

Staff User Guide

**PowerSchool
Student Information System**



PowerSchool

Document Properties

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Please send comments, suggestions, or requests for this document to manuals@powerschool.com. Your feedback is appreciated.

Contents

Introduction	5
Legend	6
Audience	6
Select Staff	7
How to Select Staff by Last Name	7
How to Select Staff by Gender	8
How to Select Staff by Other Fields	9
Staff Stored Searches	11
How to Search for Staff Using Stored Searches	11
How to Edit Stored Staff Search Criteria	12
How to Create a Stored Staff Search	15
How to Delete a Stored Staff Search	17
Work With an Individual Staff Member	19
Staff Page Layout	19
Staff Information	19
How to Edit Staff Information	19
How to Inactivate a Staff Member	21
Staff Current Schedule	22
How to View Teacher Schedules From the Staff Page	22
How to View the Teacher Schedule Matrix	23
Staff Functions	24
How to View Staff Functions	24
How to Print a Report for a Staff Member	25
Staff Photos	25
How to View Staff Photos	25
Staff Schedule Setup	27
How to Edit Staff Schedule Setup	27
Staff Security Settings	28
Staff Transactions	30
How to View Staff Transactions	30
How to Record Staff Transactions	30
Staff Custom Screens	32

How to View Staff Custom Screens	32
Work With Staff Groups.....	33
How to Export Staff Using Template.....	33
How to List Staff Members.....	34
How to Print Staff Mailing Labels	37
How to Print a Staff Report.....	38
How to Quick Export Staff	39
How to Set Staff Field Value.....	41
Staff Directory.....	42
How to View the Staff Directory.....	42
How to Filter Staff Groups.....	43

Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at <https://www.powerschool.com/support/documentation/userguides/>. This URL is case-sensitive.

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section **"Introduction to PowerSchool."** Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.
- Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section **"Search and Select."**
- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.
- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.
- Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

Legend

- This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window," begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

Audience

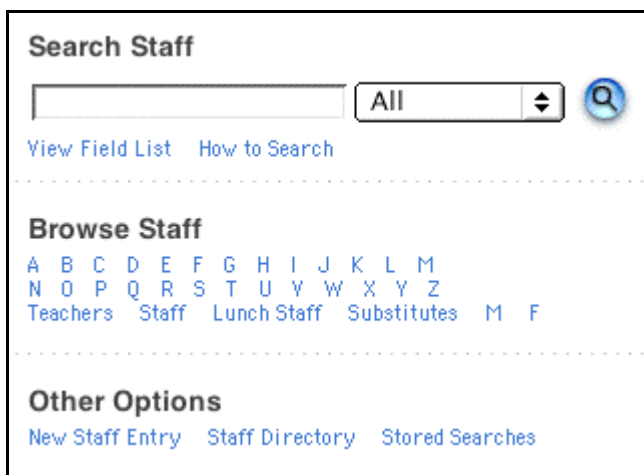
This document is intended for school administrators, system administrators, and teachers.

Select Staff

Just as it is often necessary to search for students to view or edit student information, you will periodically need to search for staff. For frequently used searches, utilize the Stored Searches function. For more information, see the section "[Staff Stored Searches](#)."

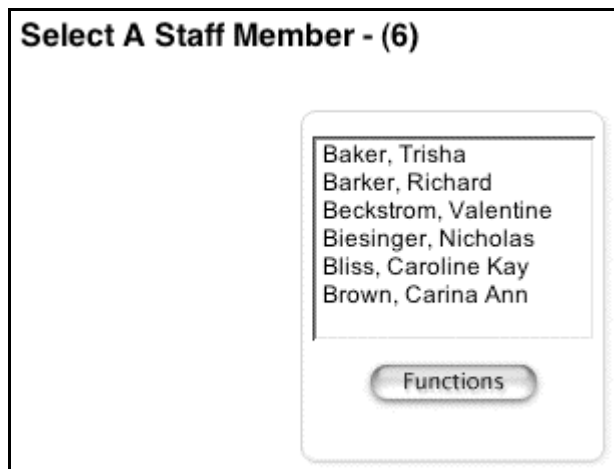
How to Select Staff by Last Name

1. On the start page, choose Staff from the main menu. The Search Staff page appears.



The screenshot shows the 'Search Staff' interface. At the top, there is a search field with a magnifying glass icon to its right. Below the search field are two links: 'View Field List' and 'How to Search'. A horizontal dashed line separates this section from the 'Browse Staff' section. The 'Browse Staff' section features a grid of letters from A to Z, with the first row containing A through M and the second row containing N through Z. Below the letters are four categories: 'Teachers', 'Staff', 'Lunch Staff', and 'Substitutes', each followed by a magnifying glass icon. A horizontal dashed line separates this section from the 'Other Options' section. The 'Other Options' section contains three links: 'New Staff Entry', 'Staff Directory', and 'Stored Searches'.

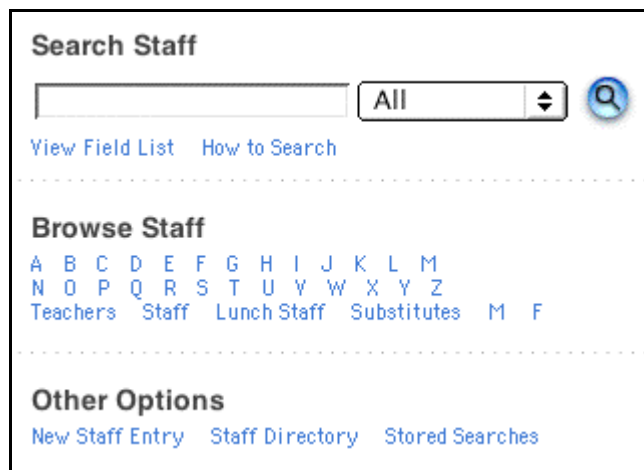
2. In the Search field, enter the last name of a staff member whose record you want to review.
Note: Alternatively, enter just the first few letters of the staff member's last name; however, this produces more records.
3. Use the pop-up menu to choose the type of staff member. To select from all staff groups, choose All.
4. Click Go. If you search for a staff member who has a unique last name, the search displays the one record it finds. If you search for a staff member who has a common last name, a list of staff members appears.



- Click the name of the individual whose record you want to review, or, to work with the entire group of staff members, click Functions at the bottom of the list to display the Group Staff Functions page. For more information on the group staff functions, see the section **"Work With Staff Groups."**

How to Select Staff by Gender

- On the start page, choose Staff from the main menu. The Search Staff page appears.



- Enter gender=m or gender=f in the Search field.
- Use the pop-up menu to choose the type of staff member. To select from all staff groups, choose All.

Search Staff

[View Field List](#)
[How to Search](#)

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#)
[Staff](#)
[Lunch Staff](#)
[Substitutes](#)
[M](#)
[F](#)

Other Options

[New Faculty Entry](#)
[Faculty Directory](#)
[Stored Searches](#)

- Click Go. The "Select a Staff Member" page displays the male or female staff members.

Select A Staff Member - (9)

Barker, Richard
Heatherman, Matthew
Holland, Robert
House, Jim
Howdyshehl, Stephen
Hutchinson, Chad
Pulham, Kasey
Ricks, Kasey
Swenson, Robert

- Click the name of the individual whose record you want to review, or, to work with the entire group of staff members, click Functions at the bottom of the list to display the Group Staff Functions page. For more information on the group staff functions, see the section ["Work With Staff Groups."](#)

How to Select Staff by Other Fields

Search for groups of staff that share other characteristics besides gender. Search by any staff-related field in your PowerSchool system.

- On the start page, choose Staff from the main menu. The Select Staff page appears.

Search Staff

All

[View Field List](#)
[How to Search](#)

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
Teachers Staff Lunch Staff Substitutes M F

Other Options

[New Staff Entry](#)
[Staff Directory](#)
[Stored Searches](#)

- Click View Field List. The Staff Field List displays a list of all fields that used to perform a staff search. Many of the fields displayed are the same as the fields in your school's PowerSchool system. However, each school can add or delete fields, so your list might differ from the example.

Faculty Field List	
1. Access	30. LoginID
2. address	31. Lunch_ID
3. AllowLoginEnd	32. Middle_Name
4. AllowLoginStart	33. NameAsImported
5. Balance1	34. NoOfCurClasses
6. Balance2	35. NumLogins
7. Balance3	36. Password
8. Balance4	37. PeriodsAvail
9. CanChangeSchool	38. Photo
10. City	39. PowerGradePW
11. Classpua	40. PreferredName
12. Custom	41. PSAccess
13. DefaultStudScrn	42. Sched_ActivityStatusCode
14. dob	43. Sched_BuildingCode
15. Email_Addr	44. Sched_Classroom

- Click Back on the web browser.
- In the Search Staff field, enter a field to be used in a search, followed by a field operator and value.

Search Staff

[View Field List](#)
[How to Search](#)

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#)
[Staff](#)
[Lunch Staff](#)
[Substitutes](#)
[M](#)
[F](#)

Other Options

[New Staff Entry](#)
[Staff Directory](#)
[Stored Searches](#)

- Click Go. The "Select a Staff Member" page displays the staff members that meet the criteria you entered.

Select A Staff Member - (2)

Pulham, Kasey
Ricks, Kasey

Functions

- Click the name of the individual whose record you want to review, or, to work with the entire group of staff members, click Functions at the bottom of the list to display the Group Staff Functions page. For more information on the group staff functions, see the section "[Work With Staff Groups](#)."

Staff Stored Searches

Use stored searches to repeatedly search for groups of staff members. Either set up and save the search or use a search that someone else has set up.

How to Search for Staff Using Stored Searches

- On the start page, choose Staff from the main menu. The Search Staff page appears.

Search Staff

All



[View Field List](#)
[How to Search](#)

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#)
[Staff](#)
[Lunch Staff](#)
[Substitutes](#)
[M](#)
[F](#)

Other Options

[New Staff Entry](#)
[Staff Directory](#)
[Stored Searches](#)

- Click **Stored Searches**. The **Stored Staff Searches** page appears.

Stored Staff Searches

New

Name of Stored Search	Perform Search Now
Science Teachers	GO!

- Click the **Search** icon next to the stored search. The **Group Staff Functions** page appears and asks what to do with your selection.

Group Staff Functions

What do you want to do for the 8 staff members you have selected?

Export Using Template	Uses a template to export data on currently selected teachers.
List Staff Members	Prints a quick list of currently selected teachers.
Print Mailing Labels	Prints mailing labels for currently selected teachers.
Print a Report	Prints a report for currently selected teachers.
Quick Export	Exports data on currently selected teachers.
Set Staff Field Value	Changes the value of a teacher field for currently selected teachers.

For more information, see the section "[Work With Staff Groups](#)."

How to Edit Stored Staff Search Criteria

If you find that a search is not finding the correct staff members, there could be a problem with the search commands. On the other hand, perhaps the criteria for a specific group have changed. In either case, you must edit the search criteria.

Note: All PowerSchool users on your system will be impacted by your change. Contact other users before editing the criteria of a stored search.

1. On the start page, choose Staff from the main menu. The Search Staff page appears.

Search Staff

All



[View Field List](#)
[How to Search](#)

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#)
[Staff](#)
[Lunch Staff](#)
[Substitutes](#)
[M](#)
[F](#)

Other Options

[New Staff Entry](#)
[Staff Directory](#)
[Stored Searches](#)

2. Click View Field List to determine the fields to be used to search for staff members. The Staff Field List displays a list of all fields that can be used to perform a staff search. Many of the fields displayed are the same as the fields in your school's PowerSchool system. However, each school can add or delete fields, so your list might differ from the example.

Faculty Field List	
1. Access	30. LoginID
2. address	31. Lunch_ID
3. AllowLoginEnd	32. Middle_Name
4. AllowLoginStart	33. NameAsImported
5. Balance1	34. NoOfCurClasses
6. Balance2	35. NumLogins
7. Balance3	36. Password
8. Balance4	37. PeriodsAvail
9. CanChangeSchool	38. Photo
10. City	39. PowerGradePW
11. Classpua	40. PreferredName
12. Custom	41. PSAccess
13. DefaultStudScrn	42. Sched_ActivityStatusCode
14. dob	43. Sched_BuildingCode
15. Email_Addr	44. Sched_Classroom

3. Click Back on your web browser.
4. On the Search Staff page, click Stored Searches. The Stored Staff Searches page appears.

Stored Staff Searches

New

Name of Stored Search	Perform Search Now
Science Teachers	GO!

5. Click the name of the stored search to be edited. The Edit Stored Staff Search page appears.

Edit Stored Staff Search

Option	Value
Name	Female Staff
Search instructions (one search command on each line)	gender=f

Delete
Submit

6. Use the following table to edit information in the fields:

Field	Description
Name	Enter a name for the stored search.
Search instructions	Enter the field and field values determined in step 2. Note: Use one command on each line. Field names must be entered exactly as they appear in the Staff Field List.

7. Click Submit. The Stored Staff Searches page displays the edited stored search.

Stored Staff Searches

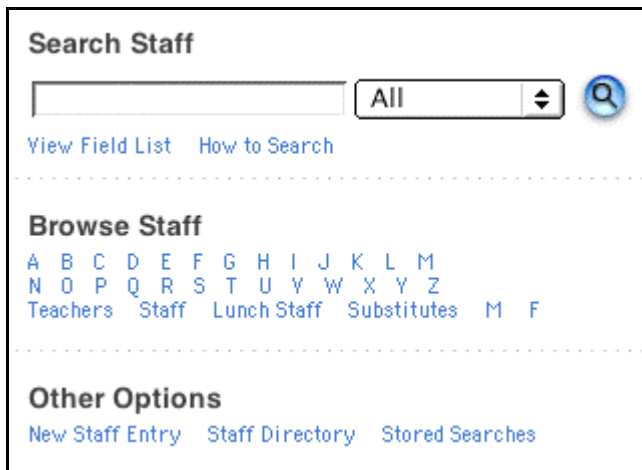
New

Name of Stored Search	Perform Search Now
Science Teachers	GO!

How to Create a Stored Staff Search

Create a new group of staff members for whom you and other users can search. To create a stored search that is similar to another stored search, copy a command string from another search and paste it into a new search group. You must then make the necessary changes or additions to the command string for the new group.

1. On the start page, choose Staff from the main menu. The Search Staff page appears.



The screenshot shows the 'Search Staff' page. At the top, there is a search bar with a dropdown menu set to 'All' and a magnifying glass icon. Below the search bar are two links: 'View Field List' and 'How to Search'. A horizontal dashed line separates this section from the 'Browse Staff' section. The 'Browse Staff' section contains a grid of letters A through Z, with some letters highlighted in blue. Below the grid are links for 'Teachers', 'Staff', 'Lunch Staff', 'Substitutes', 'M', and 'F'. Another horizontal dashed line separates this from the 'Other Options' section, which contains links for 'New Staff Entry', 'Staff Directory', and 'Stored Searches'.

2. Click View Field List to determine the fields to be used to search for staff members. The Staff Field List displays a list of all fields that can be used to perform a staff search. Many of the fields displayed are the same as the fields in your school's PowerSchool system. However, each school can add or delete fields, so your list might differ from the example.

Faculty Field List	
1. Access	30. LoginID
2. address	31. Lunch_ID
3. AllowLoginEnd	32. Middle_Name
4. AllowLoginStart	33. NameAsImported
5. Balance1	34. NoOfCurClasses
6. Balance2	35. NumLogins
7. Balance3	36. Password
8. Balance4	37. PeriodsAvail
9. CanChangeSchool	38. Photo
10. City	39. PowerGradePW
11. Classpua	40. PreferredName
12. Custom	41. PSAccess
13. DefaultStudScrn	42. Sched_ActivityStatusCode
14. dob	43. Sched_BuildingCode
15. Email_Addr	44. Sched_Classroom

3. Click Back on your web browser.
4. On the Search Staff page, click Stored Searches. The Stored Staff Searches page appears.

Stored Staff Searches

New

Name of Stored Search	Perform Search Now
Science Teachers	GO!

5. Click New. The Edit Stored Staff Search page appears.

Edit Stored Staff Search

Option	Value
Name	Female Staff
Search instructions (one search command on each line)	gender=female

Submit

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

Field	Description
Name	Enter a name for the stored search.
Search instructions	Enter the field and field values determined in step 2. Note: Use one command on each line. Field names must be entered exactly as they appear in the Staff Field List.

7. Click Submit. The Stored Staff Searches page displays the new stored search.

Stored Staff Searches

New

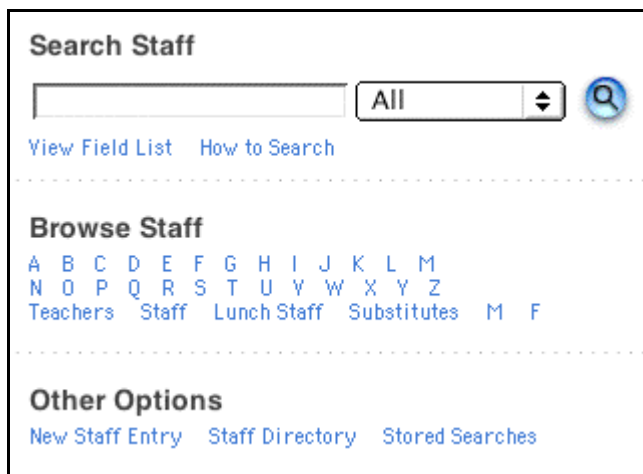
Name of Stored Search	Perform Search Now
Female Staff	GO!
Science Teachers	GO!

How to Delete a Stored Staff Search

Remove a stored staff search that is no longer used.

Note: All PowerSchool users on your system will be impacted by your change. Contact other users before editing the criteria of a stored search.

1. On the start page, choose Staff from the main menu. The Search Staff page appears.



Search Staff

All 

[View Field List](#) [How to Search](#)

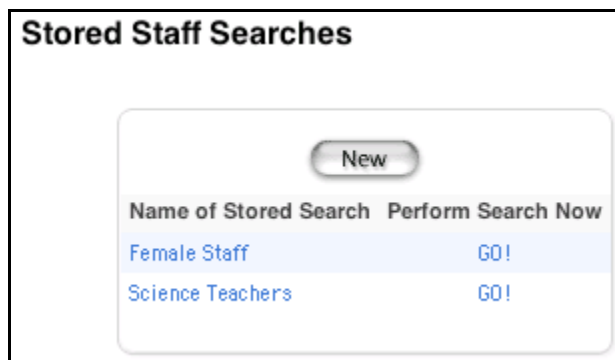
Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#) [Staff](#) [Lunch Staff](#) [Substitutes](#) [M](#) [F](#)

Other Options

[New Staff Entry](#) [Staff Directory](#) [Stored Searches](#)

2. Click Stored Searches. The Stored Staff Searches page appears.



Stored Staff Searches

[New](#)

Name of Stored Search	Perform Search Now
Female Staff	GO!
Science Teachers	GO!

3. Click the name of the stored search to be deleted. The Edit Stored Staff Search page appears.

Edit Stored Staff Search

Option	Value
Name	Female Staff
Search instructions (one search command on each line)	gender=f

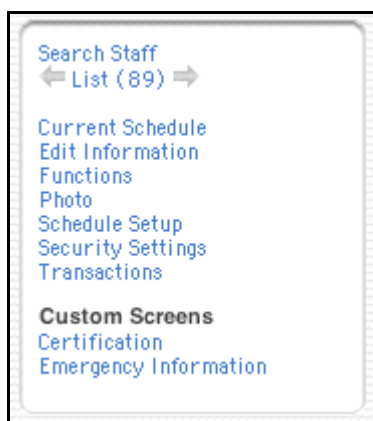
Delete Submit

4. Click Delete. The Selection Deleted page appears.

Work With an Individual Staff Member

After searching for and selecting a staff member using the methods described in other sections, use the Staff page to manage the staff record in a variety of ways. Each option discussed in this section assumes that you selected an individual staff record. If you do not know how to do this, see the section "[Select Staff](#)."

Staff Page Layout



Each view or menu item on the Staff page looks different, but the top of each displays the name of the page and of the staff member. Look at the staff pages menu on the left side of the screen. All of the items listed are either possible actions performed or items viewed on a staff member's record. This is where you will start the activities described in this section.

Use the following buttons and links to help you find the staff records you need:

- Search Staff: Displays a search field to look for other staff records
- List: Displays the current selection of staff members on the "Select a Staff Member" page
- Previous Record arrow: Displays the record preceding the selected record
- Next Record arrow: Displays the record following the selected record

The remaining links indicate possible actions to be performed on the selected record.

Staff Information

After selecting a staff member, you can edit information about that person. When a staff member no longer works at your school, indicate an inactive status for that person. For more information on adding staff members, see the section "[How to Add a New User](#)."

How to Edit Staff Information

1. On the start page, search for and select a staff member.

- Click Edit Information. The Edit Information page appears.

Edit Information

Label	Value
Name (Last, First MI)	Marczak Stanley K
Preferred Name	Stan
Email Address	stanm@school.edu
Title	
Gender	Male
Ethnicity	Caucasian (C)
ID	stan
Homeroom	45A
School	Apple Grove High School
Lunch ID	123
Home Phone #	555-555-5555
School Phone #	555-555-5555
Street	123 Main Street
City, State, Zip	Anytown ZZ 11111
SSN	55-5555
DOB	01-01-50
Staff Status	Teacher
Status	Current

Submit

- Use the following table to edit information in the fields:

Field	Description
Name	This is the user's last, first, and middle name.
Preferred Name	Enter the user's preferred name, such as a nickname.
Email Address	This is the user's email address.
Title	This is the user's role or professional title.
Gender	Choose either Male or Female from the pop-up menu.
Ethnicity	Choose the user's ethnicity from the pop-up menu.
ID	This is the user's identification number (required).
Homeroom	This is the user's homeroom number.
School	The selected school appears.
Lunch ID	This is the user's PowerLunch identification number. For more information, see the section " How to Create Lunch ID Numbers for Staff ."

Field	Description
Home Phone #	This is the user's home telephone number.
School Phone #	This is the user's school telephone number.
Street	This is the user's address.
City, State, Zip	This is the user's city, state abbreviation, and postal code.
SSN	This is the user's Social Security number.
DOB	This is the user's birthdate.
Staff Status	Choose the user's status from the pop-up menu. It is recommended that a status is assigned to each staff member. This makes searching for and selecting staff members more efficient.
Status	Choose whether the staff member is Current or "No longer here" from the pop-up menu. If you choose "No longer here," the staff member's PowerSchool account is inactive, and he or she cannot access PowerSchool.

4. Click Submit. The Edit Information page appears.

How to Inactivate a Staff Member

1. On the start page, search for and select a staff member.
2. Click Edit Information. The Edit Information page appears.

Edit Information

Label	Value
Name (Last, First MI)	Marczak, Stanley K
Preferred Name	Stan
Email Address	stanm@school.edu
Title	
Gender	Male
Ethnicity	Caucasian (C)
ID	stan
Homeroom	45A
School	Apple Grove High School
Lunch ID	123
Home Phone #	555-555-5555
School Phone #	555-555-5555
Street	123 Main Street
City, State, Zip	Anytown, ZZ 11111
SSN	55-5555
DOB	01-01-50
Staff Status	Teacher
Status	Current

Submit

- Choose "No longer here" from the Status pop-up menu.
- Click Submit. The Edit Information page appears, and the staff member can no longer log in to PowerSchool.

Staff Current Schedule

View the schedule for a specific teacher. You can view a teacher's current schedule from either the Staff page or the main menu. To view teacher schedules from the main menu, see the section "[Teacher Schedules](#)."

When viewing a teacher's schedule from the Staff page, you can view the schedule in either a table or a [matrix](#) format.

How to View Teacher Schedules From the Staff Page

- On the start page, choose Staff from the main menu.
- On the Search Staff page, search for and select the staff member.
Note: For more information, see the section "[Select Staff](#)."
- Click Current Schedule. The selected teacher's schedule appears.

Teacher Schedule - Allphin, Timothy 6

New

Period	Term	Course #	Course	Sec #	Room	Size
01	S2	9271	Prep	36	B211	0
02	S2	6011	Basic Foods	03	B211	10
03	S2	9001	Teachers Aide	74		1
03	S2	6044	Independent Living	01	B211	6
04	S2	6005	Textile Design	2		1
04	S2	6045	Culinary Arts	2		11
05	S2	6051	Child. & Families	02	B211	16
06	S2	6005	Textile Design	1		10
07	S2	9001	Teachers Aide	72		1
07	S2	6011	Basic Foods	04	B211	13

Make all students listed above the current selection

4. Do one of the following:
 - To work with the group of students in all of the selected teacher's classes listed in the schedule, click "Make all students listed above the current selection." The Group Functions page appears. For more information, see the section "[Work With Groups](#)."
 - To add a section to the teacher's schedule, click New and complete the Create New Section page.
 - Click the term next to a course to view term information for this section. For more information, see the section "[How to View Sections by Term](#)."
 - Click the name of the course in the Course column to view basic course information.
 - Click the section number next to a course to view information about this section. For more information, see the section "[Sections](#)."
 - Click the size to display the section's class roster. For more information, see the section "[How to View the Class Roster](#)."

How to View the Teacher Schedule Matrix

The schedule matrix graphically represents a teacher's schedule for all days, periods, and terms in the currently selected year.

1. On the start page, choose Staff from the main menu.
2. On the Search Staff page, search for and select the staff member.

Note: For more information, see the section "[Select Staff](#)."

- Click Schedule Matrix. The teacher's Schedule Matrix appears.

Schedule Matrix - Aldredge, Jessica 3

Day	Term	1	2	3	4	5	6	7
A	21	Calculus 102:1 Mon-Fri 1A-1:30A:1 0:00	Calculus 1 102:1 Mon-Fri 2A-2:30A:1 0:00	Calculus 1 102:1 Mon-Fri 3A-3:30A:1 0:00				
		Calculus 2 102:2 Mon-Fri 1A-1:30A:1 0:00	Calculus 2 102:2 Mon-Fri 2A-2:30A:1 0:00	Calculus 2 102:2 Mon-Fri 3A-3:30A:1 0:00				
	22	Calculus 102:1 Mon-Fri 1A-1:30A:1 0:00	Calculus 102:1 Mon-Fri 2A-2:30A:1 0:00	Calculus 102:1 Mon-Fri 3A-3:30A:1 0:00	Calculus 102:1 Mon-Fri 4A-4:30A:1 0:00			
		Calculus 102:1 Mon-Fri 1A-1:30A:1 0:00	Calculus 102:1 Mon-Fri 2A-2:30A:1 0:00	Calculus 102:1 Mon-Fri 3A-3:30A:1 0:00	Calculus 102:1 Mon-Fri 4A-4:30A:1 0:00			
B	21	Calculus 102:1 Mon-Fri 1A-1:30A:1 0:00	Calculus 1 102:1 Mon-Fri 2A-2:30A:1 0:00	Calculus 1 102:1 Mon-Fri 3A-3:30A:1 0:00				
		Calculus 2 102:2 Mon-Fri 1A-1:30A:1 0:00	Calculus 2 102:2 Mon-Fri 2A-2:30A:1 0:00	Calculus 2 102:2 Mon-Fri 3A-3:30A:1 0:00				
	22	Calculus 102:1 Mon-Fri 1A-1:30A:1 0:00	Calculus 102:1 Mon-Fri 2A-2:30A:1 0:00	Calculus 102:1 Mon-Fri 3A-3:30A:1 0:00	Calculus 102:1 Mon-Fri 4A-4:30A:1 0:00			
		Calculus 102:1 Mon-Fri 1A-1:30A:1 0:00	Calculus 102:1 Mon-Fri 2A-2:30A:1 0:00	Calculus 102:1 Mon-Fri 3A-3:30A:1 0:00	Calculus 102:1 Mon-Fri 4A-4:30A:1 0:00			

The schedule matrix displays the teacher's schedule for each period and day in each term. Identical colors on the schedule indicate the same section. A blank block means that nothing is scheduled for that block in that term. Each block includes the following information:

- Course name
- Course number
- Section number
- Room number
- Schedule expression, which is the combination of period(s) and day(s)
- Term taught
- Current/maximum enrollment

Staff Functions

[Current Schedule](#)
[Edit Information](#)
[Functions](#)
[Photo](#)
[Schedule Setup](#)
[Security Settings](#)
[Transactions](#)

Use the Functions page to perform actions related to an individual record. For more information on working with groups of staff members, see the section "[Work With Staff Groups](#)."

How to View Staff Functions

- On the start page, search for and select a staff member.

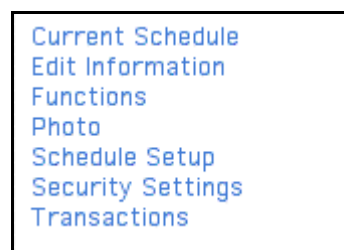
2. Click Functions. The functions possible for the selected staff member appear.



How to Print a Report for a Staff Member

Select this option to print reports for a staff member. For more information, see the section "[How to Print a Staff Report](#)."

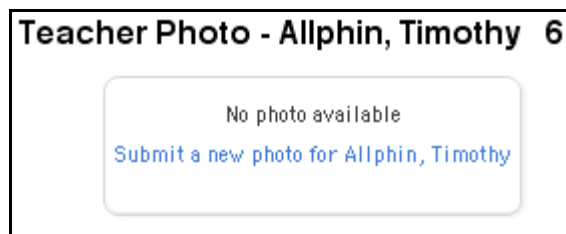
Staff Photos



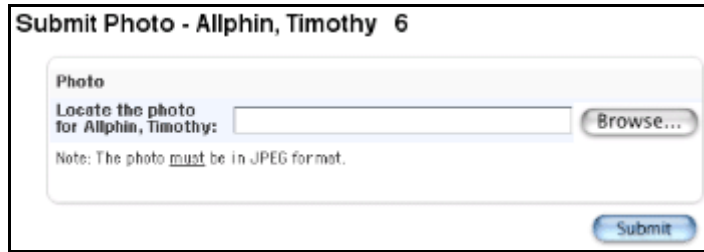
This page displays a photo of the staff member. If no photo is available, click "Submit a new photo for staff member."

How to View Staff Photos

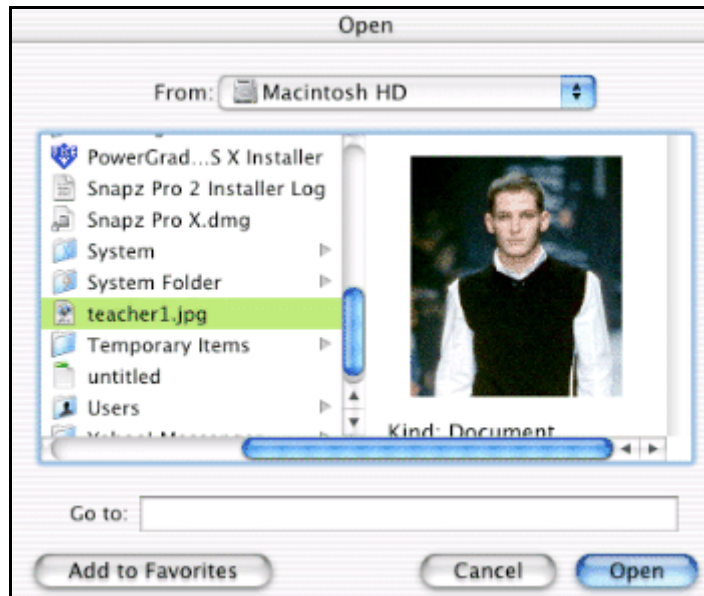
1. On the start page, search for and select a staff member.
2. Click Photo. The Teacher Photo page appears. If a photo is available, it appears in the center of the page.



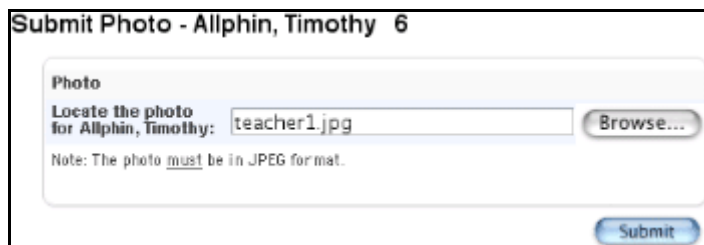
3. To change or add a photo for a staff member, click "Submit a New Photo for [staff member]." The Submit Photo page appears.



4. If you know the file name, enter it in the "Locate the photo for [staff member]" field and skip to step 6. If you do not know the name of the file, click Browse. The Open dialog appears.



5. Locate and double-click the file. The Submit Photo page appears.



6. Click Submit. The Photo page displays the staff member's photo.

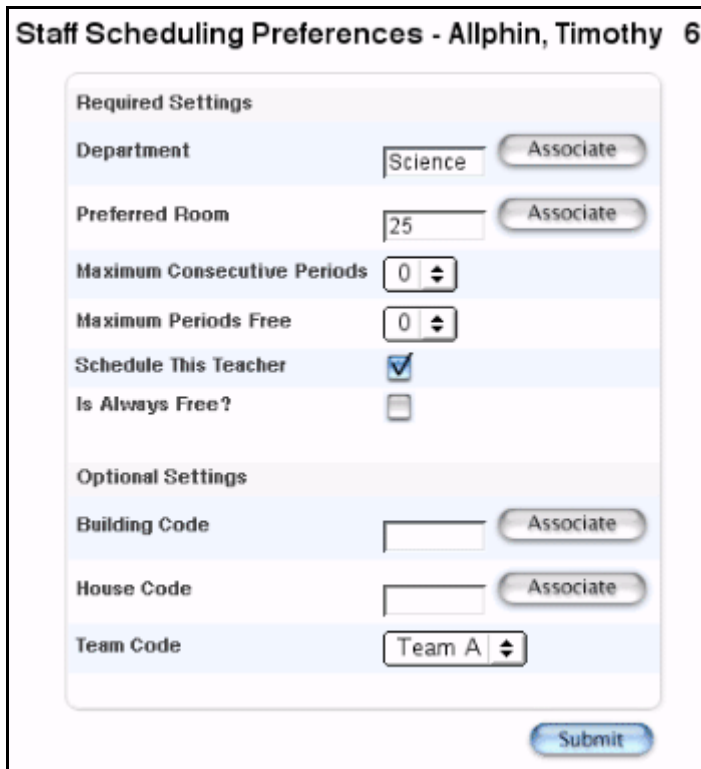
Staff Schedule Setup

[Current Schedule](#)
[Edit Information](#)
[Functions](#)
[Photo](#)
[Schedule Setup](#)
[Security Settings](#)
[Transactions](#)

Use this page to edit information related to scheduling for the currently selected staff member.

How to Edit Staff Schedule Setup

1. On the start page, search for and select a staff member.
2. Click Schedule Setup. The Staff Scheduling Preferences page appears.



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

Field	Description
Department	Click Associate to select this teacher's department.
Preferred Room	Click Associate to select this teacher's classroom. The system always attempts to schedule courses assigned to this teacher in his or her preferred classroom first.

Field	Description
Maximum Consecutive Periods	Choose the maximum number of periods this teacher can teach in a row (according to his or her contract) from the pop-up menu.
Maximum Periods Free	Choose the maximum number of free periods this teacher can have in his or her schedule each day from the pop-up menu.
Schedule This Teacher	Select this checkbox if you want the system to schedule this teacher. Note: If you deselect this checkbox, the system will not include this teacher in the schedule build process.
Is Always Free?	Select this checkbox to allow this teacher to be scheduled for an unlimited number of courses during the same period. For example, some special education teachers teach different subjects to different students in the same room during the same period.
Building Code (optional)	Click Associate to select this teacher's building.
House Code (optional)	Click Associate to select this teacher's house.
Team Code (optional)	Choose the team to which you want this teacher to belong from the pop-up menu.

- Click Submit. The Staff Scheduling Preferences page displays the changes.

Staff Security Settings

[Current Schedule](#)
[Edit Information](#)
[Functions](#)
[Photo](#)
[Schedule Setup](#)
[Security Settings](#)
[Transactions](#)

The PowerSchool administrator uses this page to modify security settings for the selected staff member. For more information, see the section "[Security Permissions](#)."

Security Settings - Holland, Robert 15243

Label	Value
Admin Login ID	rholland
Admin Password	
May switch to:	☐ Graduated Students ☒ Washington Elementary ☒ Jefferson Elementary ☒ Cherry Hill Middle School ☒ Apple Grove High School (Default) ☐ Taylor Middle School ☒ District Office
Group	Teacher (13)
IP Addresses	1.1.1.1
Log in to administrative portion of PowerSchool?	Yes
Lunch ID	999
PowerGrade Connectivity Key	monkey (at least 5 characters)
Restrict Admin login to these times:	No restriction to
Status	Current
Teacher Login ID	rholland
Teacher Password	

Leave the IP Addresses field blank to allow user to log on from any IP address allowed for the server. Enter an IP address to allow this user to log on only from a computer with that IP address. More than one IP address may be entered. Multiple IP addresses must be comma-separated (,). This IP address restriction applies to browser access, not to PowerGrade access.

Staff Transactions

[Current Schedule](#)
[Edit Information](#)
[Functions](#)
[Photo](#)
[Schedule Setup](#)
[Security Settings](#)
[Transactions](#)

Use the Transactions page to view or record any fee-related transactions for the selected staff member.

Transactions such as meal purchases automatically appear on the Transactions page. Since PowerLunch records meal purchases, do not use the Transactions page to enter meal purchases.

How to View Staff Transactions

View any debit or credit transactions for the selected staff member. The Transactions page displays the staff member's name, ID, and current balance.

1. On the start page, search for and select a staff member.
2. Click Transactions. The Transactions page displays any financial transactions for the selected staff member:

Transactions - Allison, Marissa Marie 5

New

Balance: 10.00

Date	Time	Net	Balance	Description
10/03/2002	1:11 PM	10.00	10.00	Bookstore purchase

How to Record Staff Transactions

Use this page to enter transactions such as campus bookstore purchases and payments to staff members' accounts. Since PowerLunch records meal purchases, do not use the Transactions page to enter meal purchases.

Transactions cannot be deleted. However, you can reverse a transaction by adding an opposite transaction. For example, if you enter a credit transaction but meant to enter a debit transaction, enter two debit transactions of the same amount. Enter text such as **Reverse accidental credit transaction** in the Description field for one of the debit transactions.

1. On the start page, search for and select a staff member.
2. Click Transactions. The Transactions page displays any financial transactions for the selected staff member:

Transactions - Allison, Marissa Marie 5

Balance: 10.00

Date	Time	Net	Balance	Description
10/03/2002	1:11 PM	10.00	10.00	Bookstore purchase

- Click New to record a new transaction.

The Transaction Record page appears.

Transaction Record - Allison, Marissa Marie 5

Label	Value
Date of Transaction	10/3/2002
Description	Payment
Debit (reduces balance)	9.50
Credit (increases balance)	

Note: Do not manually record transactions that are normally automated transactions, such as PowerLunch Quicksales. For more information, see the section "[PowerLunch](#)."

- Use the following table to enter information in the fields:

Field	Description
Date of Transaction	Enter the transaction date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Description	Enter a description for the transaction. Only the first 24 characters and spaces of the description appear on the Transactions page.
Debit	Enter an amount for the transaction to decrease the balance on the staff member's account. If you enter a debit, do not enter anything in the Credit field. Record credit transactions separately.
Credit	Enter an amount for the transaction to increase the balance on the staff member's account. If you enter a credit, do not enter anything in the Debit field. Record debit transactions separately.

- Click Submit. The Transactions page displays the new transaction.

Transactions - Allison, Marissa Marie 5				
New				
Balance: 0.50				
Date	Time	Net	Balance	Description
10/03/2002	1:11 PM	10.00	10.00	Bookstore purchase
10/03/2002	1:12 PM	-9.50	0.50	Payment

Staff Custom Screens

PowerSchool administrators design custom screens to display a variety of information about staff members. There is no limit to the number of custom screens that a school can set up to track any kind of information. Thus, the pages are school-specific and will differ from the examples. After selecting a staff member and clicking Custom Screens, a list of custom screens at your school appears.

For more information on creating custom screens, see the section "[Custom Staff Fields and Screens](#)."

How to View Staff Custom Screens

- On the start page, search for and select a staff member. A list of custom screens appears.

Custom Screens
Certification
Emergency Information
Emergency Information
Positions
Summer Term

Note: Your PowerSchool administrator can modify this page or create new ones to meet your school's needs.

- Click the links to the pages, if available. The custom screen appears.

Positions
Submit

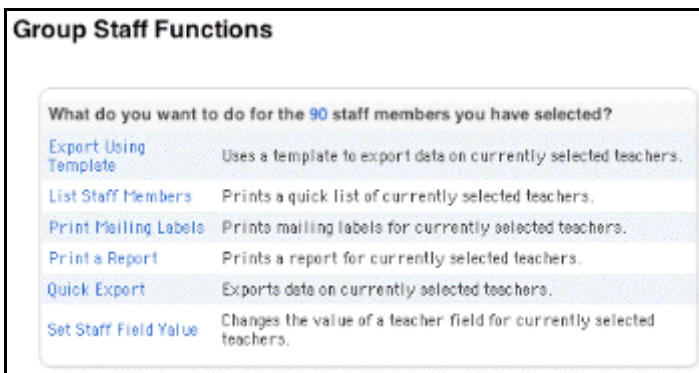
Work With Staff Groups

Once you have selected a group of staff members using the methods described in the section "[Search and Select](#)," PowerSchool displays the Group Staff Functions page. From here, you can manage the group's records in a variety of ways.

How to Export Staff Using Template

Using a template, this function exports staff data for the currently selected staff members.

1. On the start page, select the group of staff members.
2. Click Functions. The Group Staff Functions page appears.



Group Staff Functions

What do you want to do for the 90 staff members you have selected?

Export Using Template	Uses a template to export data on currently selected teachers.
List Staff Members	Prints a quick list of currently selected teachers.
Print Mailing Labels	Prints mailing labels for currently selected teachers.
Print a Report	Prints a report for currently selected teachers.
Quick Export	Exports data on currently selected teachers.
Set Staff Field Value	Changes the value of a teacher field for currently selected teachers.

3. Click Export Using Template. The Export Using Template page appears.



Export Using Template

Export template? Teacher Lunch Balances ▾

[Submit](#)

4. Choose the template from the "Export template" pop-up menu.
5. Click Submit. The exported staff information page appears.

[illegible]

How to List Staff Members

Use this page to generate a printable report of the currently selected staff members.

1. On the start page, select the group of staff members.
2. Click Functions. The Group Staff Functions page appears.

Group Staff Functions

What do you want to do for the 90 staff members you have selected?

Export Using Template	Uses a template to export data on currently selected teachers.
List Staff Members	Prints a quick list of currently selected teachers.
Print Mailing Labels	Prints mailing labels for currently selected teachers.
Print a Report	Prints a report for currently selected teachers.
Quick Export	Exports data on currently selected teachers.
Set Staff Field Value	Changes the value of a teacher field for currently selected teachers.

3. Click **List Staff Members**. The **List Staff Members** page appears.

Staff List - 90 staff members will be listed

Report Title (shown at top of page):

Col	Field name	Column Title
1.	lunch_id	Lunch
2.	first_name	Name
3.	last_name	Surname
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Padding in Each Cell (in points)

Rows in Between Breaks

Other Options ☒ Gridlines ☐ Export

Optional: Sort Field Name Direction

LastFirst	> v
	> v
	> v

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

Field	Description
Report Title	Enter a report title.
Col.	Enter the field name. Select any of the fields noted in the fields list. Click Field Name to view the entire list of fields. Enter the column title. This may or may not be the same as the field name. For example, to display birthdays on the printed list, you can title the column Birthday even though the field name is DOB. Repeat for each column you want to create for the report. To number the staff members on the printed list, enter *count in the Column 1 Field Name field.

Field	Description
Padding in Each Cell	Enter the amount of space between the cell and the text in points. Note: One point equals 1/72 of an inch.
# Rows in Between Breaks	This refers to the number of staff names to print before each break in the list. After each break, column titles are printed again. Enter 0 if you do not want breaks inserted.
Gridlines	Select this checkbox to draw lines between rows and columns and to put a border around the list.
Export	Select this checkbox to create the list in another application. If you deselect this checkbox, the list appears in your web browser only.
Sort Field Name	Enter up to three field names to sort items in the selected columns or fields. Select to sort in ascending or descending order. If you select to sort more than one column/field, PowerSchool sorts them in the order listed. Note: If you have never sorted a list before, it is a good idea to try different options here to view how list items are ordered each time.

- Click Submit. The page displays the list. If it is formatted correctly, continue to the next step. If not, click Back, make the necessary changes, and click Submit again to preview the revised list.



Lunch Name	Surname
0	Jessica Alldredge
Lunch Name	Surname
0	Jessica Marie Allen
Lunch Name	Surname
0	Marissa Marie Allison
Lunch Name	Surname
123	Timothy Allphin

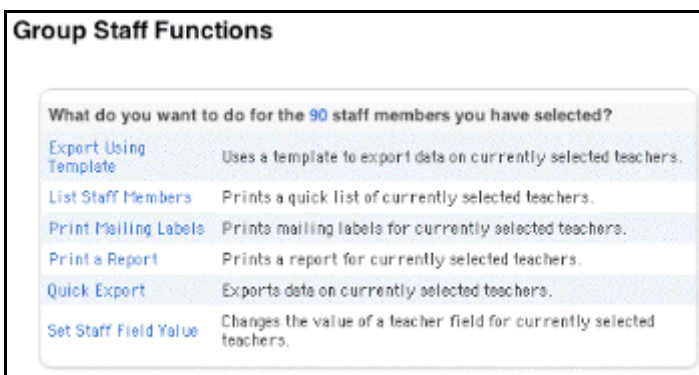
- Click your web browser's Print button to print the report.

Note: To fit more staff members on the page, change the paper layout or use the reduction setting on your web browser. Choose File > Print. Make the appropriate selections in the Print dialog.

How to Print Staff Mailing Labels

Prints mailing labels for the currently selected staff members. Set up the mailing label layouts for staff from the same area as the student mailing labels. For more information, see the section "[Mailing Labels](#)."

1. On the start page, select the group of staff members.
2. Click Functions. The Group Staff Functions page appears.

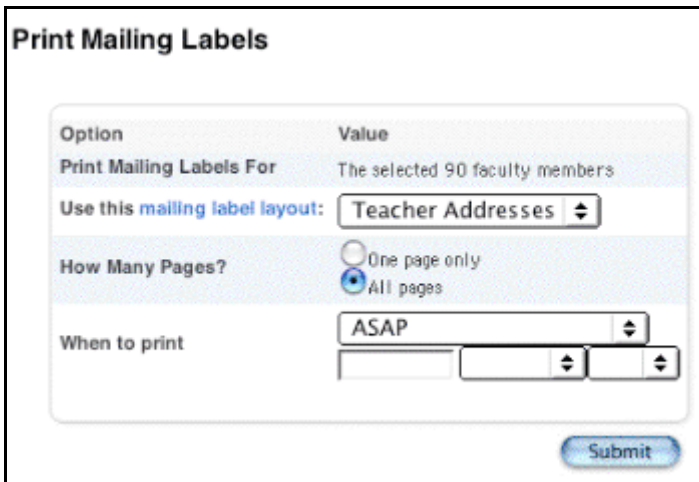


Group Staff Functions

What do you want to do for the 90 staff members you have selected?

Export Using Template	Uses a template to export data on currently selected teachers.
List Staff Members	Prints a quick list of currently selected teachers.
Print Mailing Labels	Prints mailing labels for currently selected teachers.
Print a Report	Prints a report for currently selected teachers.
Quick Export	Exports data on currently selected teachers.
Set Staff Field Value	Changes the value of a teacher field for currently selected teachers.

3. Click Print Mailing Labels. The Print Mailing Labels page appears.



Print Mailing Labels

Option	Value
Print Mailing Labels For	The selected 90 faculty members
Use this mailing label layout:	Teacher Addresses
How Many Pages?	☐ One page only ☒ All pages
When to print	ASAP

[Submit](#)

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

Field	Description
Print Mailing Labels For	Select an option to indicate the staff members for whom the report will be run, if necessary.
Use this mailing label layout	Choose a mailing label layout from the pop-up menu. Click "mailing label layout" to view, add, or edit a mailing label layout. For more information on mailing label layouts, see the section " How to Add a Mailing Label Layout ."
How Many Pages?	Select an option to indicate the number of pages to print.

- Click Submit. The report appears with the specified parameters. Review it from beginning to end to verify that the formatting and content are correct.

Joshua Babcock 166 Hoover Drive Folsom, CA 95630	Justin Bliss 182 Center Street Folsom, CA 95630	John Briggs 200 Center Street Folsom, CA 95630
Macli Bahls 320 Utah Avenue Folsom, CA 95630	Michael Bolton 4095 Roosevelt Street Folsom, CA 95630	Ryan Briggs 113 Indiana Street Folsom, CA 95630

If you are ready to print the labels, see the section "[Run, Print, and Save Reports.](#)"

How to Print a Staff Report

Use this page to print reports for the currently selected staff members. Set up the report layouts from the same area as the student reports. For more information, see the section "[Form Letters.](#)"

- On the start page, select the group of staff members.
- Click Functions. The Group Staff Functions page appears.

Group Staff Functions

What do you want to do for the 90 staff members you have selected?

Export Using Template	Uses a template to export data on currently selected teachers.
List Staff Members	Prints a quick list of currently selected teachers.
Print Mailing Labels	Prints mailing labels for currently selected teachers.
Print a Report	Prints a report for currently selected teachers.
Quick Export	Exports data on currently selected teachers.
Set Staff Field Value	Changes the value of a teacher field for currently selected teachers.

- Click "Print a Report." The Print A Report page appears.

Print A Report

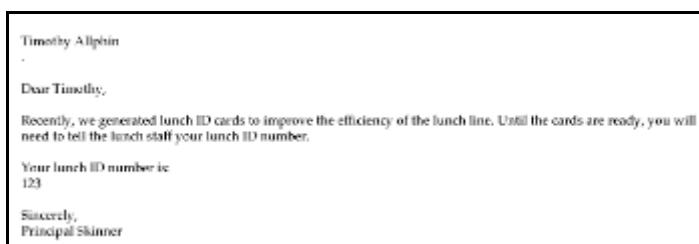
Option	Value
Which report would you like to print?	Teacher Lunch Information
For which staff members?	The selected 90 faculty members ☐ Print only the first 2 pages.
Watermark Text	
Watermark Mode	Overlay

Submit

- Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the form letter from the pop-up menu.
For which staff members?	Select an option to indicate the staff members for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select this checkbox and enter the number of pages.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose a standard phrase or select Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Choose how you want the text to print from the pop-up menu. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.

- Click Submit. The report appears with the specified parameters. Review it from beginning to end to verify that the formatting and content are correct.

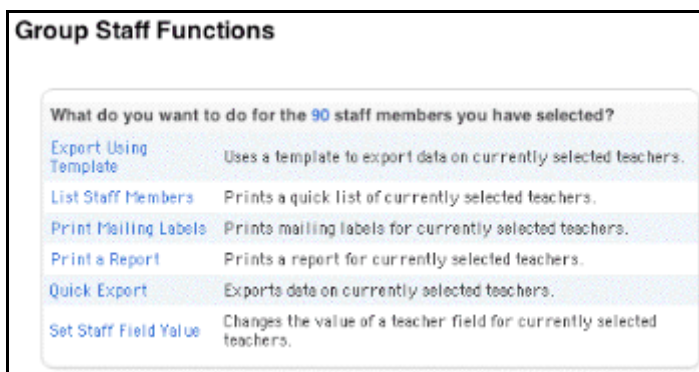


If you are ready to print the report, see the section "[Run, Print, and Save Reports](#)."

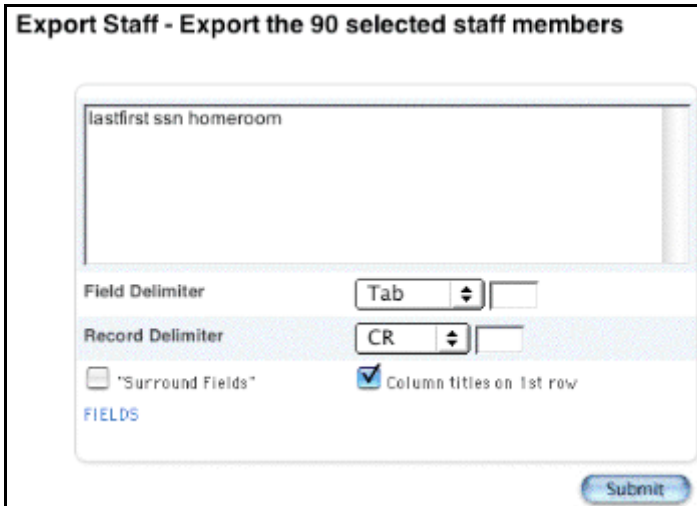
How to Quick Export Staff

Use this page to quickly export staff data for the currently selected staff members.

- On the start page, select the group of staff members.
- Click Functions. The Group Staff Functions page appears.



3. Click Quick Export. The Export Staff page appears.



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

Field	Description
Export the [#] selected staff members	Enter the fields to be included on the exported spreadsheet. Enter as many fields as you want. Separate multiple fields with spaces. If you need help remembering field names, click Fields at the bottom of the page.
Field Delimiter	Choose a field delimiter from the pop-up menu. The field delimiter is the item that separates fields in the exported data. If you select Other, enter the delimiter in the blank field.
Record Delimiter	Choose the record delimiter from the pop-up menu. This refers to the item that will separate the records in the exported data: • CR: carriage return • CRLF: carriage return line feed • LF: line feed If you select Other, enter the delimiter in the field.
Surround Fields	Select this checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select this checkbox to include column titles on the first row of the exported data.

5. Click Submit. Either save the file to a specified location or open the file to display the report in a spreadsheet application.

	A	B	C
1			
2			
3	Lastfirst	Ssn	Homeroom
4	Anderson, Jo	111-22-3418	
5	Baker, Trisha	111-22-3562	
6	Boren, Maggi	111-22-3518	
7	Buckley, Jenn	111-22-3414	
8	Connell, Jenn	111-22-3413	
9	Crashaw, Ric	123-45-6789	150
10	Donne, John	123-45-6789	412
11	Gardner, Jas	111-22-3410	
12	Grange, Robert		
13	Greene, Tod	111-22-3386	
14	Jones, Sama	111-22-3390	
15	Kimball, Karl	111-22-3432	
16	Ludwig, Justi	111-22-3429	
17	Lyman, Kimb	111-22-3503	
18	Milton, John		L1
19	Rasmussen,	111-22-3529	
20	Smith, Jane	111-22-3426	
21	Torres, Emily		
22	Trujillo, Rob	111-22-3369	
23	Woodbury, R	111-22-3458	

How to Set Staff Field Value

Use this page to change the value of the selected field for all of the currently selected staff members.

1. On the start page, select the group of staff members.
2. Click Functions. The Group Staff Functions page appears.

Group Staff Functions

What do you want to do for the 90 staff members you have selected?

Export Using Template

Uses a template to export data on currently selected teachers.

List Staff Members

Prints a quick list of currently selected teachers.

Print Mailing Labels

Prints mailing labels for currently selected teachers.

Print a Report

Prints a report for currently selected teachers.

Quick Export

Exports data on currently selected teachers.

Set Staff Field Value

Changes the value of a teacher field for currently selected teachers.

3. Click Set Staff Field Value. The Teacher Field Value page appears.

Teacher Field Value

90 teachers are selected

Option	Value
Field To Change (Fields)	Sched_Scheduled
New Field Value	true ☐ Clear Field Value Insert * to use the current field value with the new field value.
Options	☐ Do not overwrite existing data.

WARNING: This change is irreversible.

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

Field	Description
Field to Change	Enter the name of the field to be changed. Note: To view a list of field codes, click Field List on the start page.
New Field Value	Enter the new value of the field. Put quotation marks around any values that do not perform calculations, such as constant characters or a string of characters.
Clear Field Value	Select this checkbox if you want to remove any existing values for that field.
Do not overwrite existing data	Select this checkbox if you do not want the system to overwrite any existing field values.

5. Click Submit. When the operation is complete, click Back. Now you can perform a search to find the group with the changed value.

Staff Directory

The staff directory displays the staff for the selected school and term. Use the staff directory to filter groups of staff members according to their functions or to find staff members' email addresses.

How to View the Staff Directory

1. On the start page, choose Staff from the main menu. The Search Staff page appears.

Search Staff

All

[View Field List](#)
[How to Search](#)

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#)
[Staff](#)
[Lunch Staff](#)
[Substitutes](#)
[M](#)
[F](#)

Other Options

[New Staff Entry](#)
[Staff Directory](#)
[Stored Searches](#)

- Click Staff Directory. The Staff Directory page appears.

Staff Directory

Listing options: All - Teachers - **Staff** - Lunch Staff - Substitutes

#	Name	Room	Email	Home #	School #
1	Aldredge, Jessica	Room 4	teacher@school.k12.ca.us	436-555-9003	436-555-3164
2	Allen, Jessica Marie	Room 5	teacher@school.k12.ca.us	436-555-9004	436-555-3164
3	Allison, Marissa Marie	Room 6	teacher@school.k12.ca.us	436-555-9005	436-555-3164
4	Alphin, Timothy	Room 8	teacher@school.k12.ca.us	436-555-9007	436-555-3164
5	Baker, Trisha	Room 23	teacher@school.k12.ca.us	436-555-9022	436-555-3164
6	Darker, Richard	Room 31	teacher@school.k12.ca.us	436-555-9030	436-555-3164
7	Beckstrom, Valentine	Room 32	teacher@school.k12.ca.us	436-555-9031	436-555-3164
8	Biesinger, Nicholas	Room 34	teacher@school.k12.ca.us	436-555-9033	436-555-3164
9	Bliss, Caroline Kay	Room 36	teacher@school.k12.ca.us	436-555-9035	436-555-3164
10	Brown, Carina Ann	Room 42	teacher@school.k12.ca.us	436-555-9041	436-555-3164
11	Callister, Lisa	Room 48	teacher@school.k12.ca.us	436-555-9047	436-555-3164
12	Christensen, Tyreek	Room 59	teacher@school.k12.ca.us	436-555-9053	436-555-3164
13	Clyde, Linda	Room 61	teacher@school.k12.ca.us	436-555-9060	436-555-3164

- Click the individual's email address to send an email message to that staff member. Alternatively, select the email addresses in the Group Email field. Using your email application, copy and paste the selected addresses into the address field of a new email message.

Group Email:
Highlight --> Copy --> Paste into your favorite email client.

rccrashaw@powerschool.com,
jrdonne@powerschool.com,
jmilton@1680.com,

How to Filter Staff Groups

- On the start page, choose Staff from the main menu. The Search Staff page appears.

Search Staff

All

[View Field List](#)
[How to Search](#)

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#)
[Staff](#)
[Lunch Staff](#)
[Substitutes](#)
[M](#)
[F](#)

Other Options

[New Staff Entry](#)
[Staff Directory](#)
[Stored Searches](#)

- Click Staff Directory. The Staff Directory page appears.

Staff Directory

Listing options: [All](#) - [Teachers](#) - [Staff](#) - [Lunch Staff](#) - [Substitutes](#)

#	Name	Room	Email	Home #	School #
1	Aldredge, Jessica	Room 4	teacher@school.k12.ca.us	436-555-9003	436-555-3164
2	Allen, Jessica Marie	Room 5	teacher@school.k12.ca.us	436-555-9004	436-555-3164
3	Allison, Marissa Marie	Room 6	teacher@school.k12.ca.us	436-555-9005	436-555-3164
4	Alphin, Timothy	Room 8	teacher@school.k12.ca.us	436-555-9007	436-555-3164
5	Baker, Trisha	Room 23	teacher@school.k12.ca.us	436-555-9022	436-555-3164
6	Darker, Richard	Room 31	teacher@school.k12.ca.us	436-555-9030	436-555-3164
7	Beckstrom, Valentine	Room 32	teacher@school.k12.ca.us	436-555-9031	436-555-3164
8	Biesinger, Nicholas	Room 34	teacher@school.k12.ca.us	436-555-9033	436-555-3164
9	Bliss, Caroline Kay	Room 36	teacher@school.k12.ca.us	436-555-9035	436-555-3164
10	Brown, Carina Ann	Room 42	teacher@school.k12.ca.us	436-555-9041	436-555-3164
11	Callister, Lisa	Room 48	teacher@school.k12.ca.us	436-555-9047	436-555-3164
12	Christensen, Tyreek	Room 59	teacher@school.k12.ca.us	436-555-9053	436-555-3164
13	Clyde, Linda	Room 61	teacher@school.k12.ca.us	436-555-9060	436-555-3164

- Click a staff group next to Listing Options. The selected staff group appears.

Staff Directory (Substitutes Only)

Listing options: [All](#) - [Teachers](#) - [Staff](#) - [Lunch Staff](#) - [Substitutes](#)

#	Name	Room	Email	Home #	School #
1	Fugal, Sarah	Room 103	teacher@school.k12.ca.us	436-555-9102	436-555-3164

Group Email:
Highlight --> Copy --> Paste into your favorite email client.

- Click the individual's email address to send an email message to that staff member. Alternatively, select the email addresses in the Group Email field. Using your email application, copy and paste the selected addresses into the address field of a new email message.