

# Mobile Administration User Guide

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PowerSchool 8.x  
Student Information System

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This edition applies to Release 8.0.1 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# Introduction

PowerSchool offers two different types of mobile access: Mobile web pages, and mobile apps. Each requires separate configuration settings within PowerSchool.

## Mobile Apps

Mobile apps include:

- PowerTeacher Mobile (iPad)
- PowerSchool for Parents (iPod Touch, iPhone, iPad and Android)
- PowerSchool for Students (iPod Touch, iPhone, iPad and Android)

PowerSchool for Parents and PowerSchool for Students mobile apps are available for download from the iTunes App Store and Google Play.

PowerTeacher Mobile is available for download from the iTunes App Store.

## Mobile Web Pages

Mobile web pages are a way for teachers and administrators to access the mobile pages of 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 sign in 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 include rich functionality such as the ability to view comprehensive student information including grades and schedules, as well as viewing and recording attendance.

For complete *Mobile Administration User Guide* information, see the following topics in the order in which they appear:

- *Mobile Apps Setup*
- *Mobile Web Pages Setup*
- *PowerSchool Mobile Web Pages*
- *PowerTeacher Mobile Web Pages*
- *PowerTeacher Substitute Mobile Web Pages*

# Mobile Apps Setup

Before your district can begin using mobile apps, you must set up the following items:

- Register your PowerSchool server with PowerSource.
- Set up PowerSchool Mobile for parents/students final grades and citizenship grades display.
- Restrict sending data to PowerSchool Parent/Student apps (optional).
- Upload a School Map (optional).

## How to Register Your PowerSchool Server with PowerSource

Registering your PowerSchool server with PowerSource enables end-users to easily configure the mobile app to work with your PowerSchool server.

Enter the information needed for registering your PowerSchool server with PowerSource.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Mobile Registration**. The Mobile Registration page appears.
3. Use the following table to enter information in the PowerSource Registration of District's Mobile App Services fields:

Field	Description
Mobile District Code	Displays a four-digit code if the PowerSchool server is registered with the PowerSource mobile registration server. If the PowerSchool server has not been registered, dashes appear.
Mobile App Server Address	Enter the server or IP address remote web traffic will use for the mobile web services. This can be an individual IP, domain, or a load-balancer address. <b>Note:</b> Typically this is the same as your Tomcat server.
Mobile App Port Number	Enter the port number remote web traffic will use for the mobile web services. <b>Note:</b> Typically this is the same as your Tomcat server.
Mobile App SSL Enabled	If your Tomcat server or Load Balancer is using SSL, select the checkbox. Otherwise leave the checkbox blank. <b>Note:</b> This option does not enable or disable SSL, it only informs the PowerSource Registration that your servers are using SSL.
District Postal Code	Enter the district's postal code. This is used when teachers search for your district via zip or geo-location.

4. Click **Submit**. The Changes Recorded page appears.

## PowerSchool Mobile for Parents/Students Configuration

In order to display the final grades and citizenship codes in PowerSchool Mobile for Parents and PowerSchool Mobile for Students, you must have final grades set up for the school. For more information, see *Final Grades Setup*.

**Note:** Final grades and citizenship codes display for PowerSchool Mobile for Parents is enabled by default.

**Note:** It is important to ensure that the settings on the Mobile App Display tab match what your school has set for the **School Setup > Current Grade Display** so that the grades match on both in PowerSchool and in the mobile apps.

### How to Set Up PowerSchool Mobile for Parents/Students Final Grades and Citizenship Grades Display

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Mobile Settings**. The Mobile Settings page appears.
3. Click the **App Display** tab.

**Note:** This page is also accessible via **Start > School > Current Grade Display > Mobile App Display**.

4. Use the following table to enter information in fields:

Field	Description
Store Code	Displays the store code for the final grades and citizenship codes.
Enabled	Select the checkbox to enable the display of final grades and citizenship codes in PowerSchool Mobile for Parents. Clear the checkbox to disable the display of this data.
Source of Data	Indicate which final grade and citizenship codes you want to display in PowerSchool Mobile for Parents by choosing one of the following from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Gradebook (Current):</b> to display the final grade and/or citizenship codes that currently exists in the teacher's PowerTeacher gradebook.</li> <li>• <b>Historical (Stored):</b> to display the final grade and/or citizenship codes from the student's historical file or after the completion of a grading term.</li> </ul>

5. Click **Submit**. The Changes Recorded page appears.

## How to Restrict Sending Data to PowerSchool Parent/Student Apps

By default, all services that display data in the PowerSchool Parent/Student apps are enabled. You can configure these services to restrict certain data that is not applicable to the parents and students at your school.

**Note:** If you elect to display GPA on the mobile apps, the information that displays is based on the settings on the GPA Student Screens. For more information, see *GPA Student Screens*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Mobile Settings**. The Mobile Settings page appears.
3. Click the **App Settings** tab.
4. Select the checkbox for the element(s) you do not want to send to the PowerSchool Parent/Student Apps.
5. Click **Submit**. The Changes Recorded page appears.

## School Map

You can upload a map of your campus that is visible to students using the PowerSchool Parent and Student Mobile apps. For best results, use a PDF with text for room numbers and names. This allows students and parents to search for a room number.

**Note:** Maximum file size for uploaded map image is 1 MB.

## How to Upload a School Map

Upload a school map in PDF, JPEG, GIF or PNG format. See the upload page for detailed information on recommended specifications.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **School Map**. The School Map page appears.
3. Click **Choose File** (or **Browse**) to select the school map file.
4. Click **Submit**. The School Map page appears. The uploaded map file appears as a download link.

## How to Delete a School Map

Once the school map has been uploaded, you may need to remove it in the future.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **School Map**. The School Map page appears.
3. Click **Delete School Map**. The School Map page appears and the school map link is removed.

## Display Days Not in Session in Mobile Apps

You can display days that school is not in session in the mobile apps by changing settings on the Calendar Setup page.

### How to Display Days not in Session in Mobile Apps

Display days not in session in the Parent and Student Mobile apps.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Calendar Setup**. The Calendar Setup page appears.
3. Click a month to view its calendar. For example, click **1/03** to view the calendar for January of 2003.
4. Deselect the **In Sess** checkbox for the applicable day or days.
5. Select a type from the **Type** pop-up menu.
6. Enter further information in the **Note** field, if applicable. This information appears in the Mobile apps.
7. Click **Submit**. The days not in session with a type selected will now appear in the Parent and Student Mobile apps.

**Note:** In order for Not in Session days to appear in the Parent and Student Mobile apps, a **Type** must be selected, and the **In Sess** checkbox must be deselected. It is also a good idea to add a descriptive note to the day to let parents and students know why school is not in session.

## Mobile Web Pages 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.
- Set mobile web page settings at the school level.
- Enable mobile web pages at the staff level.

### Enable Mobile Web Pages at the District Level

To get started, you must enable mobile web pages at the district level.

#### How to Enable Mobile Web Pages

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Miscellaneous**. The Miscellaneous page appears.
3. Select the **Enable Mobile Web Pages** checkbox to enable access to the mobile version of PowerSchool. For field descriptions, see *Miscellaneous District Settings*.

**Note:** Alternatively, deselect the checkbox to disable access to the mobile version of PowerSchool.

4. Click **Submit**. The Changes Recorded page appears.

### Set Mobile Web Page Settings

Once mobile web pages are enabled at the district level, you can then set mobile web page settings at the school level.

#### How to Set Mobile Web Page Settings

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Mobile Settings**. The Mobile Settings page appears.
3. Click the **Web Pages** tab.
4. Use the following table to enter information in the fields:

Field	Description
Disable Mobile PS (Admin)	If you want this school to be able to access the mobile pages of PowerSchool, leave the <b>Optimized Pages</b> checkbox blank. Alternatively, if you do not want this school to be able to access the mobile pages of PowerSchool, select the <b>Optimized Pages</b> checkbox. By

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

Field	Description
	Otherwise, leave the checkbox blank.

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

## Enable Mobile Web Pages at the Staff Level

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 access the mobile pages of PowerSchool using a mobile device.

### How to Enable Mobile Web Pages for a Staff Member

1. On the start page, search for and select a staff member. For more information, see *Staff Search*.
2. Click **Security Settings**. The Security Settings page appears.
3. Click the **Applications** tab.
4. Select the checkbox next to **PowerSchool Mobile Web Pages**.

**Note:** Alternatively, deselect the checkbox to disable access to the mobile version of PowerSchool.

5. Click **Submit**. The Changes Recorded page appears.

### How to Enable Mobile Web Pages for a Group

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Security, click **Security**. The Security page appears.
3. Click **Users by Group**. The Users by Group page appears.
4. Click the name of the user in the User Name column. The Edit Staff Security Info page appears.
5. Choose **Allowed** from the **Access to mobile version of PowerSchool** pop-up menu.

**Note:** Alternatively, choose **Disabled** from the pop-up menu to disable access to the mobile version of PowerSchool.

6. Click **Submit**. The Changes Recorded page appears.

## PowerSchool Mobile Web Pages

PowerSchool mobile web pages are designed for administrators to quickly and easily access the mobile pages of PowerSchool using a mobile device.

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

## Get Started with PowerSchool Mobile Web Pages

### Sign In to PowerSchool Mobile Web Pages

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

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

### How to Sign In to PowerSchool Mobile Web Pages

1. On your mobile device, open your Web browser to your school's PowerSchool URL. The Sign In page appears.
2. Enter your username, followed by a semicolon, then your password. The characters display as asterisks (\*) to ensure greater security when you sign 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 signed in to PowerSchool. For more information, see *PowerSchool Mobile Web Pages Home Page*.

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

### PowerSchool Mobile Web Pages Home Page

When you sign in to PowerSchool mobile web pages, the Home page appears. This page serves as the central point from which you begin your PowerSchool mobile web pages session. The PowerSchool mobile web pages 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 web pages 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.
Sign Out	Click to sign out of PowerSchool mobile web pages. For more information, see <i>Sign Out of PowerSchool Mobile Web Pages</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 signed in to 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> .

Field	Description
Attendance	Click to view attendance. For more information, see <i>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 PowerSchool Mobile Web Pages Menu

**Note:** Access to information is based on your page-level permissions. For more information, see *Security Permissions*. 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"> <li>• Period</li> <li>• Rotation</li> <li>• Current Time</li> <li>• First Class Begins At</li> <li>• Last Class End At</li> </ul>
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"> <li>• Period</li> <li>• Course</li> <li>• Term Course Grade/Percent</li> <li>• Absences</li> <li>• Tardies</li> <li>• Teacher</li> <li>• Room</li> </ul>
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 <b>Select Entire Family</b> to view a list of the related students, which will make them the current selection. The Family page appears.
Parents	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, *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**.

## Quit PowerSchool Mobile Web Pages

### Sign Out of PowerSchool Mobile Web Pages

When finished working in PowerSchool mobile web pages, it is important to sign out of the application.

### How to Sign Out of PowerSchool Mobile Web Pages

1. Return to the Home page.
2. Click **Sign Out** in the navigation bar. The Sign In page appears. You must enter your username and password again to redisplay the PowerSchool mobile web pages Home page.

## PowerTeacher Mobile Web Pages

PowerTeacher mobile web pages are designed for teachers to quickly and easily access the mobile pages of PowerTeacher using a mobile device.

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

## Get Started with PowerTeacher Mobile Web Pages

### Sign In to PowerTeacher Mobile Web Pages

Before you can sign in to PowerTeacher mobile web pages, 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 Sign In to PowerTeacher Mobile Web Pages

1. On your mobile device, open your Web browser to your school's PowerTeacher URL. The Sign 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 sign in.

4. Click **Enter**. The PowerTeacher mobile web pages Home page appears. For more information, see *PowerTeacher Mobile Web Pages Home Page*.

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

### PowerTeacher Mobile Web Pages Home Page

When you sign in to PowerTeacher mobile web pages, the Home page appears. This page serves as the central point from which you begin your PowerTeacher mobile web pages session. The PowerTeacher mobile web pages 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 web pages 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.
Sign Out	Click to sign out of PowerTeacher mobile web pages. For more information, see <i>Sign Out of PowerTeacher Mobile Web Pages</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 signed in to 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 PowerTeacher Mobile Web Pages Menu

**Note:** Access to information is based on your page-level permissions. For more information, see *Security Permissions*. 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"> <li>• Period</li> <li>• Rotation</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Current Time</li> <li>• First Class Begins At</li> <li>• Last Class End At</li> </ul>
Schedule	<p>Click to view the student's current schedule. The Schedule page displays the following information for each of the student's classes:</p> <ul style="list-style-type: none"> <li>• Period</li> <li>• Course</li> <li>• Term Course Grade/Percent</li> <li>• Absences</li> <li>• Tardies</li> <li>• Teacher</li> <li>• Room</li> </ul>
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 <b>Select Entire Family</b> to view a list of the related students, which will make them the current selection. The Family page appears.</p>
Parents	<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, 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**.

## 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). <b>Note:</b> 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). <b>Note:</b> See <i>Other 1</i> .

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

## Quit PowerTeacher Mobile Web Pages

### Sign Out of PowerTeacher Mobile Web Pages

When finished working in PowerTeacher mobile web pages, it is important to sign out of the application.

#### How to Sign Out of PowerTeacher Mobile Web Pages

1. Return to the Home page.
2. Click **Sign Out** in the navigation bar. The Sign In page appears. You must enter your username and password again to redisplay the PowerTeacher mobile web pages Home page

## PowerTeacher Substitute Mobile Web Pages

PowerTeacher Substitute mobile web pages are designed for substitute teachers to quickly and easily access the mobile pages of PowerTeacher Substitute using a mobile device.

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

## Get Started with PowerTeacher Substitute Mobile Web Pages

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## Sign In to PowerTeacher Substitute Mobile Web Pages

Before you can sign in to PowerTeacher Substitute mobile web pages, 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 Sign In to PowerTeacher Substitute Mobile Web Pages

1. On your mobile device, open your Web browser to your school's PowerTeacher Substitute URL. The Sign 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 web pages Home page appears. For more information, see *PowerTeacher Substitute Mobile Web Pages Home Page*.

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

## PowerTeacher Substitute Mobile Web Pages Home Page

When you sign in to PowerTeacher Substitute mobile web pages, the Home page appears. This page serves as the central point from which you begin your PowerTeacher Substitute mobile web pages session. The PowerTeacher Substitute mobile web pages 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 web pages 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.
Sign out	Click to sign out of PowerTeacher Substitute mobile web pages. For more information, see <i>Sign Out of PowerTeacher Substitute Mobile Web Pages</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 signed in to 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 PowerTeacher Substitute Mobile Web Pages Main Menu

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

- Click the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.
- Use the following table to enter information in the fields:

Field	Description
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Adult Breakfast	Enter the number of adult breakfasts.
Adult Lunch	Enter the number of adult lunches.
Student Lunch	Enter the number of student lunches.
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Adults A La Carte	Enter the number of adult à la carte meals.
Milk	Enter the total number of students and adults buying milk.
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Other 2	Enter the number of Other 2 meals (optional). <b>Note:</b> See <i>Other 1</i> .

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

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