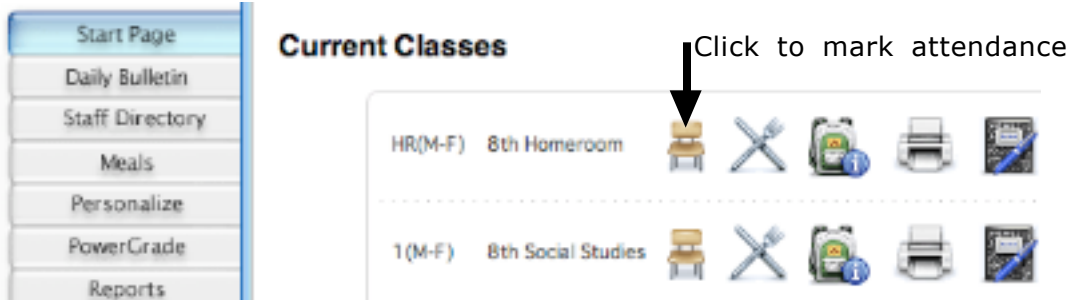
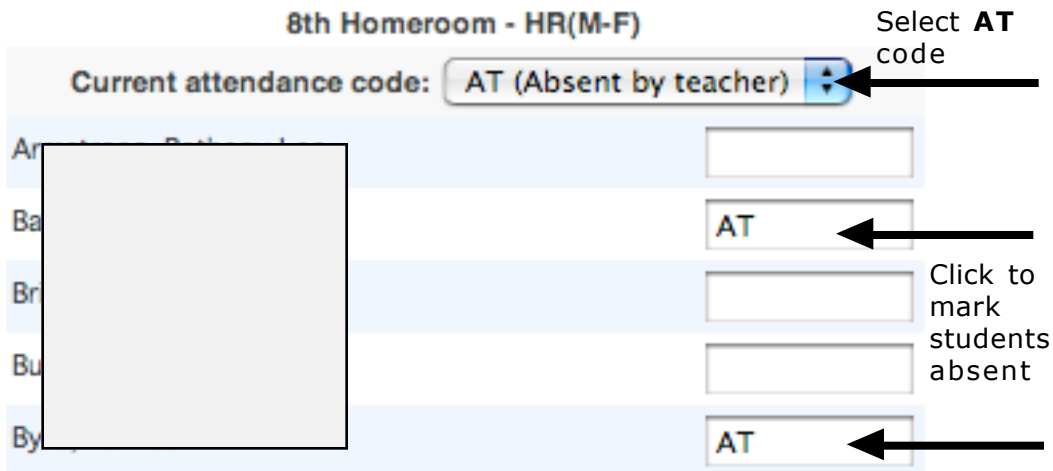


## Taking Attendance in PowerSchool Teacher

1. Launch your Safari or Firefox browser.
2. Enter the URL for PowerSchool Teacher. **http://ps.scsk12.org/teachers**
3. Log in with your username (scs email account name) and your PowerSchool password.
4. Click on the chair icon next to your homeroom or first period class.



5. Select the **AT** code from the **Current attendance code:** popup menu.
6. Click the box beside the name of the student who is absent, and the **AT** code should appear in the box. (An empty box is interpreted as Present.)



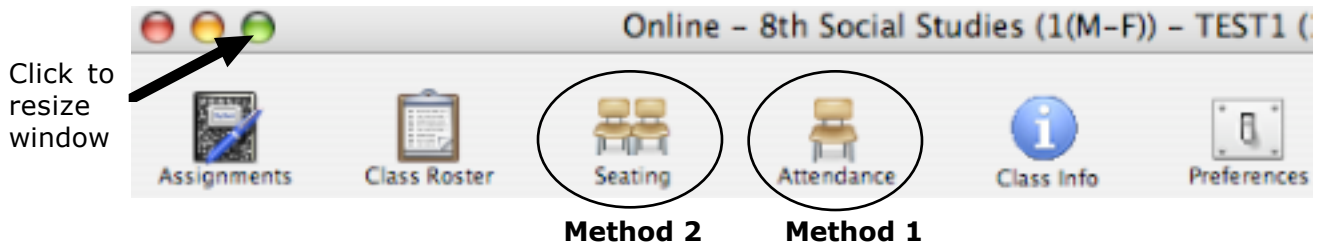
7. Scroll to the bottom and click the **Submit** button!!

**Note:** If all students are Present, simply click the **Save** button to submit attendance. To change a student from **Absent to Present**, choose the **(Present)** code from the Current attendance code: popup menu and click back in the box beside the student name.

**Note:** Add the PowerSchool Teacher URL to your Favorites Bar for quick access. Navigate to the **http://ps.scsk12.org/teachers** Website. **Before you log-in**, drag the icon in front of the Web address to your Favorites Bar. Click **OK** to accept the name for your new bookmark.



## Taking Attendance in PowerGrade



### Method 1 - Attendance Icon

1. Click the PowerGrade icon in your dock to open your gradebook.
2. Select your homeroom or the first period class for which you will enter attendance.
3. Click the **Attendance** icon near the top of the PowerGrade window.
4. If needed, click the green resize dot in the upper left corner of the Attendance window.
5. Click in the cell next to the name of the student who is absent.
6. Choose the **AT** code from the popup menu located in the bottom left corner of the window.
7. Click the **Save** button in the bottom right corner of the window!!

Meeting Day/Interval	10 Aug 06 Tu	11 Aug 06 W	12 Aug 06 Th	13 Aug 06 Fr	14 Aug 06 Sa	15 Aug 06 Su	16 Aug 06 M	17 Aug 06 Tu	18 Aug 06 W	19 Aug 06 Th	20 Aug 06 Fr	21 Aug 06 Sa	22 Aug 06 Su	23 Aug 06 M	24 Aug 06 Tu	25 Aug 06 W	26 Aug 06 Th	
Ad																		
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**Popup menu**

AT [dropdown arrow] [Modify Comment] [Delete Comment] [Cancel] [Save]

**Note:** If all students are **Present**, simply click the **Save** button to submit attendance.

**Note:** To change a student from **Absent to Present**, click in the space beside the student's name and select the blank line above the AT code in the Popup menu.

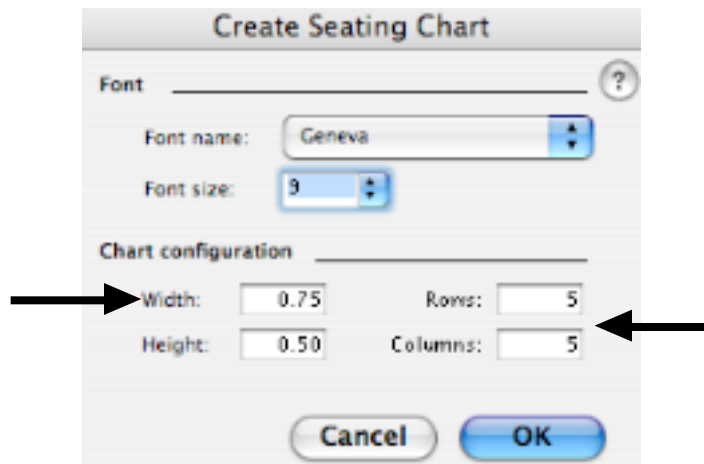
**Note:** To mark two or more students absent, use the **Apple** key and click in the cells of students who are absent. With multiple cells selected, choose the **AT** code in the popup menu.

**Note:** You may want to change the text color for the current day header. Select a class from the **Classes** menu, and click on the **Preferences** button. Click on the **Attendance** tab and choose a different color in the color box beside **Current Day Header Text Color**.

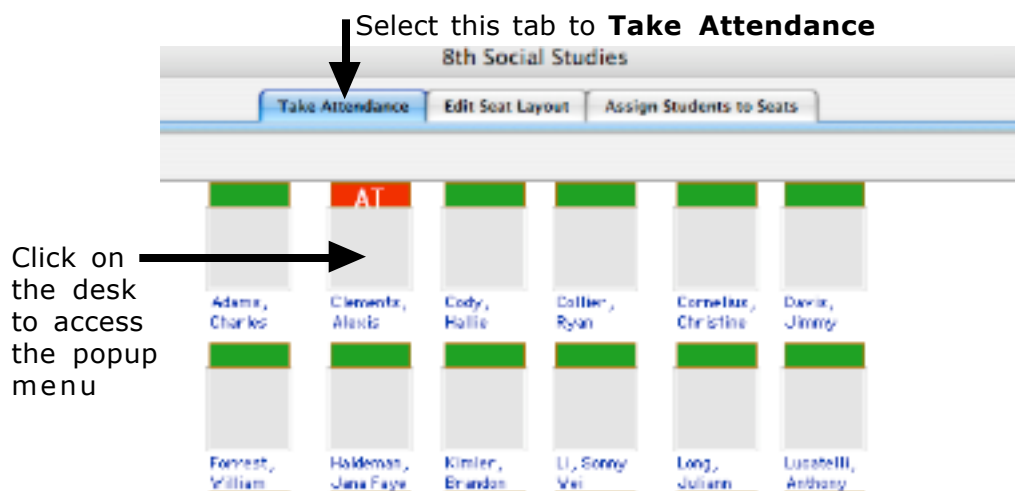
## Method 2 - Seating Icon

1. Click the PowerGrade icon in your dock to open your gradebook.
2. Select your homeroom or the first period class for which you will enter attendance.
3. Click the **Seating** icon near the top of the PowerGrade window.

**Note:** If you haven't set up your seating chart, enter the appropriate number of **Rows** and **Columns** to accommodate your students, and click **OK**. Then click the **Auto assign seats** button to quickly place student names on the chart.



4. Click the **Take Attendance** tab at the top of the window.
5. Click and hold on the desk above the name of the student who is absent.
6. Choose the **AT** code from the popup menu.



7. Mark all of the students who are absent and click the **Save** button in the bottom right corner of the window!!

**Note:** If all students are Present, simply click the **Save** button to submit attendance.

**Note:** To change a student from **Absent to Present**, click the student desk and select the blank line above the AT code in the Popup menu.