



PowerSchool Teacher

Student Attendance Totals

1. Login to your PowerTeacher account (<http://ps.smusd.us/teachers>)
2. Click on Printer icon.



3. When the “Print Class Reports” appear, from the pull-down menu, select the report titled **CA/VA – Student Attendance Totals**.

Print Class Reports

Which report would you like to print? Class Attendance Audit

For which students? Class Attendance Audit

Test print? ALL – To Family of (HR) (Avery 5160)

Watermark Text ALL – To the Family of (Avery 5160)

Watermark Mode CA – Kindergarten Label

When to print CA/VA – Student Label (Name,Grde,Tchr) (Avery 5160)

CA – Student List (Grd,ID,HR)

CA/VA – Report Card 4 & 5

CA/VA – Student Attendance Totals

[Submit](#)

4. After selecting the report, click on the **SUBMIT** button located on the lower right corner
- 5.

Print only the first pages.

Overlay ASAP

[Submit](#)

6. Once you click on the *Submit* button, the “Report Queue” page appears.

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
02/19/2008	CA/VA - Student Attendance Totals	02/19/2008 3:21 PM		Running

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.


If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 14 days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

Under the status column, the report will be labeled as “Running”. After approximately 30 seconds, click on the **Refresh** button located next to “My Jobs”.

- Continue to click on the **Refresh** button periodically until the status turns to **Completed**. When it turns to **Completed**, click on it.

Refresh

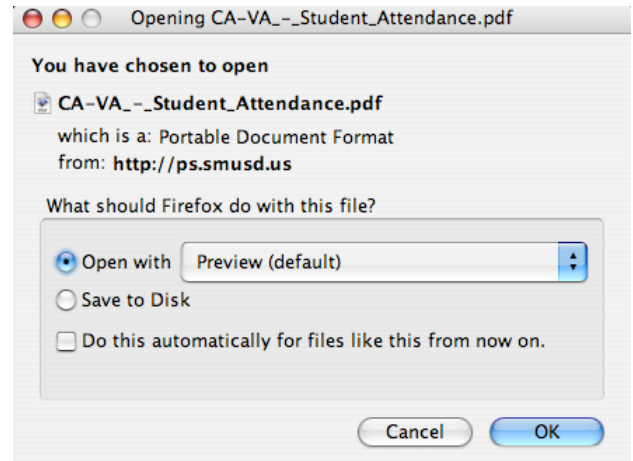
	Started	Ended	Status	
Student Attendance	02/19/2008 3:21 PM	02/19/2008 3:21 PM	Completed	

Detail page, which provides additional information about the job. The Job Detail page can also

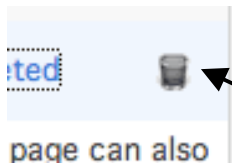
- When you click on the **Completed** link, a download window will appear. Select the option *Open with Preview* (you can also open with Adobe Acrobat) if it isn't selected already.

Then click the **OK** button.

When you do, the file will download to the desktop of your computer (or the default download folder) and should automatically open. Please keep in mind files will accumulate on your desktop or download location until you delete them.



Before you logout of PowerTeacher, you should still be on the *Report Queue* page. Click on the



trash icon next to the **Completed** link. This deletes the report from your account. Reports will also accumulate until you delete them.

Always remember to logout of PowerTeacher when you are not using the program.