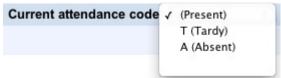# PowerTeacher Attendance Quick Guide

Take Attendance

1. Log on to PowerTeacher
2. Click the chair icon next to the class for which you want to record attendance.
   If the chair icon is translucent, the class does not meet on the current day.

3. Choose the appropriate attendance code from the pop-up menu.

4. Click the field next to the name of each student who is not present to enter the selected attendance code.

   Change the current attendance code as necessary to mark both absences and tardies.

5. Click **Submit** at the bottom of the screen. PowerSchool saves the attendance codes, and the start page appears.

Note: Even if all students are Present, teachers should click the Chair icon to open the *Record Meeting Attendance* page, and then click Submit. This notifies the office that the teacher has taken attendance.