

ATTENDANCE – FILL CODE

Teachers can use the **FILL CODE** feature when taking attendance to MASS populate all cells with the selected attendance code. (Teachers can mass fill, then individually edit students if needed)

The screenshot shows the PowerSchool SIS interface for recording attendance. The page title is "Record Meeting Attendance: Late Arrival - 2(A1,A2)". The interface includes a navigation sidebar on the left, a top header with the school name "Brookfield High School" and term "20-21 Quarter 1", and a main content area. The main content area has tabs for "Single Day", "Multi-Day", "Seating Chart", and "Seating Chart Design". Below the tabs, there are fields for "Attendance Code" (set to "DLP (Distance Learning Present)"), "Date" (set to "Mon 9/14 (Today)"), "Classes" (with a "Show Multiple Sections" button), and "Group By Track" (set to "On"). A "Submit" button is located to the right of these fields. Below the form, there is a table with columns for "Students", "Alerts", and "Attendance: Monday, September 14, 2020". The "Students" column shows a list of students, with the first row highlighted in blue and labeled "Track B". The "Attendance" column shows a "Fill Code" button and three "DLP" entries. Red arrows point to the "Attendance Code" dropdown, the "Fill Code" button, and the "Submit" button, with corresponding numbered instructions: "1. Select the code to FILL", "2. Click FILL CODE", and "3. Click SUBMIT".

PowerSchool SIS | 9999 | Help | Sign Out
School: Brookfield High School | Term: 20-21 Quarter 1

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Record Meeting Attendance: Late Arrival - 2(A1,A2)

Single Day | Multi-Day | Seating Chart | Seating Chart Design

Attendance Code: DLP (Distance Learning Present) | Date: Mon 9/14 (Today) | Classes: Show Multiple Sections | Group By Track: On | Submit

Students	Alerts	Attendance: Monday, September 14, 2020
Track B		Fill Code
		DLP
		DLP
		DLP

1. Select the code to FILL | 2. Click FILL CODE | 3. Click SUBMIT