



Teachers Users Guide

PowerTeacher Mobile

Purpose: Teachers – Users Guide for teacher’s use of PowerTeacher Mobile. PowerTeacher Mobile is designed for teachers to quickly and easily access PowerSchool from iPhone® or Android mobile devices.

Note: All pages are formatted to fix a 320-pixel width, the standard size for mobile devices.

Get Started

Log In to PowerTeacher Mobile

Before you can log in to PowerTeacher Mobile, you will need your school's PowerTeacher URL, your username, and your password. If you do not have this information or have questions, contact your school’s PowerSchool administrator.

Note: Do not use someone else’s password or give your password to anyone else.

How to Log In PowerTeacher Mobile

1. On you mobile device, open your Web browser to your school's PowerTeacher URL. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

Note: The characters appear as asterisks (*) to ensure greater security when you log in.

4. Click **Enter**. The PowerTeacher Mobile Home page appears. For more information, see *PowerTeacher Mobile Home Page*.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

PowerTeacher Mobile Home Page

When you log in to PowerTeacher Mobile, the Home page appears. This page serves as the central point from which you begin your PowerTeacher Mobile session. The PowerTeacher Mobile Home page consists of the following main areas:

- Navigation bar
- ID bar
- Schedule
- Menu



Navigation Bar

The navigation bar appears at the top of the PowerTeacher Mobile Home page and is common to every page in the application. The navigation bar includes the following information:

Field	Description
Home	Click to return to the Home page.
[Page]	The page name you are currently viewing appears.
Logout	Click to log out of PowerTeacher Mobile. For more information, see <i>Log Out of PowerTeacher Mobile</i> .

ID Bar

The ID bar appears just below the navigation bar and displays your name. In an effort to ensure that your account is secure and your information protected, the date of the last time you logged in appears next to your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.

Schedule

The name of the current day's schedule appears. Click to view the Bell Schedule page, which provides detailed information, including the periods, start times, stop times and duration of each period.

Menu

The main menu includes links to the following functions:

Field	Description
Attendance	Click to record meeting attendance. For more information, see <i>Attendance</i> .
Rosters	Click to view or work with classes. For more information, see <i>Rosters</i> .
Birthdays	Click to view students' birthdays. For more information, see <i>Birthdays</i> .
Daily Bulletin	Click to read your school's daily bulletin. For more information, see <i>Daily Bulletin</i> .
Lunch Counts	Click to submit lunch counts. For more information, see <i>Students</i> .
Exit to Main PS	Click to return to PowerTeacher in "normal" mode.

Work with the Menu

Note: Access to information is based on your page-level permissions. For more information, see *Permissions* in the *System Administration User Guide*. Additionally, if certain information does not appear, that information may be set to "hidden" by the your school's PowerSchool administrator.



Attendance

How to Record Meeting Attendance

1. On the Home page, click **Attendance**. The Attendance page appears.

Note: A dot appears next to each class' Chair icon. The color of the dot indicates whether or not you've taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken.

2. Click the period for which you want to record attendance. The Record Meeting Attendance page appears.

3. Click **Att Code**. The Att Code page appears.

4. Select the attendance code you want to assign. The Record Meeting Attendance page appears.

5. Click **Submit**. The Home page appears.

Rosters

How to View Student Information

1. On the Home page, click **Rosters**. The Schedule page appears.

2. Click the class for which you want to work. The Roster page appears displaying a list of students for the selected class. Click the name of the student whose record you want to view. The following student information displays:

Field	Description
[Student Information]	Displays the student's photo, name, student number, grade level, date of birth, and age.
Find Me	Click to find the student based on the current time, the current day's bell schedule, and the student's schedule. The Find Me page displays the following information: • Period • Rotation • Current Time • First Class Begins At • Last Class End At
Schedule	Click to view the student's current schedule. The Schedule



Field	Description
	page displays the following information for each of the student's classes: • Period • Course • Term Course Grade/Percent • Absences • Tardies • Teacher • Room
Demographics	Displays student's guardian, home phone number, and address. Click the home phone number of a guardian to call that guardian. Click the address to view a map of the address location.
Family	Displays the names and grades of students who are related to this student. Click to view a related student's student record. Click Select Entire Family to view a list of the related students, which will make them the current selection. The Family page appears.
Parents/Guardian	Displays the email address, name, phone numbers, and employer of parents or guardian associated to the student. Click the email address of a parent or guardian to email that parent or guardian. Click the phone number of a parent or guardian to call that parent or guardian.
Emergency Contacts	Displays the relationship, name, and phone numbers of emergency contacts associated to the student. Click the phone number of an emergency contact to call that emergency contact.

Birthdays

How to View Birthdays

1. On the Home page, click **Birthdays**. The Birthdays page appears. A photo roster of all students with birthdays yesterday, today, or tomorrow display.
2. Click the name of student to view the student's record. For more information, How to Work With Student Information.

Daily Bulletin

How to View the Daily Bulletin

1. On the Home page, click **Daily Bulletin**. The Daily Bulletin page displays today's announcements and links to previous or future bulletins.
2. Click the zoom icons increase or decrease the font size for better readability.
3. Click the date links at the top or bottom of the page to view that day's bulletin.
4. Click the e-mail address at the bottom of the page to send a message to the person who issues the announcements. Depending on your default e-mail application, an e-mail form appears.
5. Complete the e-mail message.
6. Click **Send**.



Lunch Counts

How to Submit Lunch Counts

- 1 On the Home page, click **Lunch Counts**. The Lunch Counts page appears.
- 2 Click the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.
- 3 Use the following table to enter information in the fields:
- 4 Click **Submit** to enter the counts. The Home page appears.

Field	Description
Student Breakfast	Enter the number of student breakfasts.
Adult Breakfast	Enter the number of adult breakfasts.
Adult Lunch	Enter the number of adult lunches.
Student Lunch	Enter the number of student lunches.
Student A La Carte	Enter the number of student à la carte meals.
Adults A La Carte	Enter the number of adult à la carte meals.
Milk	Enter the total number of students and adults buying milk.
Other 1	Enter the number of Other 1 meals (optional). Note: The field represents an additional meal type that may be used for special request meals, such as a vegetarian dish or a kosher dish.
Other 2	Enter the number of Other 2 meals (optional). Note: See <i>Other 1</i> .

Quit PowerTeacher Mobile

Log Out of PowerTeacher Mobile

When finished working in PowerTeacher Mobile, it is important to log out of the application.

How to Log Out of PowerTeacher Mobile

1. Return to the Home page.
2. Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerTeacher Mobile Home page.