

So you want to ...

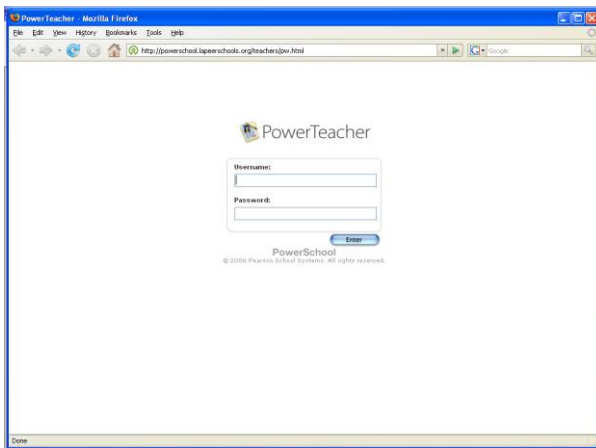
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To implement the PowerTeacher Attendance program on a daily basis, there are some routine operations users will need to know.

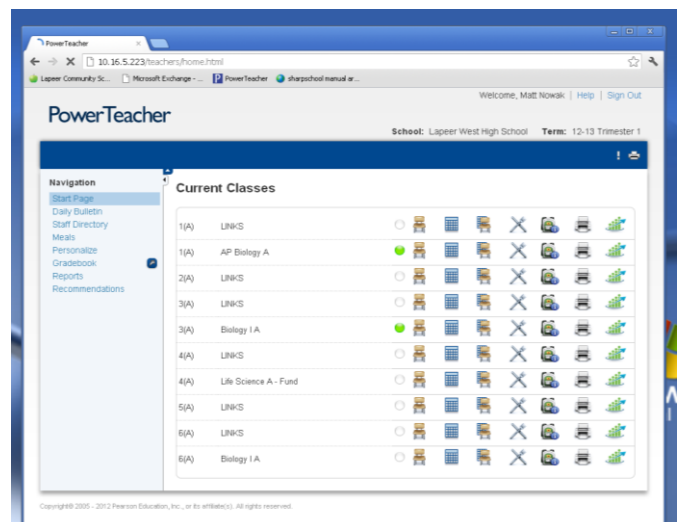
Every user will need to take roll and record grades. We'll begin by illustrating these processes.

... take roll for a class

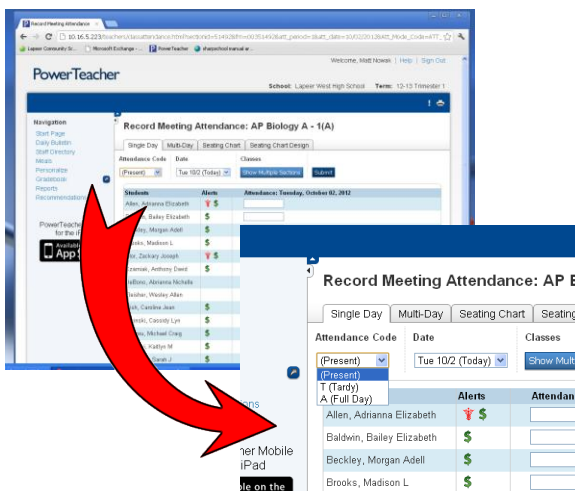
To log in to the attendance module, double click the shortcut we installed last time on your desktop. This will open the login screen. Enter your username and password .



This will open the attendance and student information module. From here you will be able to take attendance and view various reports for individual students.



The latest version has several options for taking class attendance. Clicking on the empty seat icon will open the attendance screen for the current date and the selected class.



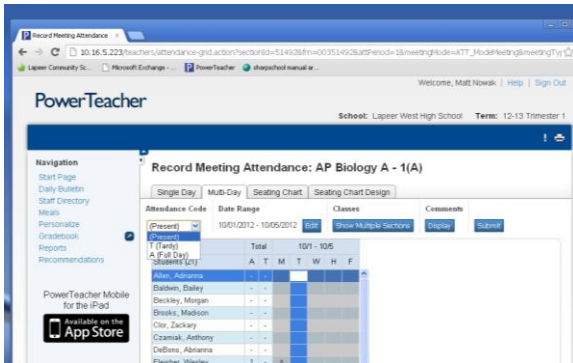
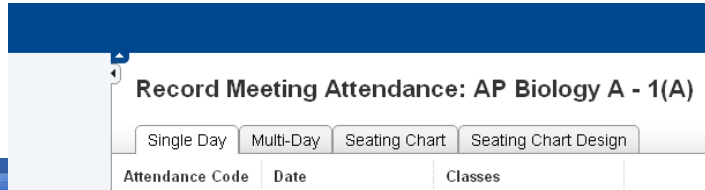
Choose an attendance code, click on the names of students for whom that code fits ("A" for absent, "T" for tardy). Click "Submit" when finished to record the attendance for that period. You may edit the attendance you have already sent at any time during the day and submit again.

Additionally, teachers now have the option of viewing and entering attendance in a multi-day format. This option is accessible from the opening page by clicking on this icon:



OR,

Selecting the Multi-day tab from any other attendance mode:



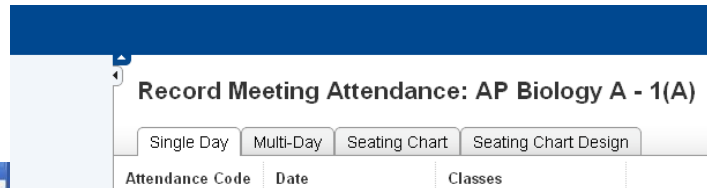
Select the desired attendance code from the drop-down list and click the appropriate students just as in the single day mode.

Finally, the latest version of PowerTeacher has the long-awaited option of taking attendance via seating chart. Simply click this icon on the attendance start page:



OR,

Selecting the Seating Chart tab from any other attendance mode:



Clicking on the box at the student seat opens a drop-down from which the proper attendance code may be selected.

Creating the seating charts is addressed in another link on the T³ web page.