KAMEHAMEHA SCHOOLS®

SMS User Guide

How To Take Attendance

Overview: This guide provides some easy and helpful steps for teachers to take attendance.
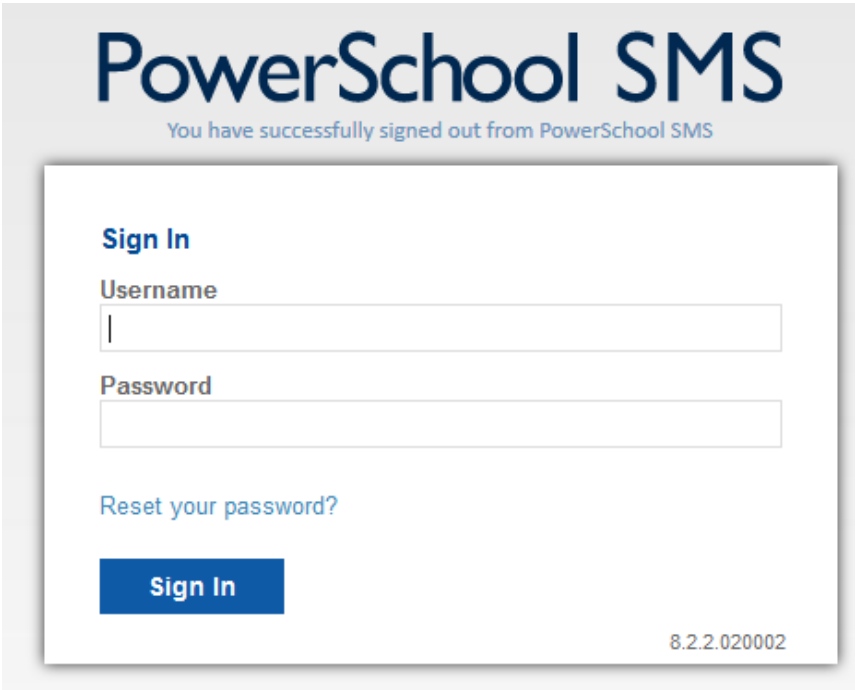
First Time Log-in…

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

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.

There are two ways of taking attendace in SMS.

All students are automatically marked as present .

<u>**1st:**</u> <u>Click on the icons.</u>

 Will turn into when clicked on.

 Will turn into when clicked on.

2nd: Use the pull-down.

3- Once the students have been marked appropraitely 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.

4- 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

- 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.