

Taking Attendance using PowerTeacher

Signing In To PowerTeacher

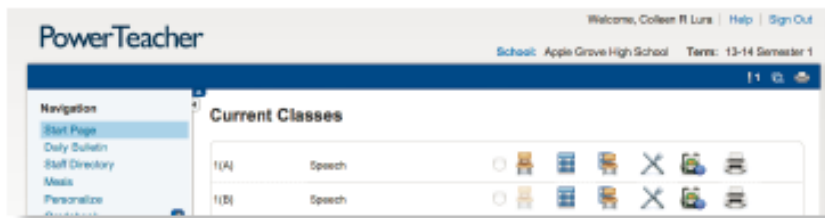
Use PowerTeacher anywhere you have access to the Internet. Its features and functions are tailored to duties and responsibilities teachers handle day to day.

To Sign In To PowerTeacher:

1. Double click on the “PowerTeacher” icon on your laptop desktop
2. Sign in using your network username and password

Navigating PowerTeacher

The PowerTeacher Start Page serves as the central point for where you begin your PowerTeacher session. The Start Page consists of the following areas: the header, the navigation toolbar, the navigation menu, and the Current Classes area.



Taking Attendance

As soon as teachers take attendance, student attendance information becomes available to school administrators, parents, and students.

1. On the Start Page, click the chair icon next to the class for which you want to take attendance
2. Select the date, if other than today
3. Select the attendance code
4. Click the cell next to a student’s name to assign that code
5. Click the comment icon to enter a comment about the attendance code
6. Click **Submit**

Even if all students are present, click the chair icon to open the attendance screen, and then click **Submit**. This tells PowerSchool that you have taken attendance.

Students	Alerts	Attendance: Friday, August 17, 2012
Adams, Julie	🔴 👤 🗑️	
Alfred, Jacob L.	🔴 👤 🗑️	A (Absent) 🗨️
Anderson, Riley	🗑️	
Gray, Carter K.	🗑️	