### **Taking Attendance in PowerTeacher**

8 Steps

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After logging in to PowerTeacher, you'll see the Start Page...

#### PowerTeacher

Launch 7

Welcome, Your Name

School: Your School

Navigation	Current Class	<b>es</b>						
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Daily Bulletin Schedule Staff Directory	1(M)	English Language Arts 6	<ul> <li>         善         —         </li> </ul>	8	×	<b>e</b>	ð	5
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Unless otherwise directed by your school's admin team, you'll take **attendance** only during **Homeroom**— not during each period of the day. If a student's attendance changes during the day, you'll change the code entered for Homeroom first thing in the morning.

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Or use the old Launch								
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## PowerTeacher TRAINING ENVIRONMENT

Single Day Multi-Day Seating	Chart Seating Chart Desig	Default is current day's date.	
Attendance Code (Present)	Date Mon 9/7	Classes Show Multiple Sections Submit	
Students	Alerts	Attendance: Monday, September	7, 2015
Burtenshaw, D. Jackson Brennan	¥ 1 T 1		
Delisle, Annabel Anica	🏋 👤 🕆 🚹		
Facon, Halle Yueting	🍟 👤 🕀 🚹		
Ferlatte, Sydney Aiyana	🍟 👤 🕀 🔥		
Gerard, Pungho Tristan Roger	🍟 👤 🏵 🚹		
Green, Kaylin Jersey	¥ 👤 🏵 🚹		
Ingalls, Cassidy Koby	¥1 🕂 🚹		
Jameson, Benas Yuan	¥ 👤 🕆 🚹		
Matte, Lachlan Paeyton	¥1 🕂 🚹		
McCrea, Avarie S'Rena	¥1 🕂 🚹		
Munn, Seungah Seojin	¥1 Ĥ1		
Riel, Addisen Ceirra	¥1 + 1		
Scullion, Kaelen Tabitha	<b>¥1</b> A 1		
Swanson, Mariah Lydia	¥1 🕂 🚹		
Tiller, Robert Jaydan	Ť1.ŤA		

Navigation Start Page Daily Bulletin	Single Day Multi-Day Seating		oom - HR(M-F)
Schedule Staff Directory Meals Personalize Gradebook Reports Recommendations NB Reports	Attendance Code (Present) Students Burtenshaw, D. Jackson Brennan Delisle, Annabel Anica	Date Mon 9/7 V Alerts \$2 T 1 \$2 T 1 \$	Classes Show Multiple Sections Submit Attendance: Monday, September 07, 2015
New Gradebook Launch Run Installer once, then Launch Or use the old Launch	Facon, Halle YuetingFerlatte, Sydney AiyanaGerard, Pungho Tristan RogerGreen, Kaylin JerseyIngalls, Cassidy KobyJameson, Benas YuanMatte, Lachlan PaeytonMcCrea, Avarie S'RenaMunn, Seungah Seojin	*17A *17A *17A *17A *17A *17A *17A *17A	(Present)         T (Tardy)         U (Unexcused absence)         E (Excused absence)         I (Illness)         M (Medical appointment )         AMU (AM Half Day Unexcused absence)         AME (AM Half Day Excused absence)         AMI (AM Half Day Illness)         AMM (AM Half Day Unexcused absence)         PMU (PM Half Day Unexcused absence)         PME (PM Half Day Unexcused absence)         PMI (PM Half Day Illness)         PMM (PM Half Day Medical appointment)
	Riel, Addisen Ceirra Scullion, Kaelen Tabitha Swanson, Mariah Lydia Tiller, Robert Jaydan	*17A *17A *17A *17A *17A	Submit

Navigation Start Page	Record Meeting Atter	ndance: Homer	oom - HR(M-F)	
Daily Bulletin Schedule	Single Day Multi-Day Seating Cha	art Seating Chart Design	]	
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NB Reports	Delisle, Annabel Anica	¥1 🕂 🚹		
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Or use the old	Green, Kaylin Jersey	🏋 👤 🕀 🚹		
Launch	Ingalls, Cassidy Koby	🋊 👤 🕀 🚹		
	Jameson, Benas Yuan	🏋 👤 🕀 🚹		
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	McCrea, Avarie S'Rena	<b>† 1</b> 🕂 🚹		
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	Scullion, Kaelen Tabitha	<b>† 1</b> 🔆 🚹		
	Swanson, Mariah Lydia	¥1. Ť		
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What if Sydney returns after lunch with a note from her father stating that she wasn't feeling well in the morning?

### PowerTeacher TRAINING ENVIRONMENT

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Or use the old	Green, Kaylin Jersey	* 1 1 1	M (Medical appointment ) AMU (AM Half Day Unexcused absence)
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	Jameson, Benas Yuan	🏋 👤 🕀 🚹	PMU (PM Half Day Unexcused absence)
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Navigation Start Page Daily Bulletin Schedule	Single Day Multi-Day Seating Cha	dance: Homero	oom - HR(M-F)	
Staff Directory Meals	Attendance Code	Date	Classes	
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Or use the old	Green, Kaylin Jersey	¥ 1 🕂 🚹		in the morning.
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	Scullion, Kaelen Tabitha	Ť⊥?C i∧		
	Swanson, Mariah Lydia	<b>†1 P 1</b>		1
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Navigation Start Page Daily Bulletin	Current Clas	ses								
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Meals Personalize Gradebook Reports Recommendations	1(M-F) 2(M-F) 3(M-F)	English Language Arts 2 Mathematics 2 You and Your World 2	When you return to the Start Page, a green dot lets you know that you'ye			X X X		0 0 0		
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Congratulations on successfully taking student attendance in PowerTeacher!

Need a hand with another task? We're continually adding resources to the DataConnect site to provide you with just-in-time support.

