## PowerTeacher Portal

## ATTENDANCE

## TAKING ATTENDANCE

When taking attendance, click the toggle button to Group by Tracks. Use the appropriate attendance code based on the day.

Scenario 1 - marking a student absent on a Monday who is
Track A in-person - code A
Track B remote - code DLA
Scenario 2 - marking a student absent on Wednesday
Track A \& B \& C use code DLA

Scenario 3-marking a student present on a Monday who is
Track A in-person - default is blank
Track B remote - code DLP

Click on the CHAIR icon


Slide the toggle button to SORT BY TRACK


