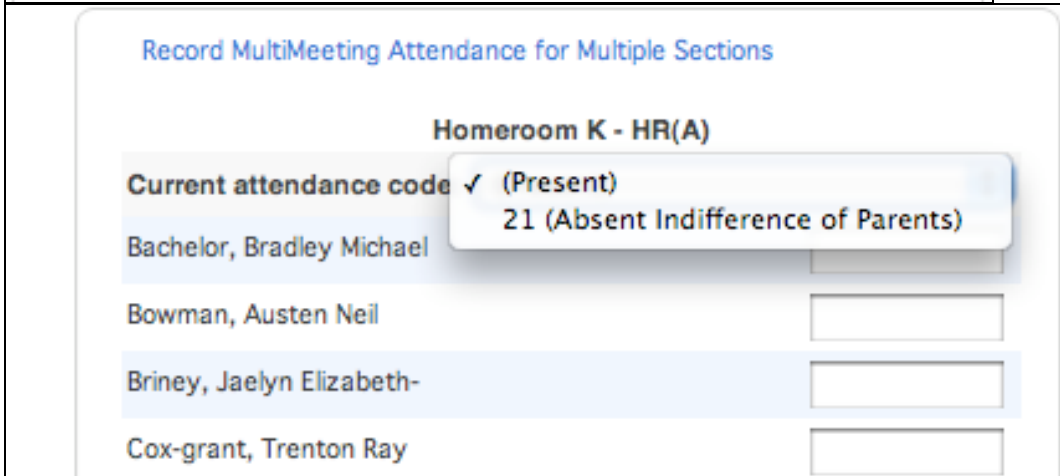


Power School- Part 3- Attendance and Student Report Card Information
Objective: Take attendance and complete the student information necessary for the report card including reading level, conferences, etc... and comments.

Part A

From the Power Teacher Menu choose the Chair icon



Click on the box corresponding to the student name and then hit the submit button at the bottom of the screen. To remove the code, change the pull down to Present and click the box again.

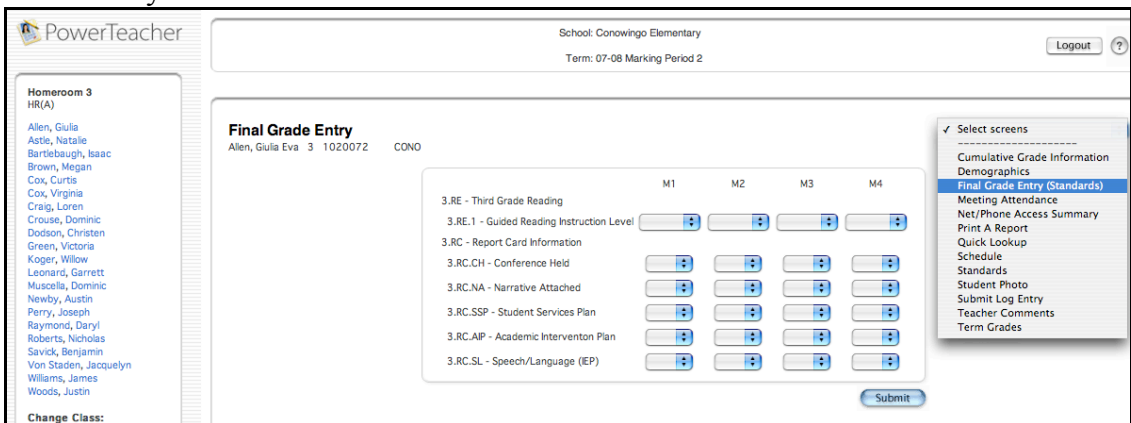
Part B

Enter Report Card information concerning reading level, conferences, services, etc... from a drop down menu for each student.

Under the Power Teacher Screen choose the Backpack



Choose a student from the list on the left. From the Select Screens menu choose Final Grade Entry Standards.



Pull down the menu choices for each student for each marking period.

Data Entry Tip

After Submitting the student information, click the **first name** of the next student. The same Final Grade Entry Screen will appear.

If you click the **last name** the **default** student screen appears.
If you click the **first name** the **last screen** you choose will appear.

To reset the default screen follow the next set of directions.

There are choices of which student screen you prefer to see each time you choose a student from the class list.

Go to the **Personalize** button on the left menu from the home Power Teacher Screen.
Choose **Default Student Screen**.

Function	Description
Change Password	Change current password to a new one.
Default Student Screen	Sets the initial student screen.
Display Section Number	Show or hide the Section Number on the Teachers home page

Choose from the drop down list. This menu may be changed at any time to best suit the teacher's need for information.

