

Class Roster (for Substitute Teachers)

Short-term Substitute Teachers should use the printout from the following instructions to document attendance for the school office.

Long-term Substitute Teachers should be trained by the school site to use the PowerGrade program for taking attendance.

Functions

Absentee Report
Daily Bulletin
Enrollment Summary
Master Schedule
PowerLunch
Reports
Special Functions
Teacher Schedules

- From the Home screen, click **Reports**
- Click on **Run Reports**

Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.

- Click **Class Rosters (PDF)**

Student Listings	Description
Class Rosters (PDF)	Class information and roll sheets.
Master Schedule (PDF)	User definable student schedule report.
Student Schedule Listing	User definable student schedule report.

- Select the Teacher Roster that needs to be printed. You may make multiple selections by holding down the **Cmd** (Mac) or **Cntl** (Win) key while clicking on a name.

Print rosters for
(hold the CTRL key to make multiple selections)

- Aitken, Sue
- Auble, Sandra
- Avedikian, Celeste
- Avila, Robert
- Battistoni, Dale
- Braxton, Irma G

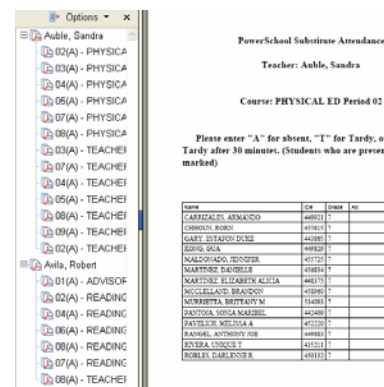
- Choose a control period, or leave blank for all periods. NOTE: Elementary classrooms should only print period 01 for daily attendance collection.
- Click **Submit**. You will be taken to the Report Queue screen. If your processing options were left on ASAP, your report will start to be created. Click the "Refresh" link to see if the report is completed.

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
11/17/2004	Absentee	11/17/2004 4:31 PM	11/17/2004 4:32 PM	Completed

- You may click in any other area of PowerSchool while the report is created. Click on the paper icon next to the log off button to return at any time to the Report Queue. When you see the word "Completed" under the status for your report, Click the word "Completed" to load the report into Acrobat Reader

- If this report does not display correctly, please contact Technology Services to have it configured for your account.



PowerSchool Substitue Attendance
Teacher: Auble, Sandra
Course: PHYSICAL ED Period 02

Please enter "A" for absent, "T" for Tardy, or "TJ" for Tardy after 30 minutes. (Students who are present are not marked)

Name	CP	Start	Att
CARRIZOSA, ARMANDO	44902		
CHENOLA, BOBBI	44161		
GARY, ESTABON POSE	44397		
GEOR, SIA	44929		
NALDONADO, JESOFER	44572		
MARTINEZ, DANIELA	44643		
MARTINEZ, ELIZABETH ALICIA	44617		
MCLELLAND, BRANDON	44896		
MORRISSETTA, MITHAYAN M	44440		
FACTORA, SYDIA NAJIBE	44340		
DAVILA, MELISSA A	44320		
RACHAL, ANTHONY JOE	44983		
RODRIGUEZ, CONCEPCION	44512		
ROBLE, DARLEEN R	44933		