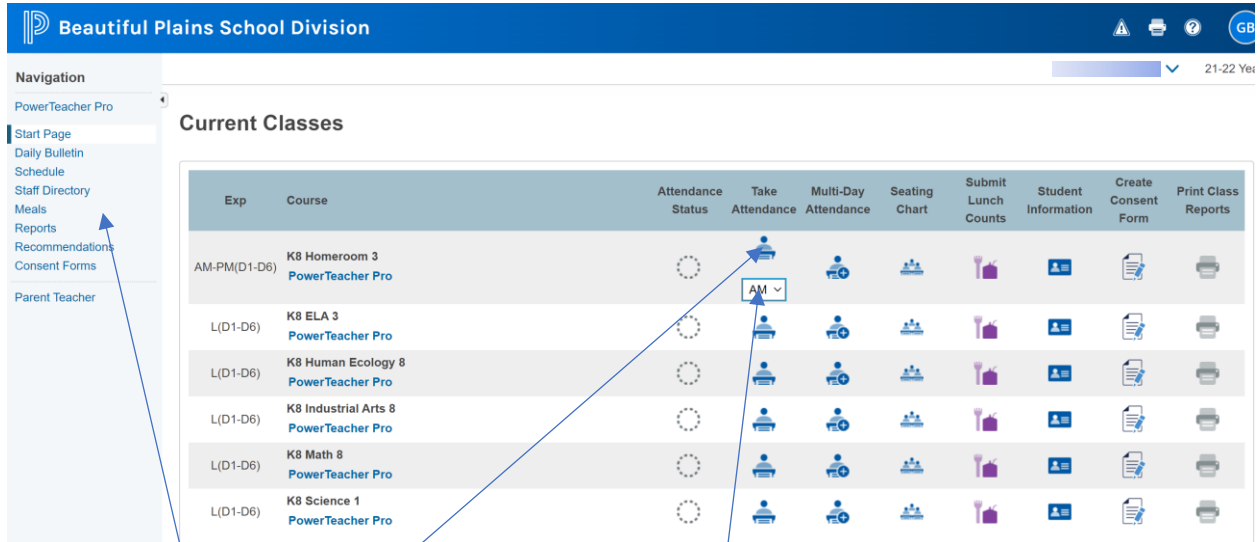


PowerTeacher – Taking Attendance

When you login to PowerTeacher (Start page), the following screen will appear.



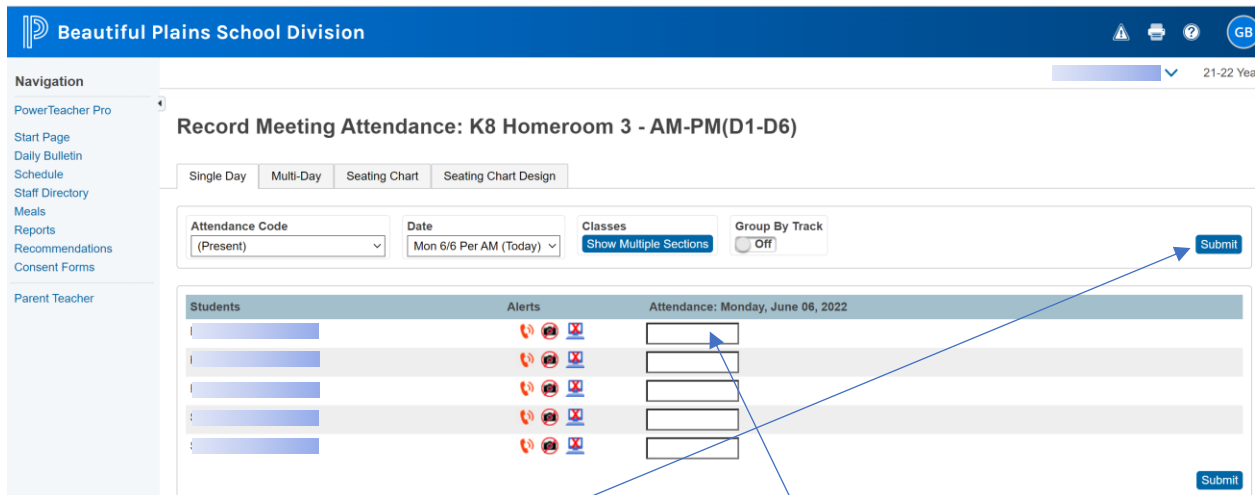
This is the **Opening Screen**.

On the **Left-hand side** menu, are some navigation links.

To take attendance:

Click on the **icon** to open the HomeRoom student list for AM. For the **PM** attendance, just select the PM option from the drop-down menu and wait for the page to load, no need to click the icon.

The Student HomeRoom list will open with the page below:



If all students are present, click on the **Submit** button.

If a student or students are not in the classroom, click on the **Empty** box across from their name and select the correct attendance **Code** from the **Drop-down** menu.

Beautiful Plains School Division

Navigation

PowerTeacher Pro

Start Page

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Consent Forms

Parent Teacher

Record Meeting Attendance: K8 Homeroom 3 - AM-PM(D1-D6)

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code (Present) Date Mon 6/6 Per AM (Today) Classes Show Multiple Sections Group By Track Off Submit

Students	Alerts	Attendance: Monday, June 06, 2022
[Student]	[Alerts]	(Absent) [Comment]
[Student]	[Alerts]	[Dropdown]
[Student]	[Alerts]	[Dropdown]
[Student]	[Alerts]	[Dropdown]

Legend

■ - Not enrolled

Submit

Once you have selected the code, you may add a **comment** regarding the student.

Click on the **Submit** button.

You can go back to this screen anytime during the day to make changes as required. Always remember to click on the Submit button when you are done.

Multi Day Attendance (Future attendance)

If you know a student or students are going to be away for a few days, you have the option to Click on the **Multi-Day** tab attendance and select the student or students who will be away for more than one day.

Beautiful Plains School Division

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Record Meeting Attendance: K8 Homeroom 3 - AM-PM(D1-D6)

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code (Present) Date Range 05/23/2022 - 06/10/2022 Edit Classes Show Multiple Sections Period All Comments Display Cancel Submit

Students (5)	Total		Period	5/23 - 5/27					5/30 - 6/3					6/6 - 6/10				
	A	T		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
[Student]	-	-	PAM															
[Student]	-	-	PPM															
[Student]	-	-	PAM															
[Student]	-	-	PPM															
[Student]	-	-	PAM															
[Student]	-	-	PPM															

Cancel Submit

Seating Chart

The screenshot shows the 'Seating Chart' interface for 'K8 Homeroom 3 - AM-PM(D1-D6)'. The top navigation bar includes the 'Beautiful Plains School Division' logo and a user profile 'GB'. A left sidebar lists navigation options like 'Start Page', 'Daily Bulletin', and 'Staff Directory'. The main area has tabs for 'Single Day', 'Multi-Day', 'Seating Chart', and 'Seating Chart Design'. Below the tabs are input fields for 'Random Student Selector' (with a 'Select' button), 'Attendance Code' (set to '(Present)'), 'Date' (set to 'Mon 6/6 (Today)'), and 'Period' (set to 'PAM'). A 'Submit' button is located to the right of these fields. Below the form is a row of five student profile pictures. A blue arrow points from the text below to the second picture from the left.

Students' pictures can be uploaded by the office every year.

You can take attendance from this window. (Click on the box above the picture then click on Submit)

Make a seating plan etc.

Seating Chart Design

The screenshot shows the 'Seating Chart Design' interface for 'K8 Homeroom 3 - AM-PM(D1-D6)'. The top navigation bar and left sidebar are identical to the previous screenshot. The main area has tabs for 'Single Day', 'Multi-Day', 'Seating Chart', and 'Seating Chart Design'. Below the tabs are three toolbars: 'Seats' (with 'Rows', 'Tables', and 'Chair' options), 'Objects' (with icons for a desk, chair, and text), and 'Controls' (with 'Remove', 'Undo', and 'Save' options). Below the toolbars is a 'Populate' button and a large workspace area. The workspace contains several student profile pictures, a desk icon, a chair icon, and a door icon, all arranged in a classroom layout.

The teacher can design the classroom, add tables & chairs, desks etc. Move students around.