

Taking Attendance with PowerTeacher Pro

1. Log into PowerTeacher Pro

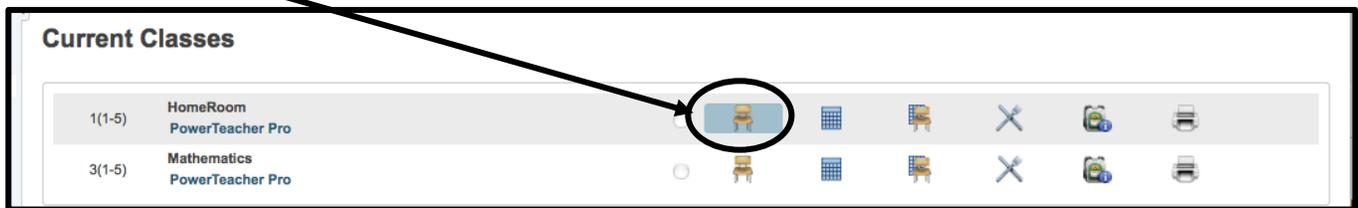
You can find the link to this in the top menu of your school website under **Staff Resources**.



2. Choose → Teachers - PowerSchool
Once logged in, the first screen you see will be the PowerTeacherPro home page.



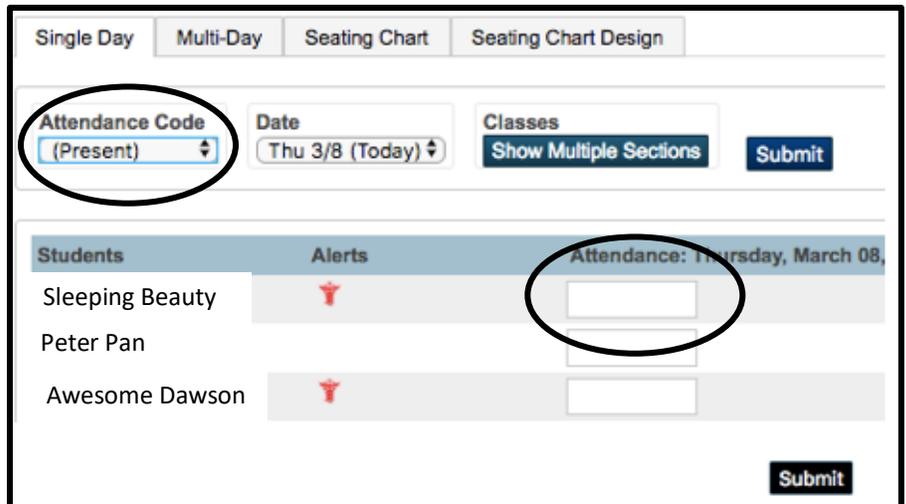
3. Click on the chair for your HomeRoom to begin entering attendance.



As teachers you will only be working with two Attendance codes; Present and Unexcused

To mark students as Present

By default, the Attendance Code will be Present. If all your students are Present, just leave everything alone and Click Submit.

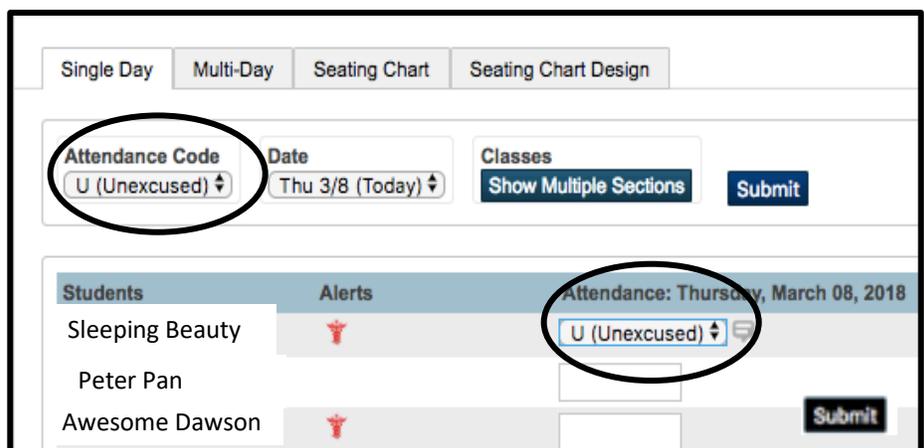


To mark students as Unexcused

4. Change the Attendance Code to U (Unexcused)
5. Click in the box to the right of the absent student's name.

When all students who are absent are marked Unexcused

6. Click Submit



At this point you are finished with Attendance for the day. Your Secretary will edit the code to Tardy, Excused, etc. as needed.