

Mobile Web Pages User Guide

PowerSchool 6.x
Student Information System



Released June 2010

Document Owner: Documentation Services

This edition applies to Release 6.2.1 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

Copyright © 2010 Pearson Education, Inc. or its affiliates. All rights reserved. All trademarks are either owned or licensed by Pearson Education, Inc. or its affiliates. Other brands and names are the property of their respective owners.

Contents

Introduction	1
Setup	2
District Setup	2
School Setup	2
Staff Setup.....	4
PowerSchool Mobile	5
Get Started	5
Log In to PowerSchool Mobile	5
PowerSchool Mobile Home Page	5
Work with the Menu	7
Students.....	7
Teachers.....	9
Attendance	10
Activities.....	10
Birthdays	10
Daily Bulletin	10
Quit PowerSchool Mobile	11
Log Out of PowerSchool Mobile	11
PowerTeacher Mobile	12
Get Started	12
Log In to PowerTeacher Mobile.....	12
PowerTeacher Mobile Home Page	12
Work with the Menu	13
Attendance	14
Rosters.....	14
Birthdays	15
Daily Bulletin	16
Lunch Counts	16
Quit PowerTeacher Mobile	17
Log Out of PowerTeacher Mobile.....	17
PowerTeacher Substitute Mobile	18
Get Started	18
Log In to PowerTeacher Substitute Mobile.....	18
PowerTeacher Substitute Mobile Home Page	18

Work with the Menu	19
Attendance	20
Daily Bulletin	20
Lunch Counts	20
Quit PowerTeacher Substitute Mobile	21
Log Out of PowerTeacher Substitute Mobile.....	21

Introduction

Mobile Web Pages is a new way for teachers and administrators to access PowerSchool using the iPhone® or Android operating system mobile devices. Since these are web pages, it is not necessary to install any application on your mobile device. Simply navigating to the normal PowerSchool login through the device's browser will allow PowerSchool to detect that a mobile device is being used and present pages that are tailored to the smaller screens. Mobile Web Pages includes rich functionality such as the ability to view comprehensive student information including grades and schedules, as well as viewing and recording attendance.

Setup

Before your district can begin using Mobile Web Pages, you must set up the following items:

- Enable Mobile Web Pages at the district level. See *District Setup*.
- Set mobile web page settings at the school level. See *School Setup*.
- Enable Mobile Web Pages at the staff level. See *Staff Setup*.

District Setup

To get started, you must enable Mobile Web Pages at the district level.

How to Enable Mobile Web Pages

Use this procedure to enable Mobile Web Pages at the district level.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
3. Select the **Enable Mobile Web Pages** checkbox to enable access to the mobile version of PowerSchool.
4. Click **Submit**. The Changes Recorded page appears.

How to Disable Mobile Web Pages

Use this procedure to disable Mobile Web Pages at the district level.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
3. Deselect the **Enable Mobile Web Pages** checkbox to disable access to the mobile version of PowerSchool.
4. Click **Submit**. The Changes Recorded page appears.

School Setup

Once Mobile Web Pages is enabled at the district level, you can then set Mobile Web Pages settings at the school level.

How to Set Mobile Web Page Settings

1. On the start page, choose **School** from the main menu. The School Setup page appears. □□
2. Under General, click **Mobile Settings**. The Mobile Settings page appears. □□
3. Use the following table to enter information in the fields:

Field	Description
Disable Mobile PS (Admin)	<p>By default, PowerSchool Mobile Web Pages are enabled at the school level.</p> <p>If you want this school to be able to log in to PowerSchool using a mobile device, leave this checkbox blank.</p> <p>Alternatively, if you do not want this school to be able to log in to PowerSchool using a mobile device, select the checkbox.</p>
Disable Mobile PS (Teachers)	<p>By default, PowerTeacher Mobile Web Pages are enabled at the school level.</p> <p>If you want this school to be able to log in to PowerTeacher using a mobile device, leave this checkbox blank.</p> <p>Alternatively, if you do not want this school to be able to log in to PowerTeacher using a mobile device, select the checkbox.</p>
Disable Mobile PS (Subs)	<p>By default, PowerTeacher Substitute Mobile Web Pages are enabled at the school level.</p> <p>If you want this school to be able to log in to PowerTeacher Substitute using a mobile device, leave this checkbox blank.</p> <p>Alternatively, if you do not want this school to be able to log in to PowerTeacher Substitute using a mobile device, select the checkbox.</p>
Default Class Sort	<p>Indicate the order by which you want classes to appear when accessing PowerSchool, PowerTeacher, and PowerTeacher Substitute using a mobile device by choosing one of the following from the pop-up menu:</p> <ul style="list-style-type: none"> • Course/Expression to sort by course name and then schedule expression. • Expression/Course to sort by schedule expression and then course name.
Hide Bus Route	<p>If you do not want bus route information to appear when accessing PowerSchool, PowerTeacher, or PowerTeacher Substitute using a mobile device, select the checkbox. Otherwise, leave the checkbox blank.</p>
Show Bus Info From Transportation or Student Fields	<p>If you have opted not to hide bus route information, indicate which bus route information you would like to appear by choosing Transportation or Student Fields from the pop-up menu. If you chose Transportation, bus route information is pulled from the Transportation table. If you chose, Student Fields, bus route information is pulled from the Students table. For more information, see the <i>PowerSchool Data Dictionary Tables</i> available on PowerSource. Otherwise, select the checkbox blank.</p>

Field	Description
Hide Student Photos	If you do not want student photos to appear when accessing PowerSchool, PowerTeacher, or PowerTeacher Substitute using a mobile device, select the checkbox. Otherwise, leave the checkbox blank.
Hide Lunch Count (Subs)	If you do not want lunch counts to appear when accessing PowerTeacher Substitute using a mobile device, select the checkbox. Otherwise, leave the checkbox blank.
Hide Lunch Count (Teachers)	If you do not want lunch counts to appear when accessing PowerTeacher using a mobile device, select the checkbox. Otherwise, leave the checkbox blank.

4. Click **Submit** to save the preferences.

Staff Setup

Once Mobile Web Pages settings are set at the school level, you can then enable Mobile Web Pages at the staff level, which allows a staff member to be able to log in to PowerSchool using a mobile device.

How to Enable Mobile Web Pages at the Staff Level

Use this procedure to enable Mobile Web Pages at the staff level.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Search for and select a staff member. For more information, see *Select Staff* section in the *Faculty User Guide*.
3. Click **Security Settings**. The Security Settings page appears.
4. Choose **Allowed** from the **Access to mobile version of PowerSchool** pop-up menu.
5. Click **Submit**. The Changes Recorded page appears.

How to Disable Mobile Web Pages at the Staff Level

Use this procedure to disable Mobile Web Pages at the staff level.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Search for and select a staff member. For more information, see *Select Staff* section in the *Faculty User Guide*.
3. Click **Security Settings**. The Security Settings page appears.
4. Choose **Disabled** from the **Access to mobile version of PowerSchool** pop-up menu to disable access to the mobile version of PowerSchool.
5. Click **Submit**. The Changes Recorded page appears.

PowerSchool Mobile

PowerSchool Mobile is designed for administrators to quickly and easily access PowerSchool from mobile devices.

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

Get Started

Log In to PowerSchool Mobile

Because PowerSchool is a secure system, you need a secure connection to use it. To access PowerSchool, you must first log in to the system.

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

How to Log In to PowerSchool Mobile

1. On you mobile device, open your Web browser to your school's PowerSchool URL. The Login page appears.
2. Enter your username, followed by a semicolon, then your password. The characters display as asterisks (*) to ensure greater security when you log in. For example, when Chris Smith enters **chriss;password**, it appears in the field as *****.
3. Click **Enter**. The start page appears, and you are logged in to PowerSchool. For more information, see *PowerSchool Mobile Home Page*.

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

PowerSchool Mobile Home Page

When you log in to PowerSchool Mobile, the Home page appears. This page serves as the central point from which you begin your PowerSchool Mobile session. The PowerSchool 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 PowerSchool 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.

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

School

The name of your default school (or district) appears. If you have access to more than one school, you can click the link to access the Change Schools page where you can select another school. Not everyone has permission to switch schools. Switching schools cancels any selection of students made in the previous school. Before beginning any PowerSchool procedure, be sure the school (or district) in which you want to work appears.

How to Change Schools

1. Click **School**. The Change Schools page appears
2. Choose the appropriate school name or choose **District Office** from the **School** pop-up menu. The navigation bar displays the name of the school you just selected.

Note: If the page does not refresh automatically, click **Submit**.

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
Students	Click to browse for students. For more information, see <i>Students</i> .
Teachers	Click to search for teachers. For more information, see <i>Teachers</i> .
Attendance	Click to record meeting attendance. For more information, see

Field	Description
	<i>How to Record Meeting Attendance.</i>
Activities	Click to search for students by activity. For more information, see <i>Activities</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> .
Exit to Main PS	Click to return to PowerSchool in "normal" mode.

Work with the Menu

Note: Access to information is based on your page-level permissions. For more information, see *Security 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.

Students

How to Search for a Student By Last Name

1. On the Home page, click **Students**. The Students page appears.
2. Click a letter of the alphabet to display a list of students whose last names begin with the selected letter. The Last: [Letter] page appears.
3. Click the name of the individual whose record you want to work with. The student page appears. For more information, see *How to Work With Student Information*.

How to Search for a Student By Grade Level

1. On the Home page, click **Students**. The Students page appears.
2. Click the grade level for which you want to view students. The Grade: [Number] page appears.
3. Click the name of the individual whose record you want to work with. The student page appears. For more information, see *How to Work With Student Information*.

How to Search for a All Students

1. On the Home page, click **Students**. The Students page appears.
2. Click **All**. The All Students page appears.
3. Click the name of the individual whose record you want to work with. The student page appears. For more information, see *How to Work With Student Information*.

How to Work With Student Information

1. To work with student information, search for a student by activity, birthday, grade level, last name, or teacher. For more information, see respective *How To*.
2. Click the name of the individual whose record you want to work with. The student page appears. The following student information displays:

Field	Description
Prev	Click to view the previous student in the current student selection.
Next	Click to view the next student in the current student selection.
[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: <ul style="list-style-type: none"> • Period • Rotation • Current Time • First Class Begins At • Last Class End At
Schedule	Click to view the student's current schedule. The Schedule page displays the following information for each of the student's classes: <ul style="list-style-type: none"> • Period • Course • Term Course Grade/Percent • Absences • Tardies • Teacher • Room
Bus	If information is being pulled from the Transportation table, the student's bus number(s) displays. Click to view additional details, including Route, Description, Dates, and Departure. If information is being pulled from the Student Fields table, the student's bus route(s) displays. Click to view additional details, including bus stop(s).
Locker	Displays the student's locker number. Click to view the student's locker number and locker combination.

Field	Description
Activities	Displays the number of activities the student is involved in. Click to view a list of the activities.
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.

Teachers

How to View a Teacher's Current Schedule

1. On the Home page, click **Teachers**. The Teachers page appears.
2. Click the name of the teacher whose schedule you want to view. The Schedule page appears displaying the selected teacher's schedule.

How to View a Teacher's Class Roster

1. On the Home page, click **Teachers**. The Teachers page appears.
2. Click the name of the teacher whose roster you want to view. The Schedule page appears displaying the selected teacher's schedule.
3. Click the class for which you want to view the roster. The Roster page appears.

How to Search for Students by Teacher

1. On the Home page, click **Teachers**. The Teachers page appears.
2. Click the name of the teacher whose schedule you want to view. The Schedule page appears.
3. Click the class for which you want to view the roster. The Roster page appears. A photo roster of all students in the class display.

4. Click the name of a student to view the student's record. The student page appears. For more information, see *How to Work With Student Information*.

Attendance

How to View the Current Day's Attendance

1. On the Home page, click **Attendance**. The Attendance page appears.
2. Do one of the following:
 - Click **Daily**. The Daily Attendance page appears.
 - Click **Meeting**. The Meeting Attendance page appears.
3. Click the period for which you want to view attendance. The Attendance page appears.

Activities

How to Search for Students by Activity

1. On the Home page, click **Activities**. The Activities page appears. A list of all activities with membership totals display.
2. Click the name of the activity you want to search by. The [Activity Name] page appears. A photo roster of all students involved in the selected activity display.
3. Click the name of a student to view the student's record. The student page appears. For more information, see *How to Work With Student Information*.

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, see the field description table in the *Rosters* section.

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**.

Quit PowerSchool Mobile

Log Out of PowerSchool Mobile

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

How to Log Out of PowerSchool 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 PowerSchool Mobile Home page.

PowerTeacher Mobile

PowerTeacher Mobile is designed for teachers to quickly and easily access PowerTeacher from 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>Lunch Counts</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 *Security 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.
3. 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: <ul style="list-style-type: none"> • 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
	<p>page displays the following information for each of the student's classes:</p> <ul style="list-style-type: none"> • Period • Course • Term Course Grade/Percent • Absences • Tardies • Teacher • Room
Demographics	<p>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.</p>
Family	<p>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.</p>
Parents/Guardian	<p>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.</p>
Emergency Contacts	<p>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.</p>

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:

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> .

4. Click **Submit** to enter the counts. The Home page appears.

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.

PowerTeacher Substitute Mobile

PowerTeacher Substitute Mobile is designed for substitute teachers to quickly and easily access PowerTeacher Substitute from 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 Substitute Mobile

Before you can log in to PowerTeacher Substitute Mobile, you will need your school's PowerTeacher Substitute 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 to PowerTeacher Substitute Mobile

1. On your mobile device, open your Web browser to your school's PowerTeacher Substitute URL. The Log In page appears.
2. Choose the school from the **School** pop-up menu.
3. Choose the teacher from the **Teacher** pop-up menu.
4. Enter the assigned password in the **Password** field.
5. Click **Enter**. The PowerTeacher Substitute Mobile Home page appears. For more information, see *PowerTeacher Substitute Mobile Home Page*.

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

PowerTeacher Substitute Mobile Home Page

When you log in to PowerTeacher Substitute Mobile, the Home page appears. This page serves as the central point from which you begin your PowerTeacher Substitute Mobile session. The PowerTeacher Substitute 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 Substitute 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 Substitute Mobile. For more information, see <i>Log Out of PowerTeacher Substitute 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
Daily Bulletin	Click to read your school's daily bulletin. For more information, see <i>Daily Bulletin</i> .
Attendance	Click to record meeting attendance. For more information, see <i>Attendance</i> .
Lunch Counts	Click to submit lunch counts. For more information, see <i>Lunch Counts</i> .

Work with the Menu

Note: Access to information is based on your page-level permissions. For more information, see *Security 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 class 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.

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:

Field	Description
Student Breakfast	Enter the number of student breakfasts.
Adult Breakfast	Enter the number of adult breakfasts.

Field	Description
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> .

4. Click **Submit** to enter the counts. The Home page appears.

Quit PowerTeacher Substitute Mobile

Log Out of PowerTeacher Substitute Mobile

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

How to Log Out of PowerTeacher Substitute 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 Substitute Mobile Home page.



www.PearsonSchoolSystems.com