Power Teacher Attendance Report

1. After logging in to Power Teacher, you will be in your home screen. On the home screen, click on the backpack.

PowerTeache	r				Schoo	I: Vowles E	ler v	Term: 13-1	4 Trimester
Navigation	Current C	125555				_		_	1 1 4
Start Page	ourrento	143363					$\overline{57}$		
Schedule Staff Directory	HRA(A-E)	HR 2	•	름		\times	ē.	8	
Meals	HRP(A-E)	HR 2	9	븜	-	×	6	8	
Gradebook	P1(A-E)	Language Arts 2	0	븜	F	×	e	8	
Reports Recommendations	P2(A-E)	Math 2	0	몸		×	6	8	
Now Gradobook Launch	P3(A-E)	Science and Health 2	0	몶	8	×	6	3	
Run Installer once, then	P4(A-E)	Social Studies 2	0	몶	8	×	6	3	
Launch	P8(A-E)	Work Habits	0	몸	-	×	6	8	
Or use the old Launch									

2. When you get on to the Student Information Page, you will click on the student for which you want an attendance report.

	rowerieacner	School:	Vowles F
HR 2 - HRA(A-E)			VOINOU L
Class Information	Student Information		
Email Addresses			
Standards Summary	Use the navigation pane on the left to work with the students listed.		
Student Information	Click on the student's last name to go to your default student screen. Click on the student's first name to go to the last student screen viewed. i.e if you last looked at an Attendance page clicking the student's first name will take you to the Attendance page.	for that stu	ident.
Abuhaimed, Faisal	Click on a class name to change the current list of students to those in that class.		
Altiman, Arianna			
Bennett, Jersie			
Breidenstein, Conner			
Cline, Andrew			
Cornett Michelle			

3. Once the student is selected, the screen will bring up their schedule. You will then go to the dropdown menu and chose "Quick Lookup."

Sch	Schedule						
Cornett	, Michelle	G 2 80362	Vowles				
кр	Trm	Crs-Sec	Course	Teacher	Room	Enroll	Leave
кр .(А-Е)	Trm 13-14	Crs-Sec HR2-24	Course HR 2	Teacher Gorsegner, Melissa Sue	Room 113	Enroll 09/03/2013	Leave 06/11/2014

4. The next screen will show you the absences and tardies for both the current term and for the year. Top row is AM and second row is PM.

Select screens	•
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2	V	owles	S										
					Attendance By Class					\sim	_	\frown	
	Th	is We	ek		Cauroa	т1	т2	т2	A	bsences		Tardies	
Μ	Т	W	н	F	Course		12	15	Т3	13-14	Т3	13-14	
					HR 2				2	4	0	1 🗸	
					Gorsegner, Melissa Sue - Rm: 113								
					HR 2				1	3	0	1	
					Gorsegner, Melissa Sue - Rm: 113								
					Language Arts 2				0	0	0	0	
					Gorsegner, Melissa Sue - Rm: 113								

5. To get a printout of every absent (it will also show you excused and unexcused), click on the number for absences.

										Select scree	ens	•
2	V	owles	\$									
					Attendance By Class							
	Th	is We	ek		Cauraa	т1	то	тэ	A	bsences		
Μ	Т	W	Н	F	Course		12	15	T3	13-14		13-14
					HR 2 Gorsegner, Melissa Sue - Rm: 113				2	4	0	1
					HR 2 Gorsegner, Melissa Sue - Rm: 113				1	3	0	1
					Language Arts 2 Gorsegner, Melissa Sue - Rm: 113				0	0	0	0

6. At any point, you can print out what you see on the screen by clicking on the printer in the corner of the screen.

	School:	Vowles Elementary	Term:	13-14 Trimester
Dates of Attendance		S	elect screen	s
. Vowles				
Dates of all absences for HR 2 Exp. HRA(A-E) (HR2.24) YTD:				
1. 02/10/2014 - AU				
2. 02/11/2014 - AU				
3. 02/25/2014 - AU				
4. 04/08/2014 - AU				
Attendance Codes:				
Blank=Present AU=Unexcused Absence AT=Absent Tardy TU=Unexcused Tardy TE=Excused Tardy AE=Excused	cused Absence	AS=School Absence	AP=Appea	led Absence