Instructions for PowerTeacher

Taking Attendance

** **Teachers take attendance only in their homeroom.**

After logging in, click on the chair next to your homeroom class.

Note: If the chair is greyed out or you cannot click on it, the section does not meet on this calendar day.

Click on the attendance code from the list. You have the option of marking your students Absent Unexcused (UNX), Present (leave blank) or Work Based Learning (WBL). If the student is present, leave blank. If the student is absent, click on UNX for unexcused absence.

Mark attendance for the students in the boxes. Student's names will be to the left of the box.

Even if all students are Present in Homeroom, the teacher must click on the Chair and click Submit.

Note: If you accidentally mark a student UNX, go back to the Present attendance code and left click with your mouse in the box that needs to be changed.
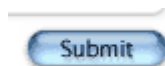
Click the submit button

On the start page, a green dot will appear on the screen to verify that attendance has been taken for that class.