



KAMEHAMEHA SCHOOLS®

SMS User Guide

How To Take Attendance

Please contact SIS-Ops for assistance
Help@ksbe.edu
808-523-6370

Overview: This guide provides some easy and helpful steps for teachers to take attendance.

First Time Log-in...

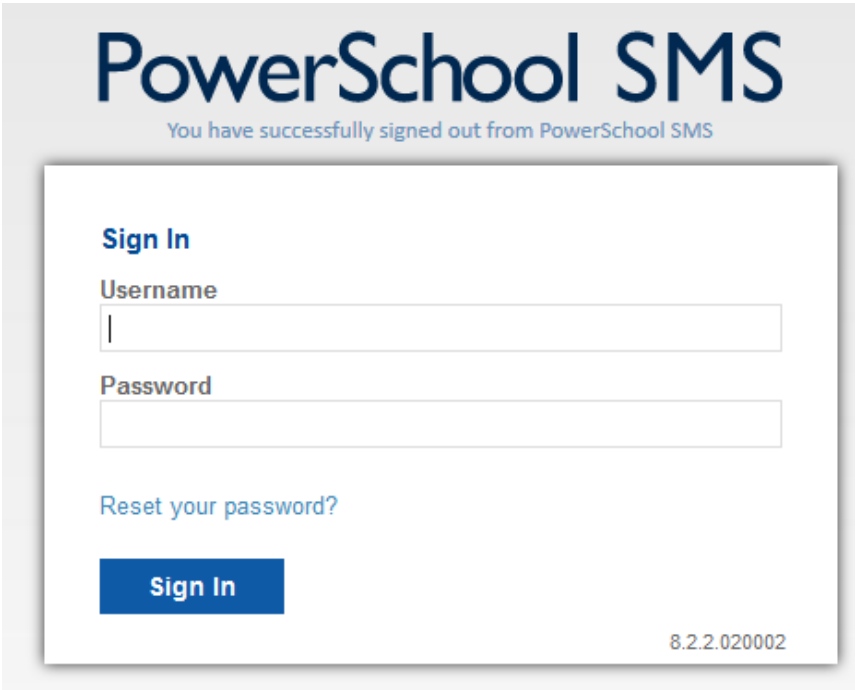
- 1- PowerSchool SMS is accessed by entering the appropriate URL in your web browser and logging in with your username and password.

Note: Right now only Firefox  on a PC and Safari  on a Mac are supported.

Very Important: User name and password and a link to the real SMS will be provided after training. Please do NOT take attendance before the first day of school. If you need or wish to practice in SMS before school starts, please use the training database.

Production Database URL:

<https://kpsmsweb.ksbe.edu/PowerSchoolSMS/User/Login.aspx>



PowerSchool SMS
You have successfully signed out from PowerSchool SMS

Sign In

Username

Password

[Reset your password?](#)

Sign In

8.2.2.020002

2- The diagram below shows the default SMS Home page for a secondary school teacher.

Roster list
Displays class rosters for all the classes for this teacher.

C Reyes

Display by: Classes

My Classes	Meeting	Roster	Grading	Attendance
KH06238 Athletic Training-001 (Ki004 (37B))	S1:08 RBD			
KH01104 ConcBiology-001 (Pa301 (38))	YR:01 RAC			

Class List : Classes assigned to you.

Grading list :
Displays all classes for which teacher can enter grades.

Attendance list :
Displays the attendance list for each class that requires

Taking attendance...

1- To begin taking attendance click on the attendance icon.



C Reyes


Display by: Classes

My Classes	Meeting	Roster	Grading	Attendance
KH06238 Athletic Training-001 (Ki004 (37B))	S1:08 RBD			

Note: Exclamation indicates attendance has not been submitted.



Once attendance has been submitted the exclamation indicator will be removed.


2- Once you click on , you will be taken to another page.




Tuesday, May 19, 2015 7:45 AM - 9:15 AM



Selected: 0 Total: 18

<input type="checkbox"/>				Student Name	Code	Min. Abs		Comment
<input type="checkbox"/>	A	T		Akee Lota, Arendia M	P	0		
<input type="checkbox"/>	A	T		Avina, Kila W	P	0		
<input type="checkbox"/>	A	T		Bajarin, Wylan K	P	0		
<input type="checkbox"/>	A	T		Boiser-Nakazawa, Ryllynn L	P	0		
<input type="checkbox"/>	A	T		DeGuzman, Cuicani X	P	0		
<input type="checkbox"/>	A	T		Dipasupil, Keliihanapule C	P	0		
<input type="checkbox"/>	A	T		Filoteo-Kealoha, Taydem K	P	0		
<input type="checkbox"/>	A	T		Heen, H K K T III	P	0		
<input type="checkbox"/>	A	T		Huffman, Kalcen I	P	0		

There are two ways of taking attendance in SMS.

All students are automatically marked as present .

1st: Click on the icons.   

 Will turn into  when clicked on.

 Will turn into  when clicked on.

2nd: Use the pull-down.



KH01104 ConcBiology-001 Not submitted Actio

Roster
Attendance

Tuesday, May 19, 2015 7:45 AM - 9:15 AM Submit for teacher

Selected: 0 Total: 18

<input type="checkbox"/>				Student Name	Code	Min. Abs		Comment
<input type="checkbox"/>		T	P	Akee Lota, Arendia M	A	0		
<input type="checkbox"/>	A	T		Avina, Kila W	P	0		
<input type="checkbox"/>	A	T		Bajarin, Wylan K	P	0		
<input type="checkbox"/>	A	T		Boiser-Nakazawa, Ryllynn L	P	0		
<input type="checkbox"/>	A	T		DeGuzman, Cuicani X	P	0		
<input type="checkbox"/>	A	T		Dipasupil, Keliihanapule C	P	0		
<input type="checkbox"/>	A	T		Filoteo-Kealoha, Taydem K	P	0		
<input type="checkbox"/>	A	T		Heen, H K K T III	P	0		

- Once the students have been marked appropriately click on the “submit” button at the bottom of the page.

Once the screen refreshes you will notice on the top right corner

that **Not submitted** will turn to **Submitted**.

NOTE: You will not be able to make any changes once you submit the attendance. Please communicate any changes that need to be made to your unit office. If at all possible, please submit your first period and homeroom attendance by 9:30am and any class after that by 3:30pm.

KH01104 ConcBiology-001 **Not submitted** Actio

Roster
Attendance

Tuesday, May 19, 2015 7:45 AM - 9:15 AM Submit for teacher

Selected: 0 Total: 18

			Student Name	Code	Min. Abs		Comment
<input type="checkbox"/>	A	T	P	Akee Lota, Arendia M	A	0	
<input type="checkbox"/>	A	T	P	Avina, Kila W	P	0	
<input type="checkbox"/>	A	T	P	Bajarin, Wylan K	P	0	
<input type="checkbox"/>	A	T	P	Boiser-Nakazawa, Rylynn L	P	0	
<input type="checkbox"/>	A	T	P	DeGuzman, Cuicani X	P	0	
<input type="checkbox"/>	A	T	P	Dipasupil, Kelihanapule C	P	0	
<input type="checkbox"/>	A	T	P	Filoteo-Kealoaha, Taydem K	P	0	
<input type="checkbox"/>	A	T	P	Heen, H K K T III	P	0	

KH01104 ConcBiology-001 **Submitted** Acti

Roster
Attendance

Tuesday, May 19, 2015 7:45 AM - 9:15 AM

Selected: 0 Total: 18

			Student Name	Code	Min. Abs		Comment
<input type="checkbox"/>	A	T	P	Akee Lota, Arendia M	P	0	
<input type="checkbox"/>	A	T	P	Avina, Kila W	P	0	
<input type="checkbox"/>	A	T	P	Bajarin, Wylan K	P	0	
<input type="checkbox"/>	A	T	P	Boiser-Nakazawa, Rylynn L	P	0	
<input type="checkbox"/>	A	T	P	DeGuzman, Cuicani X	P	0	
<input type="checkbox"/>	A	T	P	Dipasupil, Kelihanapule C	P	0	

- To go back to your list of classes click on the **Home** button located on the top right corner or use the breadcrumbs [My Classes](#) > **Class Attendance** to navigate back.

Overview of Attendance Page

Selected: 0 Total: 18

			Student Name	Code	Min. Abs.	Comment		
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Akee Lota, Arendia M	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Aina, Kila W	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Bajarin, Wylan K	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Boiser-Nakazawa, Ryllynn L	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	DeGuzman, Cuicani X	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Dipasupil, Keliihanapule C	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Filoteo-Kealoha, Taydem K	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Heen, H K K T III	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Huffman, Kalcen I	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Kaiawe-Masuda, Janice Rain M	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Kekauoha, Timari A	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Ku-Au, Tyson Ikaika N	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Miguel-Grance, Denise Kealohilani A	P	0	
<input type="checkbox"/>	A	T	<input type="radio"/>	P	Napierala Dias, IV- Kaluna, Analea	P	0	

Save Reset

- Class Name and Submittal Status
- Date and Time of Attendance
- Student Roster
- Attendance Codes : P = Present, T = Tardy, A = Absent
- Comments : Used to explain tardy and or absent.

Very important: for teachers that have a homeroom

You will notice that on the very top of your list of classes you have a class named homeroom + teacher last name. This section is only used to quickly locate the roster for your homeroom.

Look for your Homeroom class and take attendance as you would for any other class.