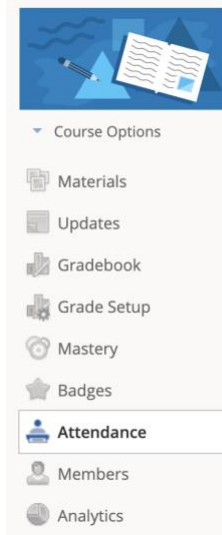


Using PowerSchool SIS Attendance with Schoology

Instructors may take attendance using the PowerSchool SIS Attendance tools they are familiar with, directly in their Schoology course. Attendance entered in Schoology is automatically transferred to PowerSchool SIS, instead of running a sync between the two systems, providing a more seamless experience for instructors and administrators.

Taking PowerSchool SIS Attendance in Schoology

Once the system administrator has installed the PowerSchool SIS Attendance app for the organization, instructors can access it from the same area as they previously did for **Schoology Attendance**, from the left menu of the course profile:



Once instructors navigate to Attendance in their course, they will be automatically logged in to PowerSchool SIS and they will have the ability to:

- Share attendance data bi-directionally with PowerSchool SIS in real-time.
- Take attendance and enter comments for single-day and multiple days.
- View attendance and comments entered by administrators.
- View and take attendance on seating charts.
- Set personalized options such as sorting, grouping, and display options.
- View student alerts, absence records, and tardy totals
- View multiple sections.
- Identify student grade level.

Follow these steps to take attendance:

Using PowerSchool SIS Attendance with Schoology

Quick Reference Card

1. Click the **Attendance Code** drop-down menu and select the desired attendance code:

Thu May 13, 2021 

Attendance Code

- ✓ (Present)
- _ABS (Absent)**
- T (Tardy)
- III (Ill/Sick)

2. Click the field next to the desired student(s) to enter the selected attendance code.

Thu May 20, 2021 

Attendance Code

T (Tardy)

Thu 5/20
5

Students (7)

[Fill Code](#)

Sherman, Rose

T

Shorter, Cortney

Sports, Blaine

Sub, Foster

Vorgas, Matilde

Yanish, Autumn

Zwack, Clifton



Sub

3. To take attendance for an entire track or section at once, click **Fill Code** next to the track to copy the attendance code.
4. Optional: Click the comment icon next to the attendance field to enter a comment.
5. Click **OK** to confirm.
6. When you have completed entering attendance and comments, click **Submit** to confirm the changes. All attendance and comments are automatically shared with PowerSchool SIS.

To change the day or select a date range for taking attendance:

1. Click the calendar icon next to the date in the upper-left corner.
2. The calendar displays the current date by default. Click the desired date for which to take attendance or click

Using PowerSchool SIS Attendance with Schoology

Quick Reference Card

the **Range** toggle on and select a date range.

Thu May 20, 2021 28

Attendance Code
T (Tardy)

Today Range

From 05/10/2021 To 05/20/2021

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Cancel Apply

3. Click **Apply** to confirm.

4. Proceed to take attendance for the selected days:

Mon May 10, 2021 - Thu May 20, 2021 28

Attendance Code
(Present)

	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14
FRENCH 1Z& - 5(A-B)	5	5	5	5	5
No Track Assigned	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>
Students (2)					
Sports, Blaine A=0 T=0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zwack, Clifton A=0 T=0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Track A	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>
Students (4)					
Sherman, Rose A=0 T=0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shorter, Cortney A=0 T=0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub, Foster A=0 T=0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vorgas, Matilde A=0 T=0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Track B	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>	<input type="button" value="Fill Code"/>
Students (1)					
Yanish, Autumn A=0 T=0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Days Displayed 5

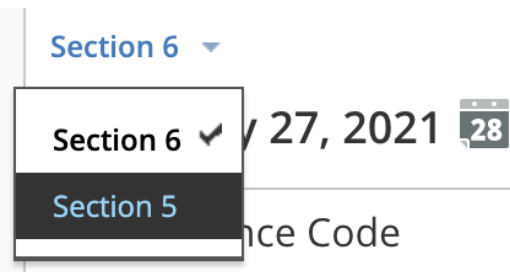
Submit

5. Click **Submit** to confirm the changes. All attendance and comments are automatically shared with PowerSchool SIS.

For courses that contain linked sections, use the section filter to navigate to the desired section and take attendance for that section:

Using PowerSchool SIS Attendance with Schoology

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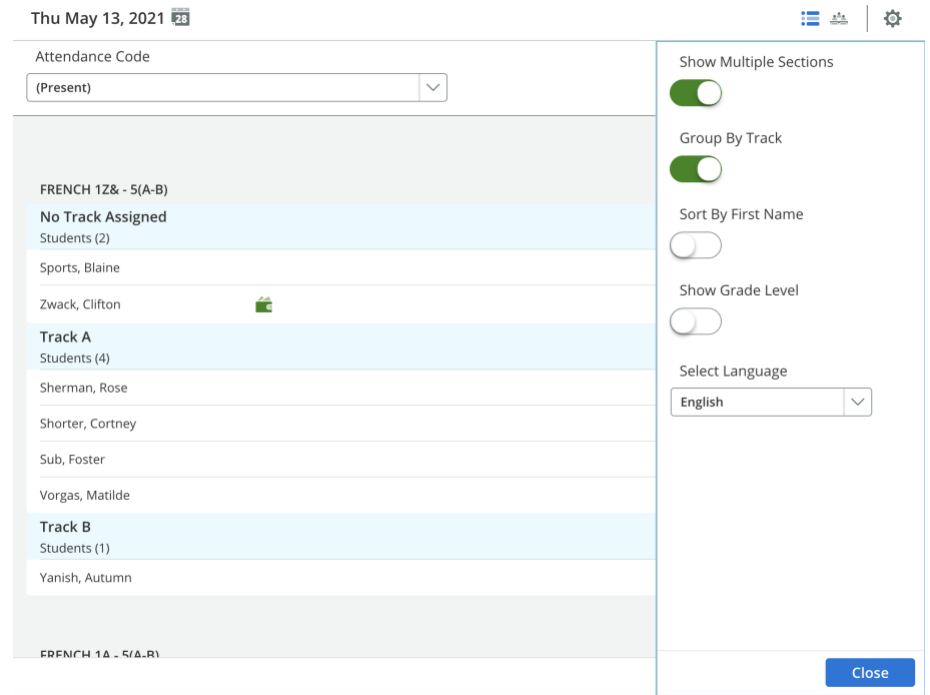


Sorting Attendance

Use **Settings** to sort the attendance list.

Click the gear icon on the upper right and use the toggle buttons to adjust the following settings:

- Show Multiple Sections
- Group By Track
- Sort by First Name
- Show Grade Level
- Select Language



Any changes made here are automatically saved for the instructor who made the edits and the same settings display as the default the next time that instructor opens the attendance list in Schoology.

Viewing Student Alerts

Available alerts display next to students in the attendance list.

Using PowerSchool SIS Attendance with Schoology

Quick Reference Card

FRENCH 1Z& - 5(A-B)		Thu 5/20
No Track Assigned	Students (2)	5
<input type="button" value="Fill Code"/>		
Sports, Blaine	<input type="text"/>	
Zwack, Clifton	<input type="text"/>	

Click the alert icon for more information:

FRENCH 1Z& - 5(A-B)		Thu 5/20
No Track Assigned	Students (2)	5
<input type="button" value="Fill Code"/>		
Sports, Blaine	<input type="text"/>	
Zwack, Clifton	<input type="text"/>	
Track A	Students (4)	
<input type="button" value="Fill Code"/>		
Sherman, Rose	<input type="text"/>	
Shorter, Cortney	<input type="text"/>	
Sub, Foster	<input type="text"/>	

Balance Alert - Zwack, Clifton

Lunch Balance: \$-100.0

Student Fee: \$0

Balance Alert Text From PS->School->Bal Alert

Seating Charts

Seating charts created in the PowerSchool SIS Teacher portal are visible from the PowerSchool SIS Attendance app. Instructors may not create new seating charts directly in Schoology but they can take attendance from this area.

Additionally, instructors may wish to open the PowerSchool SIS Teacher portal in a separate tab to make any seating chart changes. Once the changes are saved and the Schoology Attendance app is refreshed, the seating chart is updated in Schoology.

Tue May 11, 2021

Attendance Code: (Present)

Seating Chart: T, Th Hybrid - 5(A-B) 100%

Sofia Alpert (11) SA		Rose Sherman (9) RS		Blaine Sports (9) BS
Foster Sub (9) FS				
				Clifton Zwack (9) CZ

To view seating charts and take attendance:

1. Click the Seating Chart icon  next to **Settings** in the upper-right corner.

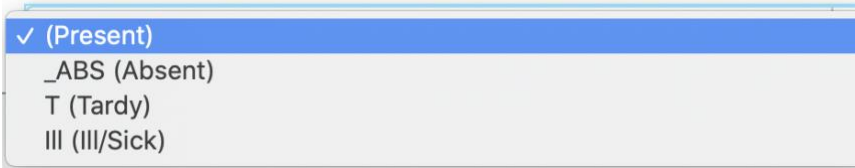
Using PowerSchool SIS Attendance with Schoology

Quick Reference Card

2. Click the **Attendance Code** drop-down menu and select the desired attendance code:

Thu May 13, 2021 28

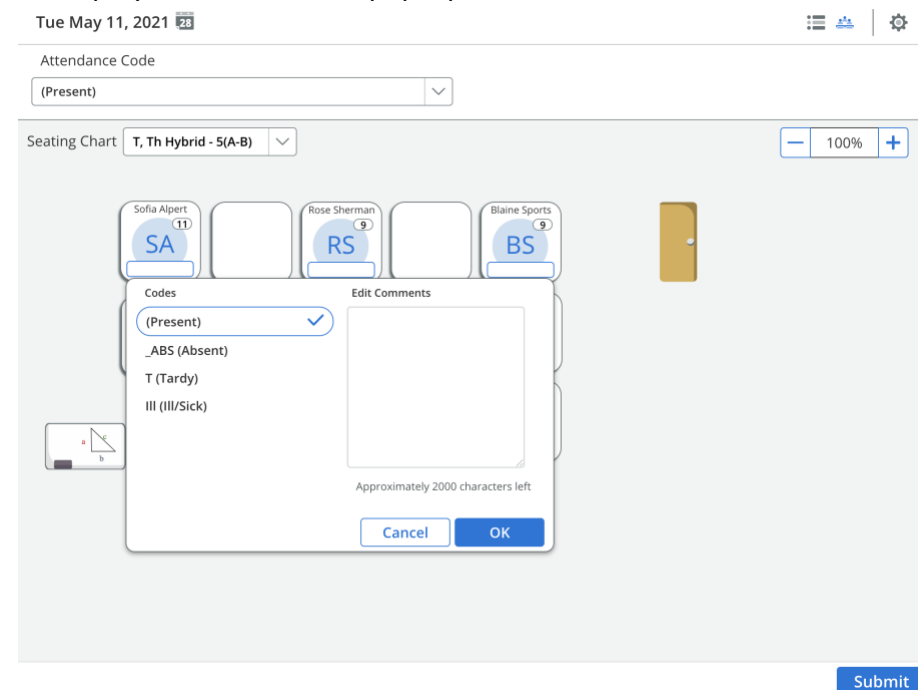
Attendance Code



- ✓ (Present)
- _ABS (Absent)
- T (Tardy)
- Ill (Ill/Sick)

3. Click the field under the desired student(s) to enter the selected attendance code.

4. To enter a comment, click the same field under the student to display the attendance pop-up window:



5. Enter your comment and click **OK** to confirm.
6. Click **Submit** to confirm your changes. All attendance and comments are automatically shared with PowerSchool SIS.

To view different seating charts:

1. Click the **Seating Chart** drop-down menu.

Note: This option is available if multiple seating charts have been created for the section.

Using PowerSchool SIS Attendance with Schoology

Quick Reference Card

2. Select the desired seating chart:

Tue May 11, 2021 

Attendance Code

(Present) 

Seating Chart

M, W, F Hybrid - 5(A-B)

✓ T, Th Hybrid - 5(A-B)

Editing Attendance

To edit attendance:

1. From the Attendance list view or Seating Chart view, click the attendance field on the desired student to remove the attendance code.
2. To enter a different attendance, click the empty attendance field again and select the correct attendance code.