

Attendance Procedures for Teachers

1. Teachers are to submit their attendance within the first 10 minutes of class.
2. Teachers can only mark students present or absent unexcused. Any student not in class when class begins is to be marked absent unexcused.
3. Tardy students will go to the office for an admit slip and the secretary will change their attendance code to tardy.
4. The office will handle all communication with parents and determine when a student is absent excused.

To take attendance:

1. Open your web browser and go to the PowerTeacher login page (ps.nwarctic.org/teachers).
2. Enter your username and password to log in.
3. You can change your password by clicking 'Personalize' link on the PowerTeacher Start Page.
4. To enter attendance click on the chair icon, the grid icon, or the chair/grid icon. The chair takes you to Single Day attendance, the grid to Multi-Day attendance, the chair/grid to the Seating Chart.
5. To set attendance in any mode select the AU attendance code then click next to the student to mark them. You do not need to mark students present, you can leave their attendance blank.
6. Multi-Day attendance allows you to view/mark past days attendance. You cannot overwrite attendance set by the office.
7. When you are done entering attendance click Submit. Even if all students are present you need to click submit to verify your attendance.

FYI, if you teach more than one class in a period you can use the 'Show Multiple Sections' feature to list all your classes together. This allows you to take attendance once, rather than each class separately. This does not work in the Seating Chart view.



PowerTeacher

Teacher Sign In

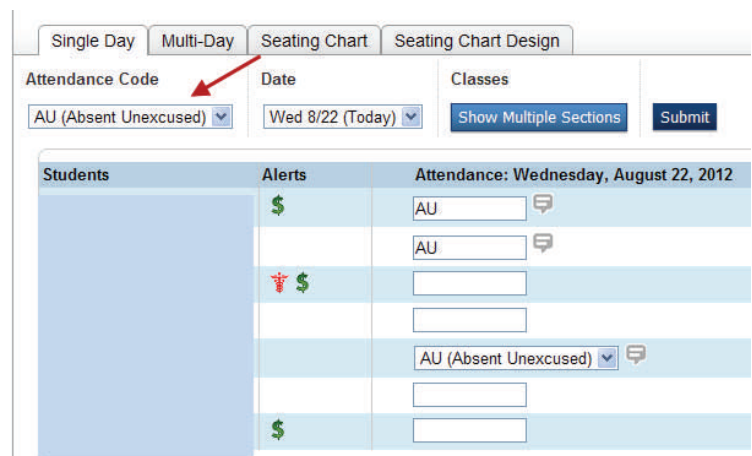
Username

Password

PowerSchool



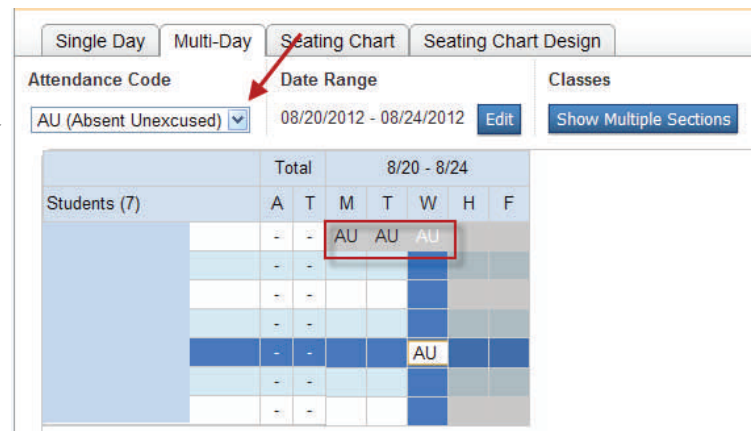
1(M-F) Inupiaq Studies



Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code: AU (Absent Unexcused) Date: Wed 8/22 (Today) Classes: Show Multiple Sections Submit

Students	Alerts	Attendance: Wednesday, August 22, 2012
	\$	AU <input type="text"/>
		AU <input type="text"/>
	🚑 \$	<input type="text"/>
		<input type="text"/>
		AU (Absent Unexcused) <input type="text"/>
		<input type="text"/>
	\$	<input type="text"/>



Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code: AU (Absent Unexcused) Date Range: 08/20/2012 - 08/24/2012 Edit Show Multiple Sections

Students (7)	Total	8/20 - 8/24						
		A	T	M	T	W	H	F
	-	-	AU	AU	AU			
	-	-						
	-	-						
	-	-						
	-	-						
	-	-						
	-	-						
	-	-						