Power Teacher 2.5
Attendance

The following document outlines 3 different ways teacher's can now take attendance in PowerTeacher 2.5.

1. Chair Icon
2. Grid Icon
3. Seating Chart Icon

CHAIR ICON

Current Classes

1. Click the Chair icon

1(A1,A2)	Geometry - Honors	●	🪑	🏁	📋	✖	🎒	🖨
1(B1)	Study Hall 1 - Classroom	○	🪑	🏁	📋	✖	🎒	🖨

Record Meeting Attendance: Geometry - Honors - 1(A1,A2)

Single Day	Multi-Day	Seating Chart	Seating Chart Design

Attendance Code

(Present)
- (Present)
- ab5 (Absent 5 Minutes)
- A (Absent Unverified)
- T (Tardy Unverified)

Date Wed 8/29 (Today)

Classes Show Multiple Sections

Submit

	Alerts	Attendance: Wednesday, August 29, 2012

2. Select an attendance code

3. Click inside box next to student

4. Click Submit at the bottom of the page

Submit

GRID ICON

Current Classes

1(A1,A2)	Geometry - Honors	●								
1(B1)	Study Hall 1 - Classroom	○								

Single Day	Multi-Day	Seating Chart	Seating Chart Design

Attendance Code

A (Absent Unverified) ▼

Date Range

08/27/2012 - 08/31/2012

Classes

	Total		8/27 - 8/31				
Students (23)	A	T	M	T	W	H	F
	-	-			A	(Abse	

2. Select attendance code

3. Click inside box

4. Click Submit at the bottom of the page

Submit

SEATING CHART ICON

Current Classes

1(A1,A2)	Geometry - Honors	●					
1(B1)	Study Hall 1 - Classroom	○					

1. Click Seating Chart icon

Your default layout is blank ✕

Would you like to prepopulate the layout?

[Cancel] [OK]
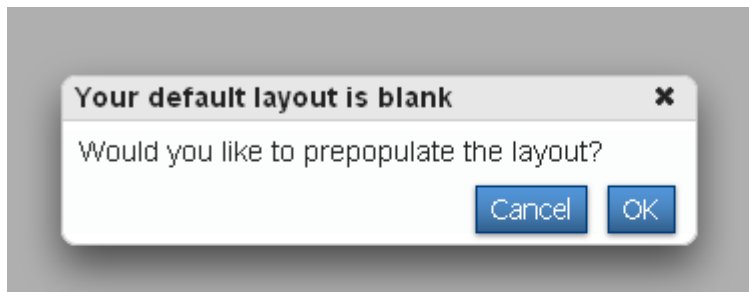
2. You will see this message the first time you use this icon.

Click OK.

By clicking OK, the student photo's will load onto your screen.

Seating Chart: Geometry - Honors - 1(A1,A2)

| Single Day | Multi-Day | Seating Chart | Seating Chart Design | New Layout ▼ | ✎ Edit |

Random Student Selector
👤 Select

Attendance Code
A (Absent Unverified) ▼

Date
Wed 8/29 (Today) ▼

Submit

5. Click Submit to save.

3. Choose attendance code.

4. Click students picture. Attendance code will populate in the drop down menu, OR you can choose the code from the drop-down menu.

SEATING CHART DESIGN

The Seating Chart provides you with a graphical representation of your entire classroom. You can design multiple layouts to help you manage your classroom. Using these layouts, you can record attendance, or use the Random Student Selector to help you call on different students during class discussions.
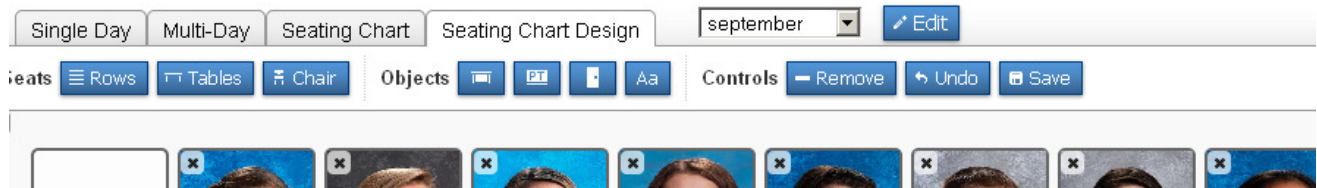

1. Click the **Seating Chart Design** tab.
2. Click the Edit button. Enter a Layout Name and description. Click Save as New.

Design the Classroom Layout

3. To add an individual chair, click **+Chair**. A single box appears representing a seat on the layout.
4. To add multiple chairs in a row configuration, click **+Rows**. On the Add Rows of Chairs dialog, select the number of rows and the number of students per row from the pop-up menus. A preview image of the row configuration appears on the seating chart and updates based on the options selected on the dialog. Click **Add** to add the row configuration to the seating chart.
5. To add multiple chairs in a table configuration, click **+Tables**. On the Add Chairs in a Table Format dialog, select the number of tables, the number of chairs per table, and the table orientation. A preview image of the table configuration appears on the seating chart and updates based on the options selected on the dialog. Click **Add** to add the table configuration to the seating chart.
6. To add additional objects, click the object button and the object appears on the seating chart.

   Note: The Text object can be used to represent anything that you want to place on the seating chart represented as a text box, such as fire extinguisher, sink, or a phone.

7. Select individual chairs and objects in order to move then to different locations on the layout. Click **Undo** to cancel the previous action.
8. Select a student and drag their picture into a **Chair.**
9. Click SAVE, when you have designed your layout.