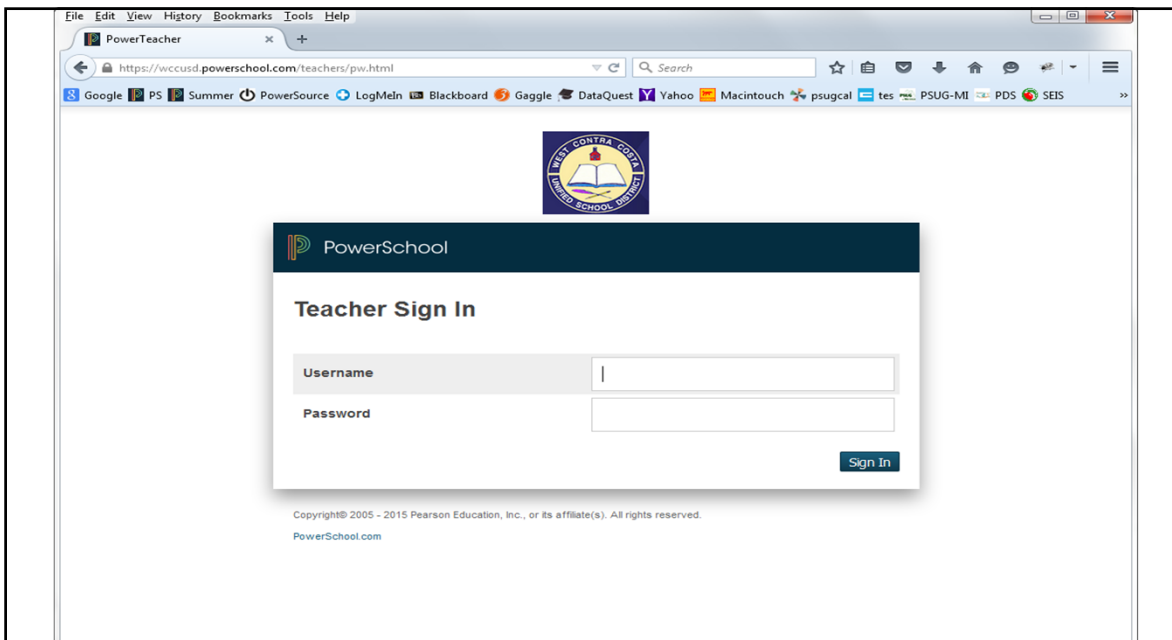


Using PowerTeacher to Take Attendance

To access PowerTeacher

Use a web browser

Go to: wccusd.powerschool.com/teachers



Default Username: 1st initial-LastName, e.g. jroberts

Default Password: your 6-digit district ID

File Edit View History Bookmarks Tools Help

PowerTeacher

https://wccusd.powerschool.com/teachers/home.html

PowerSchool

Welcome, [User Name] | Help | Sign Out

School: De Anza High School Term: 15-16 Year

Navigation

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize**
- Gradebook
- Reports
- Recommendations

Current Classes

1(A)	English 2 [P]	34	<input type="radio"/>						
2(A)	English 3 [P]	46	<input type="radio"/>						
3(A)	English 3 [P]	17	<input type="radio"/>						
4(A)	English 2 [P]	34	<input type="radio"/>						
5(A)	English 4 [P]	13	<input type="radio"/>						
7(A)	English 4 [P]	41	<input type="radio"/>						

New Gradebook Launch

Run Installer once, then **Launch**

Or use the old Launch

PowerTeacher Mobile for the iPad

Available on the **App Store**

To change your password, click **Personalize ...**

File Edit View History Bookmarks Tools Help

Personalize - Pasto, Nichol...

https://wccusd.powerschool.com/teachers/userpreferences.html?frn=00573977

PowerSchool

Welcome, [User Name] | Help | Sign Out

School: De Anza High School Term: 15-16 Year

Navigation

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize**
- Gradebook
- Reports
- Recommendations

Personalize - [User Name]

Function	Description
Change Password	Change current password to a new one.
Default Student Screen	Sets the initial student screen.
Display Section Number	Show or hide the Section Number on the Teachers home page

New Gradebook Launch

Run Installer once, then **Launch**

Or use the old Launch

PowerTeacher Mobile for the iPad

Available on the **App Store**

... then click **Change Password**
Click **PowerSchool** or **Start Page** to return

PowerTeacher

https://wccusd.powerschool.com/teachers/home.html

PowerSchool

Welcome, [Name] | Help | Sign Out

School: De Anza High School Term: 15-16 Year

Navigation

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Gradebook
- Reports
- Recommendations

New Gradebook Launch

Run Installer once, then **Launch**

Or use the old **Launch**

PowerTeacher Mobile for the iPad

Available on the **App Store**

Current Classes

1(A)	English 2 [P]	34	<input type="radio"/>						
2(A)	English 3 [P]	46	<input type="radio"/>						
3(A)	English 3 [P]	17	<input type="radio"/>						
4(A)	English 2 [P]	34	<input type="radio"/>						
5(A)	English 4 [P]	13	<input type="radio"/>						
7(A)	English 4 [P]	41	<input type="radio"/>						

Click a backpack to see the students in a class ...

Student Information - Engl...

https://wccusd.powerschool.com/teachers/summary.html?sectionid=141767&fn=00314

PowerSchool

Welcome, [Name] | Help | Sign Out

School: De Anza High School Term: 15-16 Year

English 2 [P]
1(A)

Student Information

Use the navigation pane on the left to work with the students listed.

- Click on the student's last name to go to your default student screen.
- Click on the student's first name to go to the last student screen viewed.
i.e. - If you last looked at an Attendance page, clicking the student's first name will take you to the Attendance page for that student.
- Click on a class name to change the current list of students to those in that class.

Click a student name to see information about a student, or click a different class (below student names).

The screenshot shows the PowerSchool Teachers' Summary page for a user named DAHS. The page displays a table of current classes and a dropdown menu for selecting additional screens to view.

Exp	Trm	Crs-Sec	Course	Teacher	Ro
1(A)	15-16	35100-65777	English 2 [P]	Travis, Michelle L	7-10
2(A)	15-16	67210-3	Environmental Science 1	Travis, Casey	5-11
3(A)	15-16	75900-48777	World History [P]	Travis, Michelle L	7-11
4(A)	15-16	73450-5777	Intro to Law [P]	Travis, Michelle L	6-11
5(A)	15-16	64500-7	PE: Conditioning	Travis, Michelle L	Weight
6(A)	15-16	45300-31	Spanish 1 [P]	Travis, Casey	7-2
7(A)	15-16	51800-24	Geometry [P]	Travis, Michelle L	7-1

The dropdown menu for "Select screens" includes the following options:

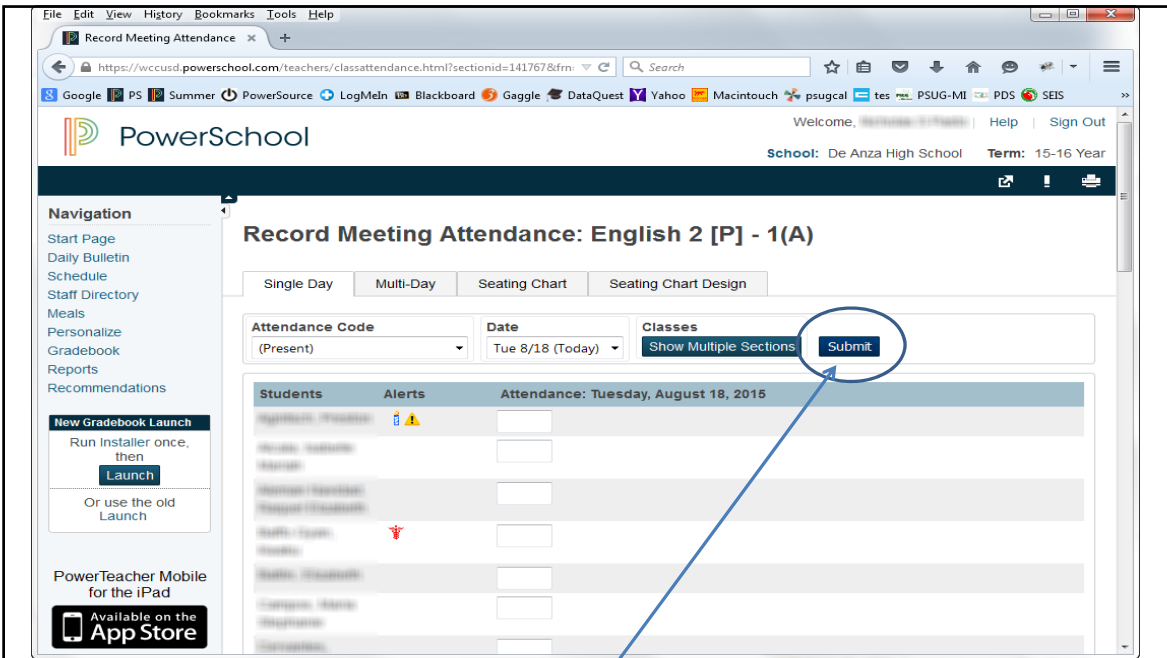
- Select screens
- Attendance Information
- Cumulative Grade Information
- Demographics
- Graduation Plan Progress
- Meeting Attendance
- Net Access Summary
- Print A Report
- Quick Lookup
- Recommendations
- Schedule
- Student Photo
- Submit Log Entry
- Teacher Comments
- Term Grades

Select a screen containing the info you want to see

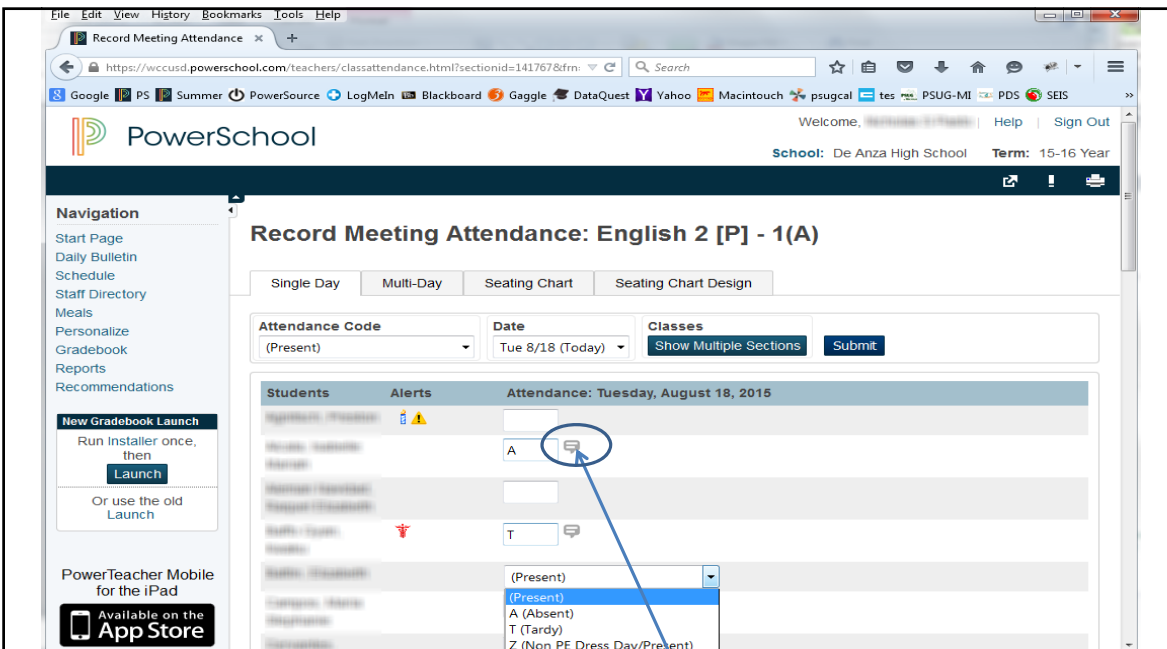
The screenshot shows the PowerSchool Teachers' Home page. The "Current Classes" section displays a table of classes with chair icons for attendance. Two blue arrows point to the chair icons for the 5(A) and 7(A) classes.

Exp	Trm	Crs-Sec	Course	Teacher	Ro
1(A)	15-16	35100-65777	English 2 [P]	Travis, Michelle L	7-10
2(A)	15-16	67210-3	Environmental Science 1	Travis, Casey	5-11
3(A)	15-16	75900-48777	World History [P]	Travis, Michelle L	7-11
4(A)	15-16	73450-5777	Intro to Law [P]	Travis, Michelle L	6-11
5(A)	15-16	64500-7	PE: Conditioning	Travis, Michelle L	Weight
6(A)	15-16	45300-31	Spanish 1 [P]	Travis, Casey	7-2
7(A)	15-16	51800-24	Geometry [P]	Travis, Michelle L	7-1

From the Start Page, click a chair to take attendance. After attendance is taken, the circle will turn green.



If all students are present, just click **Submit**.
 Choose an attendance code from the menu, and click the box next to students, or ...



You can click in a box and choose a code.
 You can enter comments by clicking the icon next to a non-blank code.

The screenshot shows the PowerSchool interface for recording attendance. The title is "Record Meeting Attendance: English 2 [P] - 1(A)". The "Multi-Day" tab is selected and circled in blue. Below the tabs, the "Attendance Code" is set to "(Present)" and the "Date Range" is "08/17/2015 - 08/21/2015". A table shows attendance for 34 students over the date range 8/17 - 8/21. The table has columns for days of the week (A, T, M, T, W, H, F) and a "Total" column. The total attendance is 1 (A).

Multi-Day tab. Usually, you can only change attendance for the current day ...

The screenshot shows the same PowerSchool interface, but the "Date Range" is now "This Month" and circled in blue. The "Attendance Code" remains "(Present)". The table now shows attendance for 35 students over three date ranges: 8/17 - 8/21, 8/24 - 8/28, and 8/31 - 9/4. The total attendance is 1 (A) for each of the first two date ranges.

... but changing the date range lets you review your attendance.

The screenshot shows the PowerSchool Teachers Home interface. At the top right, the 'Sign Out' button is circled in blue. A blue arrow points from the text instruction below to this button. The main content area displays a table of 'Current Classes' with columns for class ID, name, student count, and various action icons.

Class ID	Class Name	Student Count	Actions
1(A)	English 2 [P]	34	[Icons: calendar, printer, etc.]
2(A)	English 3 [P]	46	[Icons: calendar, printer, etc.]
3(A)	English 3 [P]	17	[Icons: calendar, printer, etc.]
4(A)	English 2 [P]	34	[Icons: calendar, printer, etc.]
5(A)	English 4 [P]	13	[Icons: calendar, printer, etc.]
7(A)	English 4 [P]	41	[Icons: calendar, printer, etc.]

Be sure to click **Sign Out** when you are finished.