Attendance

There are several options for taking attendance in PowerTeacher. No matter which method you use, attendance entered using PowerTeacher save the records directly to the PowerSchool system.

- Click the **Single Day** (chair) icon to access the Single Day attendance page. For more information, see *Attendance Modes*.
- Click the **Multi-Day** (grid) icon to access the Multi-Day attendance page. For more information, see *Attendance Modes*.
- Click the **Seating Chart** (grid and chair) icon to access the Seating Chart page. For more information, see *Take Attendance on the Seating Chart*.

Note: Class sections that meet more than once a day display a pop-up menu next to the **Single Day** (chair) icon, which allows you to select the specific period in which to record or change attendance.

Substitute teachers can take attendance using the PowerSchool Substitute portal. For more information, see the *PowerTeacher Substitute Portal User Guide* available on PowerSource.

If the PowerSchool administrator has granted you the appropriate access, you can change previously entered attendance codes, or you can mark a student absent on a future date. You cannot modify attendance entered or modified by the administrator.

Attendance Indicator

A dot appears next to each class. The color of the dot indicates whether or not you have submitted attendance for that class. A clear dot indicates attendance has not been submitted. A yellow dot and fraction indicates partial attendance has been submitted. A green dot indicates attendance has been submitted.

Note: The yellow dot and fraction only appear if (1) the class is set to record attendance for each meeting separately and (2) partial attendance has been taken. As attendance is taken for each period within a class, the fraction reflects those changes: the number of period attendance has been taken vs. the number of total periods. Once attendance has been taken for all periods within a class, the attendance indicator appears green.

Attendance Modes

The PowerTeacher attendance page allows you to enter and submit attendance in three different modes; Single Day, Multi-Day, or on the Seating Chart. Using these modes, you can enter attendance and attendance comments for all PowerSchool attendance methods (daily, meeting, and interval). Once in an attendance mode, you can easily navigate between modes by using the various tabs. Or, on the Start page, select the appropriate icon, then navigate between tabs as needed.

Enter Single Day Attendance

On the Single Day attendance page, you can enter attendance codes for the current day.

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 Record Meeting Attendance [Section] page appears. By default, the Single Day Attendance tab appears selected.

   Note: Click the **Single Day** tab if the Single Day Attendance page does not appear.
2. Use the following table to enter information in the fields:

Field	Description
Attendance Code	Select the attendance code from the pop-up menu. **Note:** Blank attendance codes count as (Present). However, if using interval attendance, an attendance value may be required to be entered for each student based on the requirements for your state/province.
Date	Select the date or period for which you want to enter attendance from the pop-up menu. **Note**: If entering interval attendance, the interval for the selected period appears at the top of the **Attendance**column.
Classes	If you have more that 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. For more information, see _Record Attendance for Multiple Sections_.

3. 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 pop-up 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.

   Note: Use the Tab or arrow keys to navigate to a different field.
4. 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.
5. Click on an icon in the **Alert** column to view the applicable alert pop-up.
6. When finished entering attendance and comments, click **Submit**.

Enter Multi-Day Attendance

On the Multi-Day attendance page, you can enter attendance for a specified date range or reporting term.

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 Record Meeting Attendance [Section] page appears. By default, the Multi-Day Attendance tab appears selected.

   Note: Click the **Multi-Day** tab if the Multi-Day Attendance page does not appear.
2. Use the following table to enter information in the fields:

Field	Description

Attendance Code	Select the attendance code from the pop-up menu. **Note:** To enter attendance all students using the day of the week buttons, an attendance code other than blank (Present) must be selected.
Date Range	1. Click **Edit**. The Update Date Range pop-up appears. 2. Do one of the following: - Select **Range**, enter the date range for which you want to enter attendance, or click the **Calendar** icon to select a date. - Select **Reporting Term** to choose the term from the pop-up menu. 3. Click **Update** to change the attendance date.
Classes	If you have more that 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. For more information, see *Record Attendance for Multiple Sections*.
Comments	Do one of the following: - Click **Display** to show teacher comments in the attendance grid. - Click **Hide** to not show teacher comments in the attendance grid.
[Pop-Up]	Select the **Interval** or **Period** from the pop-up menu. **Note:** This field is only visible if the attendance method has been enabled for the section or sections that display.

3. To enter an attendance code for all students, click the day of the week (S, M, T, W, T, F, S) for which you want to enter the attendance code.

   Note: Attendance codes that have already been entered are not overwritten. However, if the attendance code is a blank (Present), it will be overwritten.

4. 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 pop-up 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.

   Note: Use the Tab or arrow keys to navigate to a different field.

5. 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.

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

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

Enter Attendance on the Seating Chart

You can enter attendance directly on the Seating Chart for a single day. Attendance can be recorded for students who appear on the Seating Chart, and those who are in the Student Selection bar if the student is eligible to have attendance recorded.

To create a seating chart layout, see *Create a Seating Chart Layout*.

The Add Students/Student Selection bar displays students dependent on the Preferences setting in PowerTeacher gradebook. The Hide pre-registered students option determines whether to display these students or not. If the preference is selected, the students are not eligible to have attendance taken on the seating chart. These student photos appear shaded with an icon that denotes the pre-registered status. In addition, students who have been removed from the seating chart for any reason display in the Student Selection bar.

Student photos that display OT in the upper right corner indicates that the student is off-track and attendance cannot be entered.

How to Enter Attendance on the Seating Chart

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to take attendance. The Seating Chart [Section] page appears.
2. On the **Attendance Code** pop-up menu, select the attendance code.
3. On the **Date** pop-up menu, select the date for which you want to enter attendance.
4. Use one of the following methods to enter the applicable attendance code:
   - Click on a student photo, and the code selected from the **Attendance Code** pop-up menu automatically displays on the attendance pop-up menu on the student photo.
   - Click in the attendance pop-up menu on the student photo to select a different attendance code, if needed. You can navigate the list of codes on the pop-up menu using the arrow keys.
   - Click in a field and type the attendance code directly in the field.
5. 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.
6. When finished entering attendance and comments, click **Submit**.

Record Attendance for Multiple Sections

Use the **Show Multiple Sections** button to take attendance for concurrently meeting sections. If the class spans multiple periods, you may need to take attendance multiple times depending on your school policy. Taking attendance concurrently by meeting is helpful for teachers who instruct several sections during one meeting, since all students for that meeting appear on one list, regardless of their sections.

On the Seating Chart, you can combine layouts in order to take attendance for multiple sections. For more information, see *How to Combine Seating Chart Layouts*.

Note: Class sections that meet more than once a day display a pop-up menu next to the **Single Day** (chair) icon, which allows you to select the specific period in which to record or change attendance.

How to Record Attendance for Multiple Sections

1. On the Current Classes page, click the icon for the attendance mode you would like to use. The selected attendance page appears. For more information, see *Attendance Modes*.
2. Click **Show Multiple Sections**. In Single Day attendance mode, the names of those sections that meet concurrently appear, along with a combined class roster. In Multi-Day attendance mode, the names of those sections that meet concurrently appear, and the students display by section.

   Note: Concurrent attendance can only be taken for sections that share the same attendance mode as the originally selected section. For instance, if the selected section is designated as an interval attendance mode, only sections that are designated as using interval attendance will be combined when **Show Multiple Sections** is selected.
3. Enter the attendance code using the data entry options for the selected page. For more information, see *Attendance Modes*.

   Note: Blank attendance codes count as (Present). However, if using interval attendance, an attendance value may be required to be entered for each student based on the requirements for your state/province.
4. Repeat for each different attendance code to assign. Note that in interval attendance, each student must have an attendance code for each interval.
5. Click **Submit**. The attendance codes are saved to the PowerSchool system.

Modify Attendance or Mark Future Attendance

When you have submitted attendance, you can modify attendance codes or comments. If you have appropriate access, you can change previously entered attendance codes, or you can mark a student absent on a future date. You cannot modify attendance or comments entered or modified by the administrator.

To view a report of a four-week span of attendance data, use the **Class Attendance Audit** report. Run the report for an individual student, or an entire class. For more information, see *Reports*.

How to Modify Attendance or Mark Future Attendance

1. On the Current Classes page, click the icon for the attendance mode you would like to use. The selected attendance page appears. For more information, see *Attendance Modes*.

   Note: To open a specific period of a multi-meeting section, select the period from the pop-up menu next to the **Single Day** (chair) icon.
2. Change or enter attendances codes where applicable. Attendance that cannot be changed is indicated by a dash (-) in the field.
3. Click on a comment icon to edit the comment. Click **OK** on the Edit Comments pop-up when you are finished editing the comment.
4. Click **Submit**. The attendance is updated.