PowerTeacher

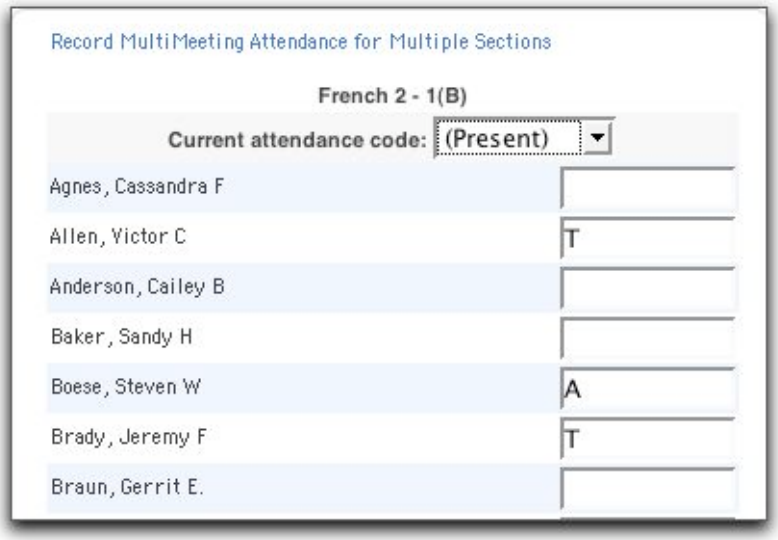
You will use PowerTeacher on a daily basis to help you manage your student's information. PowerTeacher makes it easy to take attendance, record meal requests, look up staff directory information, manage grades and print reports. Log in at http://www.meadsd.net/teachers.

Taking Attendance

1. Click the chair next to class for which you want to take today's attendance.
2. Select the appropriate attendance code from the Current attendance code menu 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. The indicator next to the chair is now green.

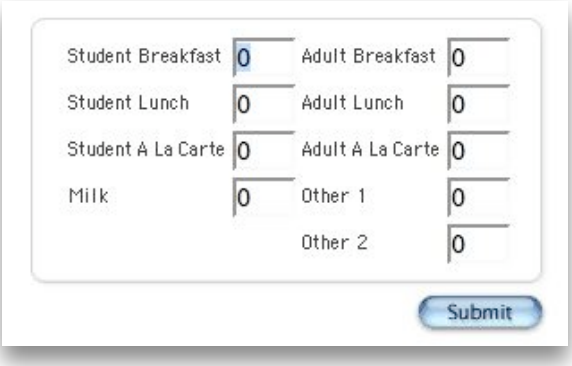
Note: if all students are present, you will still need to click the chair to open the attendance screen and click **Submit** to save.

If you teach more than one class during the same period you can take attendance for all of the students in the classroom at the same time by clicking the **Record MultiMeeting Attendance for Multiple Sections** options at the top of the page.



Taking Lunch Count (Elementary only)

1. On the Start Page, click the knife-and-fork on the row of the class for which your want to submit a lunch count.
2. Enter the total count for each applicable item, and click **Submit**.



Accessing Student Information

1. Click the backpack to enter the student information area.
2. Click a student's name in the list on the left side of the page. Your default student page appears for the listed student you selected, the Quick Lookup screen. At the bottom of the student list your other classes will appear, just click on a class to switch your view.
3. Quick Lookup icons:

Medical Caduceus-Medical Alert (ie. The student is diabetic.)

Silhouette-Parent Alert (ie. The student may not leave with father.)

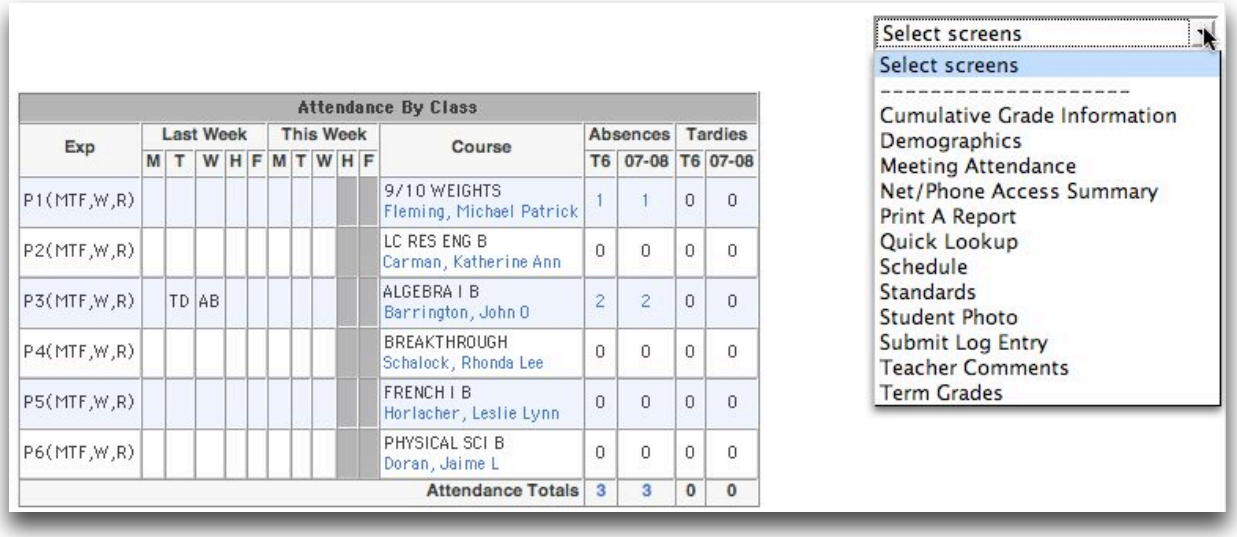
Scales-Discipline Alert (ie. The student is prone to fighting.)

Dollar Sign-Fee Alert (ie. The student owes lunch money.)

Candle-Birthday Alert (ie. Today is the student's birthday.)

Warning Triangle-Other Alert, purpose determined by the school

4. To view other student information, choose a page from the **Select screens** menu.
   a) Cumulative Grade Information-Displays the student's GPA and class rank information.
   b) Demographics-Displays the student's basic demographic information.



Attendance By Class

Exp	Last Week					This Week					Course	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F		T6	07-08	T6	07-08
P1(MTF,W,R)											9/10 WEIGHTS Fleming, Michael Patrick	1	1	0	0
P2(MTF,W,R)											LC RES ENG B Carman, Katherine Ann	0	0	0	0
P3(MTF,W,R)		TD	AB								ALGEBRA I B Barrington, John O	2	2	0	0
P4(MTF,W,R)											BREAKTHROUGH Schalock, Rhonda Lee	0	0	0	0
P5(MTF,W,R)											FRENCH I B Horlacher, Leslie Lynn	0	0	0	0
P6(MTF,W,R)											PHYSICAL SCI B Doran, Jaime L	0	0	0	0
											Attendance Totals	3	3	0	0

c) Meeting Attendance-Displays the student's attendance for entire term.

d) Net/Phone Access Summary-Displays number of times that parents/student have accessed PowerSchool via the internet.

e) Print a Report-Use this page to select a school-created report for the student.

f) Quick Lookup-Default student page which displays summary of current grades and attendance for each course.

g) Schedule-Displays the student's current class schedule.

h) Standards-View the students' progress on specific standards.

i) Student Photo-Current picture of student.

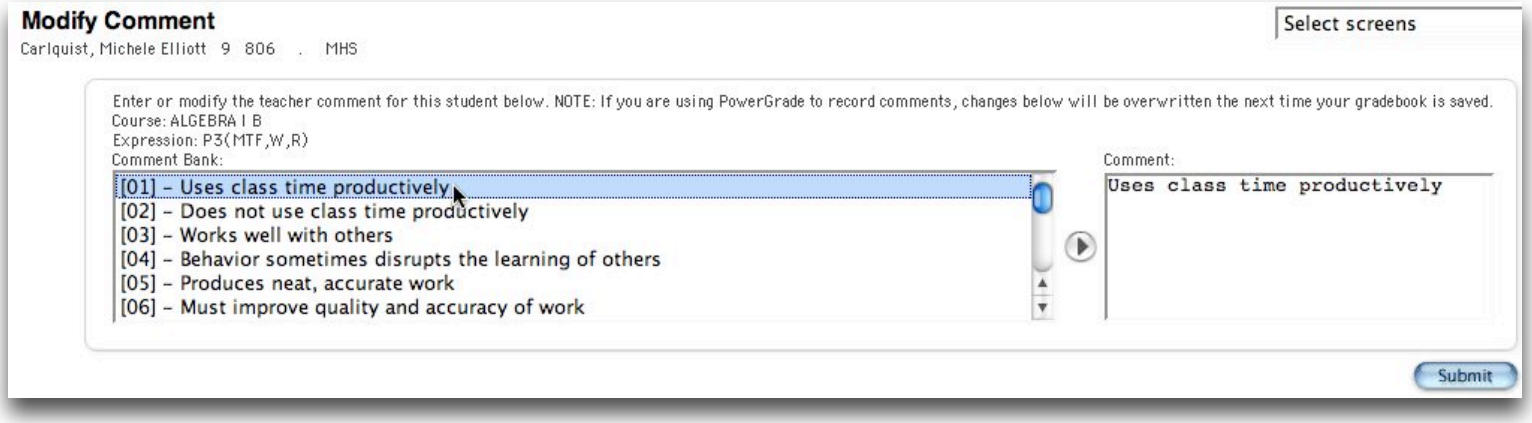
j) Submit Log Entry-Use this page to submit a student log entry for discipline or any other anecdotal information for the the student's permanent record. This can be seen by the discipline administrator, but does not stay in your records.

k) Teacher comments-Displays the notes created by each teacher for parents/students to see under Teacher Comments on the portal.

l) Term Grades-Displays the student's grades for each class as they were stored and reported on his or her report cards during the current year.

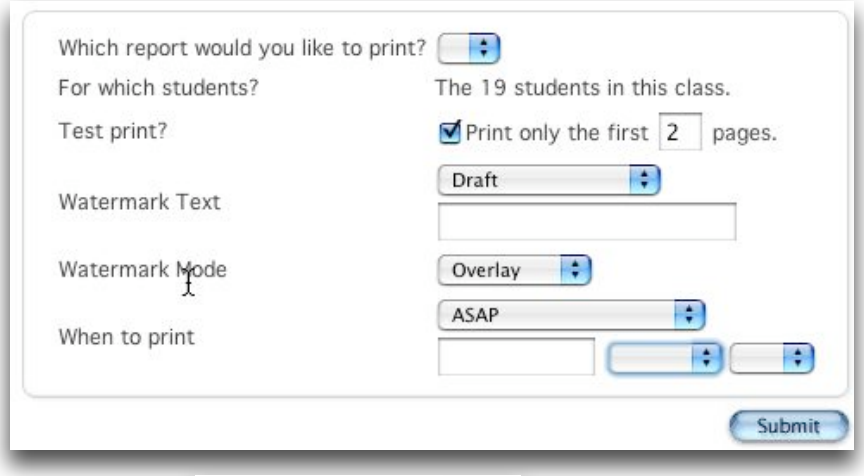
Entering Teacher Comments

1. Click the backpack on the PowerTeacher start page, and click the student's last name.
2. From the Select screens menu, choose **Teacher Comments**.
3. On the row for your class, click **Edit**.
4. Choose a comment or hold down the Control Key or Command Key and choose multiple comments.
5. Double click on a comment to select it or use the arrow icon to move the comment over.
6. Additionally, enter comments by typing in the Comment field directly. To delete a comment, highlight and press the delete key. Click **Submit** when finished.



Printing Reports

1. Click the printer icon next to the class for which you want to print a report.
2. Choose the report from the drop down menu.
3. Choose the watermark text (optional).
4. Choose when you want PowerSchool to prepare your report. (print queue)
5. Click **Submit**.
6. To get back to the print queue use the small "paper" icon top right of your screen.



Seating Chart

The seating chart is an add-on feature that gives you the ability to create seating charts for your classes. It does NOT include an attendance feature. It is useful to print or use for your sub folder.

1. To use the seating chart feature click on the double chair icon.
2. Directions for the chart appear on the left hand side of the screen.
3. The chart includes a picture if there is a picture available.
4. If you click on the Alphabetical button, it will place all the photos on your seating chart and then you can move them if needed.
5. Print the chart if you'd like (right click on the chart) and click **Save Chart**.

Menu Options

- **Start Page**-click this button to return home
- **Daily Bulletin**-click here to access your school bulletin
- **Staff Directory**-access your staff phone numbers
- **Meals**-your current meal balance
- **Personalize**-allows you to change your password and select a different default screen.
- **Gradebook**-launches your gradebook
- **Reports**-allows you to create a report for all classes