




# Taking Attendance for Multiple Sections

If you teach more than one class during a period you can take attendance for all classes at once.

At right is a teacher's schedule as they see it in PowerTeacher. This teacher has three first period classes.

Click on the chair icon to take attendance.

Per: 1(A) Sec: 102	Geometry	<input type="radio"/>	
Per: 1(A) Sec: 21	Algebra II (Apex)	<input type="radio"/>	
Per: 1(A) Sec: 19	Geometry (Apex)	<input type="radio"/>	

You will then see the attendance screen, click on the link at the top to 'Show Multiple Sections'. The page will refresh and you will see all students in all classes for that period.

Attendance Code	Date	Classes
<input type="text" value="(Present)"/>	<input type="text" value="Tue 10/21 (Today)"/>	<a href="#">Show Multiple Sections</a>

## Record Meeting Attendance for Multiple Sections: Geometry - 1(A) Algebra II (Apex) - 1(A) Geometry (Apex) - 1(A)

Single Day	Multi-Day	Seating Chart	Seating Chart Design
Attendance Code	Date	Classes	
<input type="text" value="(Present)"/>	<input type="text" value="Tue 10/21 (Today)"/>	<a href="#">Show Single Section</a>	<a href="#">Submit</a>

Enter your attendance and submit, you are done.

Students	Alerts	Attendance: Tuesday, October 21, 2014
	\$	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
	\$	<input type="text"/>
	\$	<input type="text"/>
	\$	<input type="text"/>

[Submit](#)