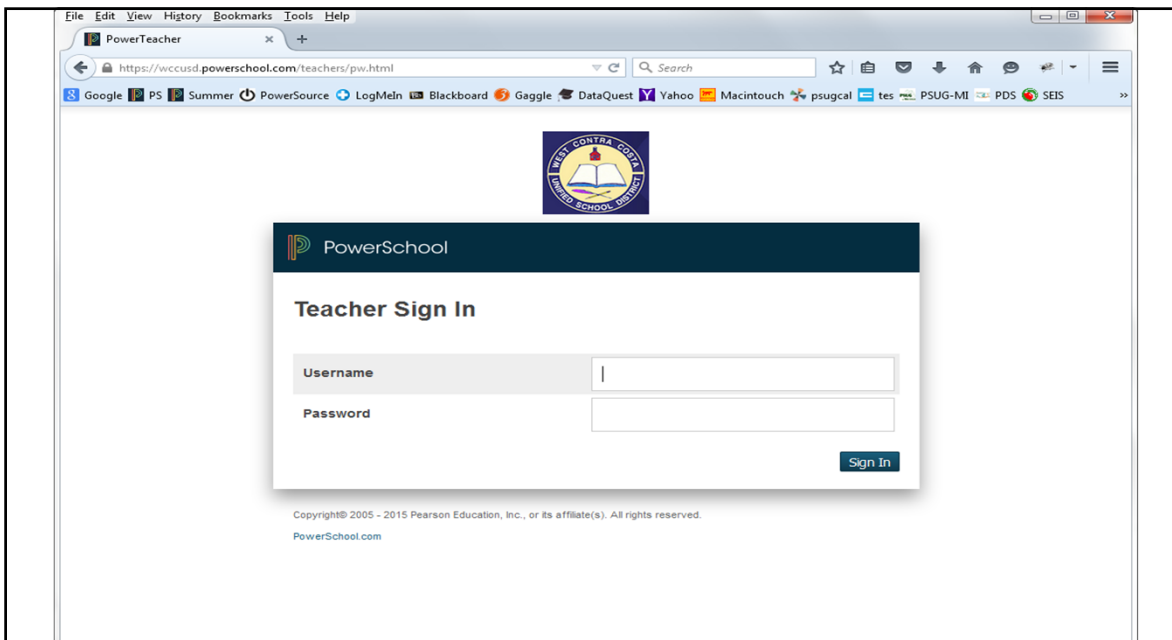# Using PowerTeacher to Take Attendance

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

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

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

Click a backpack to see the students in a class …

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

Select a screen containing the info you want to see

From the Start Page, click a chair to take attendance.
After attendance is taken, the circle will turn green.
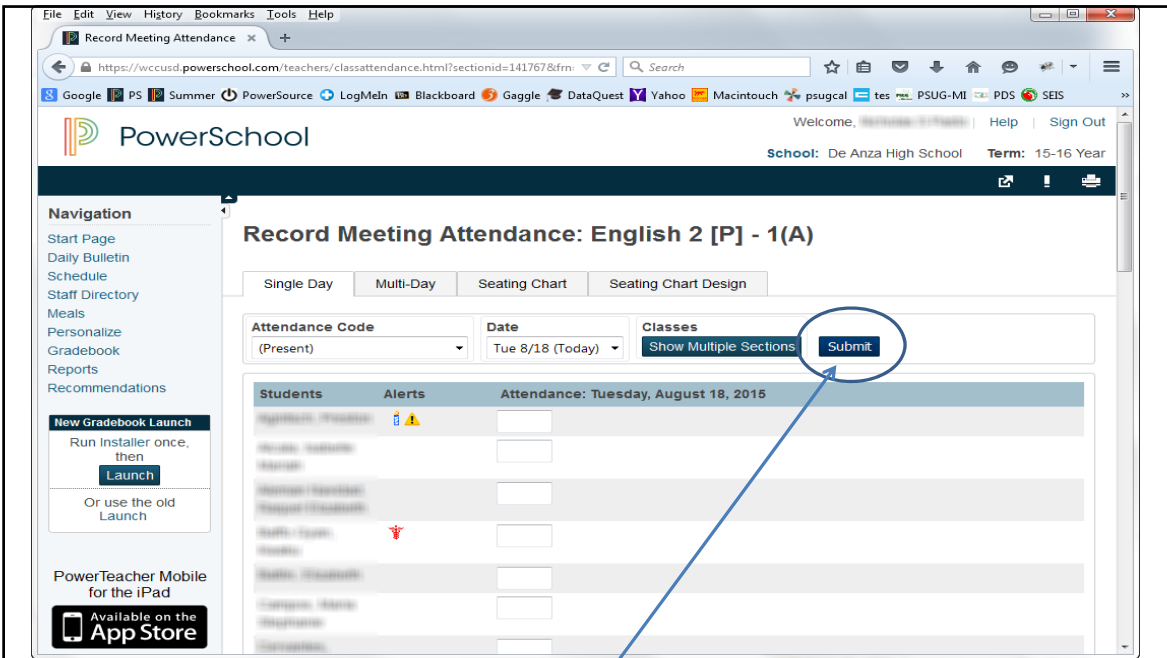
If all students are present, just click **Submit**.
Choose an attendance code from the menu, and click the box next to students, or …
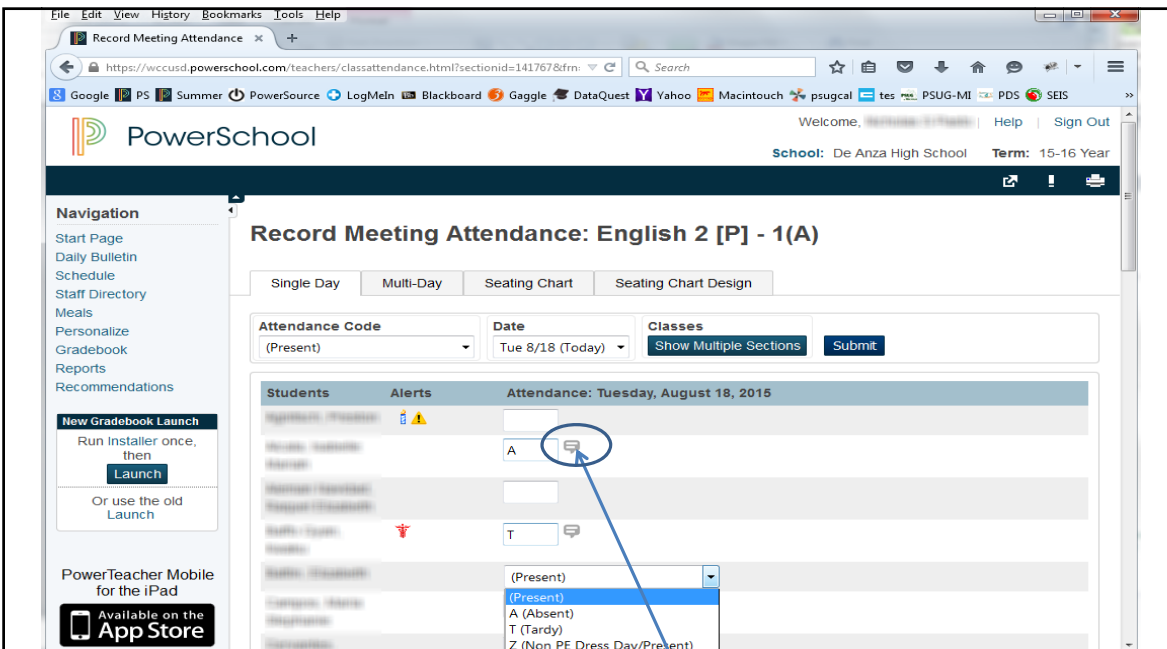
You can click in a box and choose a code.
You can enter comments by clicking the icon next to a non-blank code.

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

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

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