

# Taken Attendance in PowerTeacher

## How to Enter Single Day Attendance

1. On the Current Classes page, click the **Single Day** (chair) icon next to the class for which you want to record attendance. The Single Day Attendance page appears.

### Current Classes



**Note:** If you are already on the Attendance page, click the **Single Day** tab.

2. On the **Attendance Code** pop-up menu, select the attendance code.

### Record Meeting Attendance

The screenshot shows a pop-up menu titled 'Record Meeting Attendance'. It has three tabs: 'Single Day', 'Multi-Day', and 'Seating Chart'. Below the tabs are two dropdown menus: 'Attendance Code' and 'Date'. The 'Attendance Code' dropdown is open, showing a list of options: '(Present)', '(Present)', 'A (Unverified)', 'T (Tardy)', and 'F (Influenza-Like)'. The 'Date' dropdown is set to 'Wed 3/20 (Today)'. Below the dropdowns is a table with a header 'Alerts'.

3. On the **Date** drop-down menu, select the date or period for which you want to enter attendance.

**Note:** If entering interval attendance, the interval for the selected period appears at the top of the **Attendance** column.

4. If you have more than one section of this class, click **Show Multiple Sections** to combine the students from multiple sections of this class into one attendance view. Click **Show Single Section** to return to a single section view.

5. Use one of the following methods to enter the applicable attendance code:

- Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the drop-down menu to select a different attendance code, if needed.
- Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
- Click in a field and type the attendance code directly in the field.

## Record Meeting Attendance: Spanish 1 - 1(A)

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code (Present) Date Wed 3/20 (Today) Classes Show Multiple Sections Submit

Students	Alerts	Attendance: Wednesday, March 20, 2013
[Redacted]		(Present) [v] (Present) A (Unverified) T (Tardy) F (Influenza-Like)
[Redacted]		
[Redacted]		
[Redacted]		

**Note:** Use the Tab, Enter, and arrow keys to navigate to a different field.

6. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.

7. Click on an icon in the **Alert** column to view the applicable alert pop-up.

[Redacted]		[Icon]
[Redacted]	[Alert Icon]	[Icon]
[Redacted]		[Icon]

8. When finished entering single day attendance and comments, click **Submit**.

### How to Enter Multi-Day Attendance

1. On the Current Classes page, click the **Multi-Day** (grid) icon next to the class for which you want to record attendance. The Multi-Day Attendance page appears.

#### Current Classes

1(A) Spanish 1 [Grid Icon] [Other Icons]

**Note:** If you are already on the Attendance page, click the **Multi-Day** tab.

2. On the **Attendance Code** pop-up menu, select the attendance code.

3. Click **Edit** to select the date from the options provided:

- Select **Range**, and then enter the date range for which you want to enter attendance, or click the **Calendar** icon to select a date.



**Note:** Use the Tab, Enter, and arrow keys to navigate to a different field.

6. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.

**Note:** Comments must be set to display.

### Record Meeting Attendance: Spanish 1 - 1(A)

Attendance Code	Date Range	Classes	Comments
(Present) <input type="button" value="v"/>	03/11/2013 - 03/29/2013 <input type="button" value="Edit"/>	<input type="button" value="Show Multiple Sections"/>	<input type="button" value="Hide"/> <input type="button" value="Submit"/>

7. When finished entering attendance and comments, click **Submit**.