

# Submitting Attendance via PowerTeacher

**Elementary Attendance** – The teacher will enter attendance for the Attendance AM and Attendance PM sections both at the beginning of the day. If a student comes in later, or leaves early, the office will be the one to update the attendance as needed.

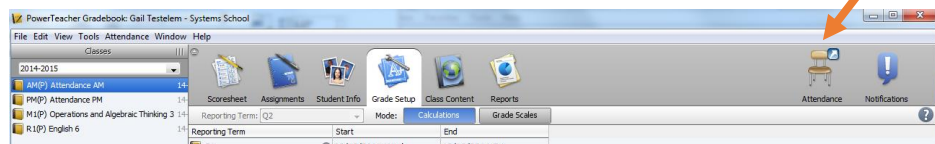
**MS/HS Attendance** – The teacher will enter attendance for each class period of the day. If a student comes in later, or leaves early during a class period, the office will be the one to update the attendance as needed.

There are 3 different ways to enter attendance via PowerTeacher:

1. Simple Day Attendance
2. Multi Day View Attendance
3. Seating Chart

See below for the instructions of each method.

If you are in your grade book, there is also a short cut at the top to take you to attendance:



## Simple Day Attendance:

Login to PowerTeacher using your credentials

Click on the single chair icon that is in line with your Attendance AM section at the Elementary level, or the corresponding class/section at the MS/HS level for the correct period:

### Current Classes



Change the Attendance Code to match what code you need to enter for a student (A for absent, or T for Tardy)

Click in the white box next to the student that needs this code, and the code should then appear in the box. Change the code as needed, and record data for each student that is either absent or tardy.

If there is something in the box already from the office, you will not be able to change that code.

Once all completed, be sure to click on submit. If everyone is present, you must still click on submit with all boxed blank – to reflect all were present.

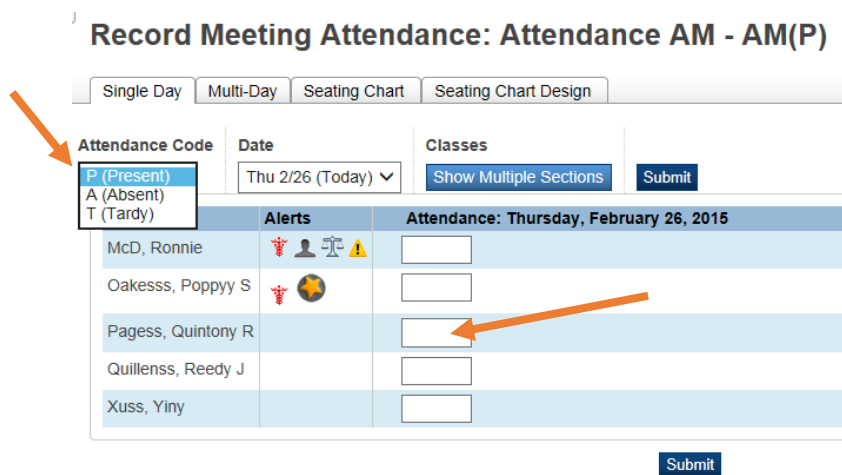
### Record Meeting Attendance: Attendance AM - AM(P)

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code: P (Present), A (Absent), T (Tardy) | Date: Thu 2/26 (Today) | Classes: Show Multiple Sections | Submit

	Alerts	Attendance: Thursday, February 26, 2015
McD, Ronnie		<input type="text"/>
Oakesss, Poppy S		<input type="text"/>
Pageess, Quintony R		<input type="text"/>
Quillenss, Reedy J		<input type="text"/>
Xuss, Yiny		<input type="text"/>

Submit





## Seating Chart Attendance:

Login to PowerTeacher using your credentials

Click on the chair with grid icon that is in line with your Attendance AM section at the Elementary level, or the corresponding class/section at the MS/HS level for the correct period:

### Current Classes



Change the Attendance Code to match what code you need to enter for a student (A for absent, or T for Tardy)

Click on the picture or box of the student that needs this code, and the code should then appear in the box. Change the code as needed, and record data for each student that is either absent or tardy. You can also use the code drop down on each student picture in the upper right corner to select an attendance code for that student. *You will ONLY be able to enter attendance codes for the current day.*

If an absence code is already with that student, you will not be able to change that code, as the office has recorded it.

Once all completed, be sure to click on submit. If everyone is present, you must still click on submit with all boxed blank – to reflect all were present.

