Attendance for 9-12 High School Teachers

Period Attendance

- Grades 9-12 Teachers take period (meeting) attendance for their classes including Homeroom and Advisory if required by their administration

- Only period attendance for instructional courses appear on the high school report card.

- Grade 9-12 students also have a homeroom period for which attendance requirement is determined by the administration.

- Codes are set for a whole school, so high school teachers in K-12 and 6-12 schools will see the codes for K-8 in their lists. The attendance codes for period attendance are sort at the top of the list for easier attendance taking

NOTE: The office see all provincial attendance codes. If School Administration feel that an important code is missing from the list, they can submit it in writing to the Director of Curriculum and Instruction who can bring it forward for provincial consideration. Codes are the same in all districts for provincial reporting purposes

Who can take attendance?

- Attendance can be taken by the classroom teacher or by the office.
- Attendance taken by the office cannot be changed by the teacher.
- Attendance taken by the teacher can be changed by the teacher or by the office.
- Comments added by the office can be seen by the teacher.
- Comments added by the teacher can be seen by the office.

Teachers take attendance from the PowerTeacher Portal Homepage.

Teachers should take attendance at the start of each period.

Click on the single day attendance chair for the class. If the chair is grayed out, the class is not in session that day.

Present is the default code for all students, if student is present no action is required. Click in the white rectangle to change the codes for students who are not present.

A comment can be added when entering a code. A gray speech balloon has no comment and a blue speech balloon does have a comment. When attendance is completed, click Submit at the top or the bottom of the Page.

The office can also enter attendance for a student. Attendance entered by the office cannot be changed by the teacher and will not have a box around the code.

Editing Attendance

Attendance and Comments entered by a teacher can also be edited by the teacher. A same day change just requires clicking single day attendance chair and the in the attendance field. If a student is Present the field will be blank. Click in the field and then on the arrow to open the drop down menu attendance code and choosing another code or the speech balloon and make the change. The teacher must always click Submit to complete and save the change.

Changing Attendance for a Different Date

If the change needs to be made on a different date, the date can be change from Single Seat Attendance

If attendance was entered yesterday as unexcused because it is not known why the student is absent and they return to school today with a note, the teacher will correct the code.
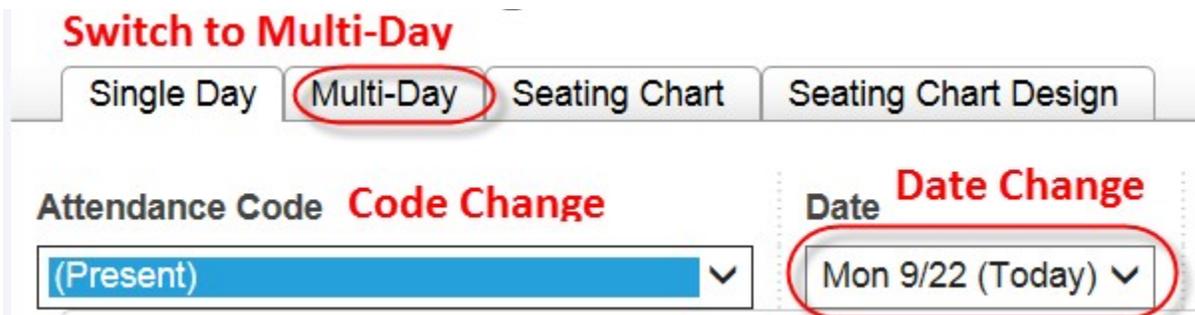
Change to the date where the attendance correction is required as shown here in single day attendance

Or in Multiday the teacher can click on the day if it is within the displayed three week range or they can edit the Date Range to display the date they require.

Multi-Day View

They can change the attendance for the student and then click Submit

There is a two synchronization of attendance between the office and the classroom teachers. So any changes are immediately viewable by both teacher and administrators.

The office can handle group attendance easier than the teacher. The office can enter attendance for an entire group of people (for example….a sports team or club). This process enables them to select the entire group and then enter attendance once and have it apply to all students in the group.

Students Period Attendance by Class
All teachers can now run a custom NB Report to see students they teach attendance in other classes. Click on NB Reports and the select Period Attendance by Class Report.

The teacher can set report preferences when running this report. They can select all students or a particular class. They can check that class's attendance in a particular period or all period in the day. There is an option for set date (it will default to the current date) or a date range. There is an option of including comments.

Period Attendance by Class

▾ Report Preferences

Students (Hold the CTRL key to make multiple selections)	All My Students Homeroom - HR(A) - 2016-2017 English Language Arts 122 - 1(A) - Semester 1 Theatre Arts 120 - 2(A) - Semester 1 Journalism 120 - 3(A) - Semester 1 Dance 110 - 5(A) - Semester 1

Periods (leave unchecked for all)

	A
HR	☐
1	☐
2	☐
3	☐
4	☐
5	☐

Date Range

From: 08/24/2016 📅 *
To: 08/24/2016 📅 *

Show Attendance Comments ☐

When the report has run, the results can be filtered or sorted by period, student name, absence reason, teacher, course or room by clicking on the header. The report can be exported to Excel, PDF or printed.

Homeroom Students Period Attendance

▸ Report Preferences

Search: [   ] Excel | PDF | Print

Period ▲	Student ⇕	Absence Reason ⇕	Teacher ⇕	Course ⇕	Room ⇕