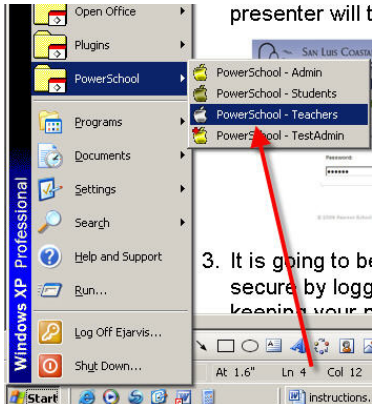
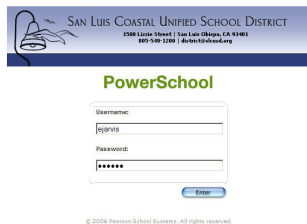


PowerSchool Attendance Quick Instructions

1. Click on the **Start** ⇒ then **PowerSchool** ⇒ then **PowerSchool - Teachers**.

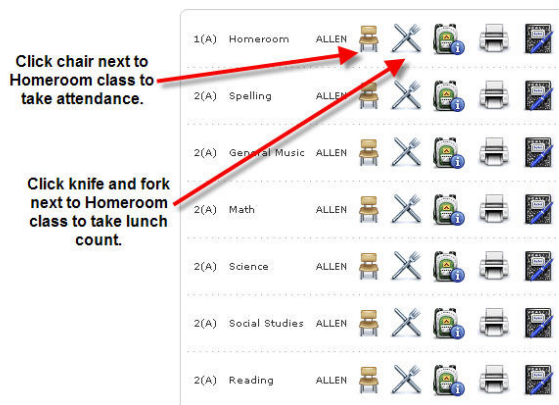


2. Your SLCUSD PowerSchool username is the same as your Novell username. You created your own password.

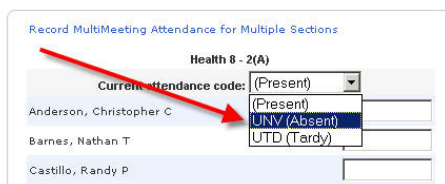


3. You will get a page that looks like the illustration below. Click on the chair to take attendance. Select "homeroom" if you see multiple classes.

Current Classes




4. All students are considered "**Present**" by default. Click the drop-down menu and select the **UNV** for Unverified Absent.



5. Click next to a student's name to mark them absent. Then click "Submit." You must click **submit** even if all students are present.

| | | |
|-------------------------|--------------------------|-----|
| Hagen-Weis, Alexander N | <input type="checkbox"/> | UNV |
| Odegard, Kim | <input type="checkbox"/> | |
| Zoop, Scott | <input type="checkbox"/> | UNV |
| Zucker, Ruby | <input type="checkbox"/> | |

6. Now click on the knife and fork.  to submit your lunch count. The entrée list will match the student menu. Click submit after entering your lunch count.

Submit Lunch Counts

| | | | |
|--------------------------|--------------------------------|---------------------|--------------------------------|
| Student Main Entree | <input type="text" value="0"/> | Adult Salad #2 | <input type="text" value="0"/> |
| Student Alternate Entree | <input type="text" value="0"/> | Adult Sandwich #1 | <input type="text" value="0"/> |
| Student Pizza | <input type="text" value="0"/> | Adult Sandwich #2 | <input type="text" value="0"/> |
| Adult Salad #1 | <input type="text" value="0"/> | Adult 1/2 Sand Spec | <input type="text" value="0"/> |
| | | Adult Green Salad | <input type="text" value="0"/> |

Other PowerSchool Information



The chair icon is for taking attendance;



the **knife and fork** is for elementary lunch counts;



the backpack contains demographic and historical data;



the printer contains printable reports;



the gradebook is not being used this year

The green **PowerSchool** logo is a link that will take you back to the main "**Current Classes**" page.



On the left side of the Current Classes page are a series of buttons. These feature your school's Daily Bulletin and Staff Directory.