

Taking Attendance in PowerTeacher

8 Steps

STEP 1

After logging in to PowerTeacher, you'll see the Start Page...

PowerTeacher

Welcome, Your Name

School: Your School

Navigation

- [Start Page](#)
- [Daily Bulletin](#)
- [Schedule](#)
- [Staff Directory](#)
- [Meals](#)
- [Personalize](#)
- [Gradebook](#)
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New Gradebook Launch

Run Installer once, then

[Launch](#)

Or use the old
[Launch](#) ^

Current Classes

1(M)	English Language Arts 6	<input type="radio"/>							
1(M)	FI Personal Dev. & Career Planning 6	<input type="radio"/>							
1(M)	FI(L) Language Arts 6	<input type="radio"/>							
1(M)	FI Health Education 6	<input type="radio"/>							
1(M)	FI(L) Mathematics 6	<input type="radio"/>							
1(M)	FI(L) Science 6	<input type="radio"/>							
1(M)	FI(L) Social Studies 6	<input type="radio"/>							
HR1-HR2(M-F)	Homeroom	<input type="radio"/>							

STEP 2

Unless otherwise directed by your school's admin team, you'll take **attendance** only during **Homeroom**— not during each period of the day. If a student's attendance changes during the day, you'll change the code entered for Homeroom first thing in the morning.

The screenshot shows the PowerTeacher interface. At the top left is the 'PowerTeacher' logo. At the top right, it says 'Welcome Your Name' and 'School Your School'. On the left is a 'Navigation' sidebar with links like 'Start Page', 'Daily Bulletin', 'Schedule', 'Staff Directory', 'Meals', 'Personalize', 'Gradebook', 'Reports', 'Recommendations', and 'NB Reports'. Below the sidebar is a 'New Gradebook Launch' section with a 'Launch' button and a note 'Run Installer once, then Launch'. The main area is titled 'Current Classes' and contains a table of classes. The 'Homeroom' class is highlighted with a red box and a red mouse cursor icon pointing to it.

Period	Class Name	Attendance	Calendar	Gradebook	Reports	Info	Print
1(M)	English Language Arts 6	<input type="radio"/>					
1(M)	FI Personal Dev. & Career Planning 6	<input type="radio"/>					
1(M)	FI(L) Language Arts 6	<input type="radio"/>					
1(M)	FI Health Education 6	<input type="radio"/>					
1(M)	FI(L) Mathematics 6	<input type="radio"/>					
1(M)	FI(L) Science 6	<input type="radio"/>					
1(M)	FI(L) Social Studies 6	<input type="radio"/>					
HR1-HR2(M-F)	Homeroom	<input type="radio"/>					



STEP 3

Navigation

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Record Meeting Attendance: Homeroom - HR(M-F)

Single Day Multi-Day Seating Chart Seating Chart Design

Default is current day's date.

Attendance Code: (Present) Date: Mon 9/7 Classes: Show Multiple Sections Submit

Default Attendance Code for each student is *Present*.

Students	Alerts	Attendance: Monday, September 07, 2015
Burtenshaw, D. Jackson Brennan		<input type="text"/>
Delisle, Annabel Anica		<input type="text"/>
Facon, Halle Yueting		<input type="text"/>
Ferlatte, Sydney Aiyana		<input type="text"/>
Gerard, Pungho Tristan Roger		<input type="text"/>
Green, Kaylin Jersey		<input type="text"/>
Ingalls, Cassidy Koby		<input type="text"/>
Jameson, Benas Yuan		<input type="text"/>
Matte, Lachlan Paeyton		<input type="text"/>
McCrea, Avarie S'Rena		<input type="text"/>
Munn, Seungah Seojin		<input type="text"/>
Riel, Addisen Ceirra		<input type="text"/>
Scullion, Kaelen Tabitha		<input type="text"/>
Swanson, Mariah Lydia		<input type="text"/>
Tiller, Robert Jaydan		<input type="text"/>

Submit

If all students are *Present*, simply click Submit.

STEP 4

What if Sydney is absent when you take attendance during Homeroom in the morning?

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New Gradebook Launch

Run Installer once, then

[Launch](#)

Or use the old

[Launch](#) ↗

Record Meeting Attendance: Homeroom - HR(M-F)

Single Day
Multi-Day
Seating Chart
Seating Chart Design

Attendance Code

Date

Classes

[Show Multiple Sections](#)

[Submit](#)

Students	Alerts	Attendance: Monday, September 07, 2015
Burtenshaw, D. Jackson Brennan		<input type="text"/>
Delisle, Annabel Anica		<input type="text"/>
Facon, Halle Yueting		<input type="text"/>
Ferlatte, Sydney Aiyana		<input type="text"/>
Gerard, Pungho Tristan Roger		<input type="text"/>
Green, Kaylin Jersey		<input type="text"/>
Ingalls, Cassidy Koby		<input type="text"/>
Jameson, Benas Yuan		<input type="text"/>
Matte, Lachlan Paeyton		<input type="text"/>
McCrea, Avarie S'Rena		<input type="text"/>
Munn, Seungah Seojin		<input type="text"/>
Riel, Addisen Ceirra		<input type="text"/>
Scullion, Kaelen Tabitha		<input type="text"/>
Swanson, Mariah Lydia		<input type="text"/>
Tiller, Robert Jaydan		<input type="text"/>

[Submit](#)



- (Present)
- T (Tardy)
- U (Unexcused absence)
- E (Excused absence)
- I (Illness)
- M (Medical appointment)
- AMU (AM Half Day Unexcused absence)
- AME (AM Half Day Excused absence)
- AMI (AM Half Day Illness)
- AMM (AM Half Day Medical appointment)
- PMU (PM Half Day Unexcused absence)
- PME (PM Half Day Excused absence)
- PMI (PM Half Day Illness)
- PMM (PM Half Day Medical appointment)

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[Launch](#) ↗

Record Meeting Attendance: Homeroom - HR(M-F)

Single Day
Multi-Day
Seating Chart
Seating Chart Design

Attendance Code

(Present)

Date

Mon 9/7

Classes

[Show Multiple Sections](#)

[Submit](#)

Students	Alerts	Attendance: Monday, September 07, 2015
Burtenshaw, D. Jackson Brennan		<input type="text"/>
Delisle, Annabel Anica		<input type="text"/>
Facon, Halle Yueting		<input type="text"/>
Ferlatte, Sydney Aiyana		<input type="text" value="U (Unexcused absence)"/>
Gerard, Punggho Tristan Roger		<input type="text"/>
Green, Kaylin Jersey		<input type="text"/>
Ingalls, Cassidy Koby		<input type="text"/>
Jameson, Benas Yuan		<input type="text"/>
Matte, Lachlan Paeyton		<input type="text"/>
McCrea, Avarie S'Rena		<input type="text"/>
Munn, Seungah Seojin		<input type="text"/>
Riel, Addisen Ceirra		<input type="text"/>
Scullion, Kaelen Tabitha		<input type="text"/>
Swanson, Mariah Lydia		<input type="text"/>
Tiller, Robert Jaydan		<input type="text"/>

[Submit](#)

You can add a Comment.



STEP 6

What if Sydney returns after lunch with a note from her father stating that she wasn't feeling well in the morning?

PowerTeacher TRAINING ENVIRONMENT

Record Meeting Attendance: Homeroom - HR(M-F)

Single Day | Multi-Day | Seating Chart | Seating Chart Design

Attendance Code: (Present) | Date: Mon 9/7 | Classes: Show Multiple Sections | Submit

Students	Alerts	Attendance: Monday, September 07, 2015
Burtenshaw, D. Jackson Brennan		<input type="text"/>
Delisle, Annabel Anica		<input type="text"/>
Facon, Halle Yueting		<input type="text"/>
Ferlatte, Sydney Aiyana		<input type="text"/>
Gerard, Pungho Tristan Roger		<input type="text"/>
Green, Kaylin Jersey		<input type="text"/>
Ingalls, Cassidy Koby		<input type="text"/>
Jameson, Benas Yuan		<input type="text"/>
Matte, Lachlan Paeyton		<input type="text"/>
McCrea, Avarie S'Rena		<input type="text"/>
Munn, Seungah Seojin		<input type="text"/>
Riel, Addisen Ceirra		<input type="text"/>
Scullion, Kaelen Tabitha		<input type="text"/>
Swanson, Mariah Lydia		<input type="text"/>
Tiller, Robert Jaydan		<input type="text"/>

(Present)
 T (Tardy)
U (Unexcused absence)
 E (Excused absence)
 I (Illness)
 M (Medical appointment)
 AMU (AM Half Day Unexcused absence)
 AME (AM Half Day Excused absence)
 AMI (AM Half Day Illness)
 AMM (AM Half Day Medical appointment)
 PMU (PM Half Day Unexcused absence)
 PME (PM Half Day Excused absence)
 PMI (PM Half Day Illness)
 PMM (PM Half Day Medical appointment)

Submit



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Record Meeting Attendance: Homeroom - HR(M-F)

Single Day
Multi-Day
Seating Chart
Seating Chart Design

Attendance Code

(Present) ▼

Date

Mon 9/7 ▼

Classes

[Show Multiple Sections](#)

[Submit](#)

Students	Alerts	Attendance: Monday, September 07, 2015
Burtenshaw, D. Jackson Brennan		<input type="text"/>
Delisle, Annabel Anica		<input type="text"/>
Facon, Halle Yueting		<input type="text"/>
Ferlatte, Sydney Aiyana		<input type="text" value="AMI (AM Half Day Illness)"/> ▼
Gerard, Pungho Tristan Roger		<input type="text"/>
Green, Kaylin Jersey		<input type="text"/>
Ingalls, Cassidy Koby		<input type="text"/>
Jameson, Benas Yuan		<input type="text"/>
Matte, Lachlan Paeyton		<input type="text"/>
McCrea, Avarie S'Rena		<input type="text"/>
Munn, Seungah Seojin		<input type="text"/>
Riel, Addisen Ceirra		<input type="text"/>
Scullion, Kaelen Tabitha		<input type="text"/>
Swanson, Mariah Lydia		<input type="text"/>
Tiller, Robert Jaydan		<input type="text"/>

[Submit](#)

Change the Comment if you had added one in the morning.



PowerTeacher TRAINING ENVIRONMENT Welcome, PT 52
School: Large K-8 School

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





New Gradebook Launch

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Current Classes

HR(M-F)	Homeroom								
1(M-F)	English Language Arts 2								
2(M-F)	Mathematics 2								
3(M-F)	You and Your World 2								
4(M-F)	Art 2								
5(M-F)	Music 2								
6(M-F)	Physical Education 2								

When you return to the Start Page, a green dot lets you know that you've submitted your attendance.

Congratulations on successfully taking student attendance in PowerTeacher!

Need a hand with another task? We're continually adding resources to the DataConnect site to provide you with just-in-time support.

