

### Taking Attendance



1. Click the chair icon next to the class for which you want to take attendance.
2. Choose the appropriate attendance code from the "Current attendance code" pop-up menu.
3. Click the cell next to each student who is absent or tardy to insert the code you chose from the pop-up menu.
4. Click Submit.

### Accessing the Staff Directory

1. From the Start Page, select Staff Directory from the left hand column of the screen.
2. The Staff Directory will appear.
3. You can narrow the group by clicking on a subgroup near the top of the page (e.g. teachers).
4. You can send an email by clicking on the staff member's email address—it will open your Outlook email dialog.

### Accessing Student Information



1. Click the backpack icon next to the class you want to view.
2. Click the student's name.
3. Choose a student page to access from the "Select screens" pop-up menu. Key to you are:
  - **Demographics** shows contact information.
  - **Quick lookup** shows you recent attendance, current grades, and basic information.
  - Others are detailed in other sections below.

### Submitting Family Comments/ Notes

1. Select a student from a class roster (as done above in steps 1 & 2).
2. Choose Teacher Comments from the "Select Screens" drop down menu.
3. Click Edit in the Comment column.
4. Choose a comment from the comment bank, or create your own in the box on the right.
5. Click Submit.

### Entering Standards-based Final Grades

1. Select a student from a class roster (as done above in steps 1 & 2).
2. Choose Final Grade Entry (Standards) from the drop down menu.
3. Move down through the standards entering selecting the correct grade from the drop down menus as you go (4,3,2,1).
4. Click Submit to save the information.
5. Move on to another student in the same class by clicking on his/her name in the left-hand column, or move on to a different subject for the same student by clicking the class name in the lower left-hand column of the screen.
6. Repeat steps 1-5.





### Submitting a Student Log Entry

1. Select a student from your homeroom class roster as above in steps 1& 2 of "Accessing Student Information."
2. Choose Submit a Log Entry
3. Enter a subject and the pertinent log entry information using the following format:

Log reason	Subject	Text
Stellar	HW	AAB (above and beyond)
No homework	HW	No HW
No reading	HW	No Rdg
No homework or reading	HW	Neither

4. Click OK; the log will be emailed to the Dean of Students.

### Student alerts

1. Once you have selected a student, you will see his/her name near the top of the screen just under the name of the screen you are viewing.
2. To the right of that screen name you *may* see an icon or icons—these are "student alerts."
3. Click on the icon to read the alert.
  - The birthday candle tells you that a student's birthday is approaching. 
  - The yellow triangle tells you that a student has an IEP or is classified as At-Risk. 
  - The person in silhouette tells you that a student's guardian may not have access to him/her. 
  - The medical icon tells you that the student has a medical issue such as an allergy or an illness. 

**Note that ONLY the birthday and IEP/At-Risk alerts will be used at all USI schools from the start of school in 2006.**

### Printing School Reports

*Note that your school and USI create the reports available to you in PowerSchool Teacher. You will be alerted when reports are available to you.*

1. Click the printer icon next to the class for which you want to print a report.
2. Choose the desired report from the drop-down menu.
3. Choose the watermark text (optional).
4. Choose when you want PowerSchool to prepare the report.
5. Click Submit.

## PowerTips

PowerTip	Do This
Returning to the start page	Click on the PowerSchool icon in the upper-left hand corner of your screen.
Viewing the Daily Bulletin	Choose Daily Bulletin from the Main Menu
Changing your PowerSchool Teacher Password	Choose Personalize from the main menu. Click Change Password, enter your old password, enter and verify your new password, and click Submit. Use your new password the next time you log in to PowerSchool Teacher.

## Accessing PowerSchool Teacher Help

To access the PowerSchool Teacher Online Help, click the Help icon in the upper right hand corner of your screen.



**USI (temporary) PS Teacher site:**

<http://00.000.000.000/teachers>

**USI (permanent) PowerSchool Teacher site:**

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**Your username:** \_\_\_\_\_