

PowerSchool

Teacher: Printing Class Roster for Count Day Attendance

- 1) Take attendance in PowerTeacher as normal

The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, a user profile icon labeled 'JP', and system status icons for warnings, printing, and help. The user is logged in as 'GMS' for '21-22 Quarter 1'. A left-hand navigation menu lists options like 'PowerTeacher Pro', 'Start Page', 'Daily Bulletin', 'Schedule', 'Staff Directory', 'Meals', 'Reports', and 'Recommendations'. The main content area is titled 'Current Classes' and displays a table of classes. A red arrow points to the first row of the table.

Class ID	Subject	Teacher	Attendance	Students	Meals	Print
1(A-B)	LANGUAGE 7	PowerTeacher Pro				
2(A-B)	LANGUAGE 7	PowerTeacher Pro				
4B(A-B)	LANGUAGE 7	PowerTeacher Pro				
5A(A-B)	MATH 7	PowerTeacher Pro				

- 2) After taking attendance, click the Student Information link for the class (this used to be the Backpack)

This screenshot is identical to the one above, showing the 'Current Classes' table. A red arrow now points to the 'Student Information' icon (represented by a blue square with a white person icon) in the first row of the table.

Class ID	Subject	Teacher	Attendance	Students	Meals	Student Information	Print
1(A-B)	LANGUAGE 7	PowerTeacher Pro					
2(A-B)	LANGUAGE 7	PowerTeacher Pro					
4B(A-B)	LANGUAGE 7	PowerTeacher Pro					
5A(A-B)	MATH 7	PowerTeacher Pro					

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3) After the class list loads, click on the Attendance Grid Day link from the left hand menu

The screenshot shows the PowerSchool SIS interface. On the left is a navigation pane with sections: 'Class Information', 'Communication Logs', 'LANGUAGE 7 1(A-B)', and 'Custom Pages'. Under 'Custom Pages', 'Att Grid Day' is highlighted with a red arrow. The main content area shows 'Student Information' with instructions and a list of class options.

PowerSchool SIS [Warning] [Print] [Help] [JP]

GMS 21-22 Quarter 1

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.

Change Class:

- 2(A-B) LANGUAGE 7
- 4B(A-B) LANGUAGE 7
- 5A(A-B) MATH 7

Custom Pages

- Alert Summary
- Att Grid Day
- Att Grid Week
- Att Week Review
- Att Month Review

4) Click the printer button at the top of the attendance grid for a signable report

The screenshot shows the 'Today's Attendance' page in PowerSchool SIS. The printer icon in the top right navigation bar is highlighted with a red arrow. Below the title is a table of attendance data for Wednesday, 09/29/2021.

PowerSchool SIS [Warning] [Print] [Help] [JP]

GMS 21-22 Quarter 1

Today's Attendance - LANGUAGE 7, 1(A-B)

Grade	Name	Wednesday 09/29/2021	10/30 Day Return Date
8	Fett, Jango Lee		
7	Sample, Susan	A	
8	Skywalker, Leia Ryan		
8	Skywalker, Luke Kay	T	
6	Tester, Chester		

Attendance Codes:
Blank=Present | T=Tardy | A=Absent | Adm=Administrative | C=Court | D=Doctor | F=Funeral | I=In School Suspension | L=Lice | O=Out of School Suspension | P=Parent | R=Religious | SRC=School Suspension-Responsibility Room | S=School Related Activity |

Weekly Attendance Verified _____
(Picard, Jean-Luc)