1. On the Student Information page, choose **Graduation Plan Progress** from the **Select screens** pop-up menu. The Graduation Progress page displays the following information for each plan:

    - Subject Group
    - Earned
    - Enrolled
    - Requested
    - Required Progress

2. Click the name of a Subject Group to additional information.
3. Click **Close** when you are done viewing.

Meeting Attendance

In PowerSchool, your school can track meeting attendance, interval attendance, daily attendance and time attendance. Students' meeting and interval attendance records indicate their absences and tardies in each class period during the school day. Interval attendance allows for multiple attendance records per period. Students' daily attendance records indicates their absences, tardies, and arrival and dismissal times for an entire school day. Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day.

Use the Meeting Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. In the case of meeting attendance, the days without a code indicate that the student was present.

How to View Meeting Attendance

1. On the Student Information page, choose **Meeting Attendance** from the **Select screens** pop-up menu. The Meeting Attendance page appears.
2. Click **Show dropped classes also** to include dropped classes in the attendance list.

Net Access Summary

Use this view-only page to track the number of times a parent, guardian, or student logs in to PowerSchool. The Summary page displays how many times a family has checked on the student's progress and the date of each sign in. You can tell if members checked in via the Internet or phone and determine how much time they spent reviewing the information.

How to View Net Access Information

On the Student Information page, choose **Net Access Information** from the **Select screens** pop-up menu. The Net Access Summary page appears.

Analytics Student View

The Analytics Student View page displays Analytics student data. Click the **Analytics Student View** tab to view Analytics Student data. This tab only appears if Analytics is enabled. For more information, contact your System Administrator.

Note: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information, contact your school's PowerSchool administrator.

Quick Lookup

The Quick Lookup page displays commonly used information, such as the student's schedule, teachers, current grades, and attendance record.

How to View the Quick Lookup Page

1. On the Student Information page, choose **Quick Lookup** from the **Select screens** pop-up menu.
2. Click the **Quick Lookup** tab. The Quick Lookup page appears. On this page, you can perform any of the following tasks:

   - Click a teacher's name to send that teacher an email message.
   - Click the final percent scores to display grades per assignment.
   - Click any absences or tardies to display details on the Dates of Attendance page; lower-case attendance codes indicate that the teacher took attendance, while upper-case attendance codes indicate that an attendance clerk or office staff member took attendance. The attendance totals that appear at the bottom of the page can be used for reports.
   - To view the assignments and their scores that comprise the final grades for a term, click the score in the appropriate term column.

   Note: Days that appear grayed-out indicate that school is not in session and/or the student is not enrolled on that date. Other information may not appear unless school is in session and/or the student is currently enrolled.

Schedule

View the current schedule for a student in a list format. The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date.

How to View Student Schedules

On the Student Information page, choose **Schedule** from the **Select screens** pop-up menu. The Schedule page appears.

Standards

Teachers can assign each assignment an unlimited number of standards or benchmark codes supplied by the district. These codes help the teacher align classroom assignments to standards.

How to View Standards

1. On the Student Information page, choose **Standards** from the **Select screens** pop-up menu. The Standards page appears.
2. Click the small triangle to display the first level of standards in each type. Continue clicking the triangle to expand the list. Alternatively, click **Expand All** to expand all levels.
3. Click the name of a standard to view its details. The Standards Detail page appears.
4. Click a number in the Num Scores column. The Standards Scores page appears.
5. Click an assignment in the Assignment column. The View Assignment Description page appears.

Standards Grades

The Standards Grades page displays the student's standards grades and comments. By default, only classes currently in progress appear.

Note: The Standards Grades page only displays standards information entered in PowerTeacher gradebook. To view standards information entered in PowerTeacher, click the **Standards** link in the lower left corner. For more information, see *Standards Summary*.

How to View the Standards Grades Page

1. On the Student Information page, choose **Quick Lookup** from the **Select screens** pop-up menu.
2. Click the **Standards Grades** tab. The Standards Grades page appears. On this page, you can perform any of the following tasks:

    - Click **Show Completed Classes** to view standards grades for completed classes.
    - Click **Hide Completed Classes** to view only the classes for the current term.

- If a score appears as a link, click to view score comments.
- Click the name of the standard to view the following details:
    - Teacher
    - Course
    - Standard Name
    - Gradescale
    - Gradescale Description
    - Gradescale Details

If the student is enrolled in any special programs, the Attendance By Program section of the page displays attendance for any special programs in which the student is enrolled. The special programs must be set to appear on the Quick Lookup page; for more information, contact your school's system administrator.

Student Photo

This page displays a picture of the selected student, if one is available. In addition, a photo appears next to the student's name at the top of each student page.

How to View the Student Photo

On the Student Information page, choose **Student Photo** from the **Select screens** pop-up menu. The Student Photo page appears.

Submit Log Entry

Use log entries to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements. Regardless of your reason for creating the log entry, the system immediately sends the log entry to the PowerSchool server, where it is stored in the student's permanent record. Only authorized staff members can modified or delete the log entry.

How to Submit a Log Entry

1. On the Student Information page, choose **Submit Log Entry** from the **Select screens** pop-up menu. The Submit Log Entry page appears.
2. Enter a title for the log entry in the **Subject** field.
3. Enter the log entry text in the **Log Entry** field.
4. Click **Submit**.

Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior. To enter comments in PowerTeacher use the **Final Grade Entry** pages. Once a comment is entered, it can be viewed in PowerSchool, PowerTeacher, and the PowerSchool Parent Portal.

Note: The Comment Bank is unavailable in PowerTeacher at this time. However, if you are using PowerTeacher gradebook this feature is available. For more information, see the *PowerTeacher Gradebook User Guide* available on **PowerSource**.

How to View Teacher Comments

1. On the Student Information page, choose **Teacher Comments** from the **Select screens** pop-up menu. The Teacher Comments page appears.
2. Use the following table to view teacher comments:

Field	Description
Reporting Term	By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term.
Expression	The period and day combination of the course.
Course Number	The number used to identify the course.
Course	The name of the course.
Teacher	The name of the teacher teaching the course.
Attendance Points	The number of attendance points the student received for the course, such as absent=1, tardy=2, and present=0.
Comment	Comment entered by teacher. **Note:** If the column is blank, there are no teacher comments.
Show dropped classes	Click to view currently enrolled classes and dropped classes.
Show only current classes	Click to view only currently enrolled classes.

Term Grades

This view-only page displays a student's end-of-term grades for the current school year. The course, letter grade, percentage points, citizenship grade, and credit hours are noted for each term.

How to View Term Grades

1. On the Student Information page, choose **Term Grades** from the **Select screens** pop-up menu. The Term Grades page appears.
2. Click the percentage to view a detailed breakdown of the assignments that make up the grade. The Scores page displays the assignments and the selected student's scores for that class.

Standards Summary

The Standards Summary page in PowerTeacher displays all standard final grade entries for the selected section in PowerTeacher. Select a section and view or edit the standard final grades for that section.

Note: Standards Summary only appears if enabled by your PowerSchool system administrator.

Note: The Standards Summary page displays standards information entered in PowerTeacher gradebook or PowerTeacher.

How to View the Standards Summary

On the Student Information page, click **Standards Summary** at the bottom of the class roster. The Standards Summary page appears.

How to Edit the Standards Summary

Note: The (m) only appears if Standards Grade Entry is enabled by your PowerSchool system administrator.

Note: Standards information entered in PowerTeacher do not display in the PowerSchool Parent Portal. Only standards information entered in PowerTeacher gradebook appear in PowerSchool Parent Portal.

1. On the Student Information page, click **(m**) next to **Standards Summary** at the bottom of the class roster. The Standards Summary page appears in edit mode.
2. Choose the appropriate standard from the pop-up menu for each student.
3. Click **Submit**.
4. On the Student Information page, click **Standards Summary** at the bottom of the class roster. The changes appear on the Standards Summary page.

Quit PowerTeacher

When finished working in PowerTeacher, it is important to sign out of the application.

Sign Out of PowerTeacher

You can sign out of PowerTeacher from any page in the application.

Note: If you are not actively working in PowerTeacher, your session may timeout. If so, you need to sign in again.

How to Sign Out of PowerTeacher

Click **Sign Out** in the header. The Sign In page appears.

PowerTeacher Mobile Web Pages

PowerTeacher mobile web pages are designed for teachers to quickly and easily access the mobile pages of PowerTeacher using a mobile device.

Note: All pages are formatted to fix a 320-pixel width, the standard size for mobile devices.

Get Started with PowerTeacher Mobile Web Pages

Sign in to PowerTeacher Mobile Web Pages

Before you can sign in to PowerTeacher mobile web pages, you will need your school's PowerTeacher URL, your username, and your password. If you do not have this information or have questions, contact your school’s PowerSchool administrator.

Note: Do not use someone else’s password or give your password to anyone else.

How to Sign In to PowerTeacher Mobile Web Pages

1. On you mobile device, open your Web browser to your school's PowerTeacher URL. The Sign In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

   Note: The characters appear as asterisks (*) to ensure greater security when you sign in.

4. Click **Enter**. The PowerTeacher mobile web pages Home page appears. For more information, see *PowerTeacher Mobile Web Pages Home Page.*

   Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

PowerTeacher Mobile Web Pages Home Page

When you sign in to PowerTeacher mobile web pages, the Home page appears. This page serves as the central point from which you begin your PowerTeacher mobile web pages session. The PowerTeacher mobile web pages Home page consists of the following main areas:

- Navigation bar
- ID bar
- Schedule
- Menu

Navigation Bar

The navigation bar appears at the top of the PowerTeacher mobile web pages Home page and is common to every page in the application. The navigation bar includes the following information:

Field	Description
Home	Click to return to the Home page.
[Page]	The page name you are currently viewing appears.
Sign Out	Click to sign out of PowerTeacher mobile web pages . For more information, see *Sign Out of PowerTeacher Mobile Web Pages*.

ID Bar

The ID bar appears just below the navigation bar and displays your name. In an effort to ensure that your account is secure and your information protected, the date of the last time you signed in appears next to your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.

Schedule

The name of the current day's schedule appears. Click to view the Bell Schedule page, which provides detailed information, including the periods, start times, stop times and duration of each period.

Menu

The navigation menu includes links to the following functions:

Field	Description
Attendance	Click to record meeting attendance. For more information, see *Attendance*.
Rosters	Click to view or work with classes. For more information, see *Rosters*.
Birthdays	Click to view students' birthdays. For more information, see *Birthdays*.
Daily Bulletin	Click to read your school's daily bulletin. For more information, see *Daily Bulletin*.
Lunch Counts	Click to submit lunch counts. For more information, see *Lunch Counts*.
Exit to Main PS	Click to return to PowerTeacher in "normal" mode.

Work with the PowerTeacher Mobile Web Pages Menu

Note: Access to information is based on your page-level permissions. Additionally, if certain information does not appear, that information may be set to “hidden” by the your school’s PowerSchool administrator.

Attendance

How to Record Meeting Attendance

1. On the Home page, click **Attendance**. The Attendance page appears.

   Note: A dot appears next to each class' **Chair** icon. The color of the dot indicates whether or not you've taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken.

2. Click the period for which you want to record attendance. The Record Meeting Attendance page appears.
3. Click **Att Code**. The Att Code page appears.
4. Select the attendance code you want to assign. The Record Meeting Attendance page appears.
5. Click **Submit**. The Home page appears.

Rosters

How to View Student Information

1. On the Home page, click **Rosters**. The Schedule page appears.
2. Click the class for which you want to work. The Roster page appears displaying a list of students for the selected class.
3. Click the name of the student whose record you want to view. The following student information displays:

Field	Description
[Student Information]	Displays the student’s photo, name, student number, grade level, date of birth, and age.
Find Me	Click to find the student based on the current time, the current day’s bell schedule, and the student’s schedule. The Find Me page displays the following information: • Period • Rotation

Field	Description
	• Current Time • First Class Begins At • Last Class End At
Schedule	Click to view the student's current schedule. The Schedule page displays the following information for each of the student's classes: • Period • Course • Term Course Grade/Percent • Absences • Tardies • Teacher • Room
Demographics	Displays student's guardian, home phone number, and address. Click the home phone number of a guardian to call that guardian. Click the address to view a map of the address location.
Family	Displays the names and grades of students who are related to this student. Click to view a related student's student record. Click **Select Entire Family** to view a list of the related students, which will make them the current selection. The Family page appears.
Parents	Displays the email address, name, phone numbers, and employer of parents or guardian associated to the student. Click the email address of a parent or guardian to email that parent or guardian. Click the phone number of a parent or guardian to call that parent or guardian.
Emergency Contacts	Displays the relationship, name, and phone numbers of emergency contacts associated to the student. Click the phone number of an emergency contact to call that emergency contact.

Birthdays

How to View Birthdays

1. On the Home page, click **Birthdays**. The Birthdays page appears. A photo roster of all students with birthdays yesterday, today, or tomorrow display.
2. Click the name of student to view the student's record. For more information, see the field description table in the *Rosters* section.

Daily Bulletin

How to View the Daily Bulletin

1. On the Home page, click **Daily Bulletin**. The Daily Bulletin page displays today's announcements and links to previous or future bulletins.
2. Click the zoom icons increase or decrease the font size for better readability.
3. Click the date links at the top or bottom of the page to view that day's bulletin.
4. Click the e-mail address at the bottom of the page to send a message to the person who issues the announcements. Depending on your default e-mail application, an e-mail form appears.
5. Complete the e-mail message.
6. Click **Send**.

Lunch Counts

How to Submit Lunch Counts

1. On the Home page, click **Lunch Counts**. The Lunch Counts page appears.
2. Click the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.
3. Use the following table to enter information in the fields:

Field	**Description**
Student Breakfast	Enter the number of student breakfasts.
Adult Breakfast	Enter the number of adult breakfasts.
Adult Lunch	Enter the number of adult lunches.
Student Lunch	Enter the number of student lunches.
Student A La Carte	Enter the number of student à la carte meals.
Adults A La Carte	Enter the number of adult à la carte meals.
Milk	Enter the total number of students and adults buying milk.
Other 1	Enter the number of Other 1 meals (optional). **Note:** The field represents an additional meal type that may be used for special request meals, such as a vegetarian dish or a kosher dish.
Other 2	Enter the number of Other 2 meals (optional). **Note:** See *Other 1*.

4. Click **Submit** to enter the counts. The Home page appears.

Quit PowerTeacher Mobile Web Pages

Sign Out of PowerTeacher Mobile Web Pages

When finished working in PowerTeacher mobile web pages, it is important to sign out of the application.

How to Sign Out of PowerTeacher Mobile Web Pages

1. Return to the Home page.
2. Click **Sign Out** in the navigation bar. The Sign In page appears. You must enter your username and password again to redisplay the PowerTeacher mobile web pages Home page.