

Overview of PowerTeacher

PowerTeacher provides access to the gradebook, to attendance information, to a recording lunch count function, to general student information, and to school reports. You can use PowerTeacher anywhere you have access to the Internet.

Getting Started

To log on to PowerTeacher, you need the following information from your PowerSchool administrator:

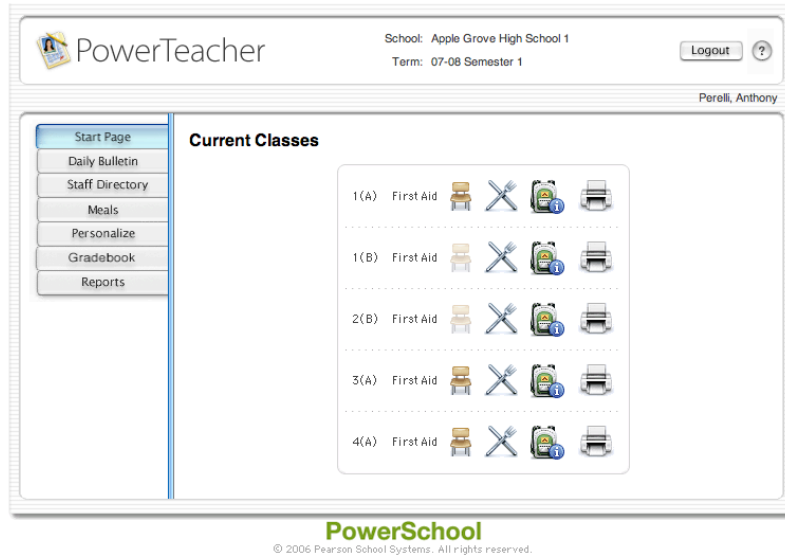
- Address to PowerTeacher: <http://grades.tisd.us/teachers>
- Username: Last Name + First Name initial Example: GarciaC
Password: Last Name init + Last 4 # of SS + First Name init Example: g1234c

Log on to PowerTeacher

1. Open a web browser, such as Safari, Netscape Navigator, or Internet Explorer, and enter the address of your PowerSchool server followed by `/teachers` in the browser address bar.
2. Enter your username and password.
3. Click **Enter**.
4. When you are ready to log off PowerTeacher, click the **Logout** button in the upper right corner.

The PowerTeacher start page consists of three areas:

- Navigation Bar – located at the top of the screen. The Navigation Bar provides access to the Start Page (via the PowerTeacher logo), the Report Queue, Online Help, and the Logout Button.
- Main Menu – located at the left side of the screen. The Main Menu provides access to the Start Page, the Daily Bulletin, a display of your Meal Balance, the Staff Directory, the Gradebook, and Reports.
- Current Classes – located in the center of the Start Page screen. The Current Classes area provides access to information regarding the students in the classes you teach, as well as to the tools for attendance, lunch count, and reports.



Hands-On Activity

1. Click through the buttons in the main menu to familiarize yourself with some of the functions of PowerTeacher.
2. Click the PowerTeacher logo or the Start Page tab to return to the Start Page.

Using PowerTeacher in the Classroom

You can use PowerTeacher on a daily basis to help you manage your students' information. PowerTeacher makes it easy to take attendance, record meal requests, look up staff email addresses, manage grades, and print reports.

Taking Attendance

It is easy to take attendance in PowerTeacher. As soon as you take attendance, the information is available to school administrators, parents, and students.

1. From the PowerTeacher Start Page, click the **chair icon** next to the class for which you want to take today's attendance. PowerTeacher defaults to today's attendance. If you need to take past or future attendance, change the date in the menu next to **Record Meeting Attendance** in the top center of the attendance window. (Note that if you are in a school that has A days and B days, for example, only some of the chair icons will be clickable. It is not possible to take attendance for a class that is not in session that day.)
2. Select the **appropriate attendance code** from the menu above student names to indicate which students are absent or tardy.
3. Click **the cell** next to an absent or tardy student's name to assign that code.
4. Click **Submit** to save the attendance record.

Record Meeting Attendance Mon 7/23 (Today) ▾

Record MultiMeeting Attendance for Multiple Sections

First Aid - 1(A)

Current attendance code: **A (Absent)** ▾

Bowles, Ben C	<input type="checkbox"/>
Burleigh, Heather D	<input type="checkbox"/>
Henderson, Daniel S	<input type="checkbox"/>
Johnson, Lloyd U	<input type="checkbox"/>
Meredith, Cade F	<input type="checkbox"/> S - School Excused
Ruziska, Nicholas C	<input type="checkbox"/>
Thomas, Evan P	<input type="checkbox"/>
Valenzuela, Cheyenne P	<input type="checkbox"/>

Submit

■ - Not enrolled

Note: If all of your students are present, you will still need to click on the chair icon to open the attendance screen, then click **Submit** to save the attendance information. Doing so indicates to PowerSchool that you have taken attendance and all students are present.