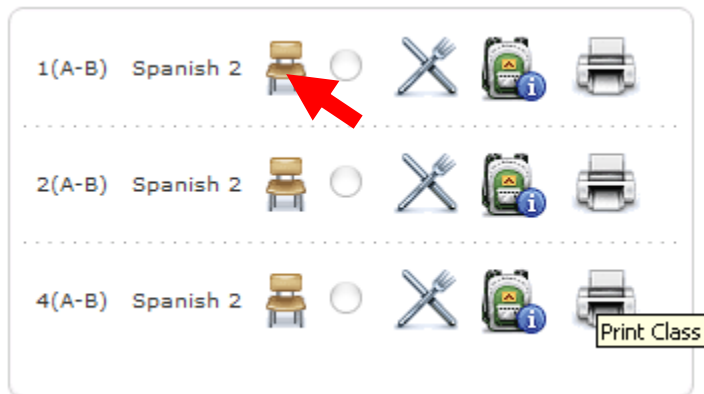


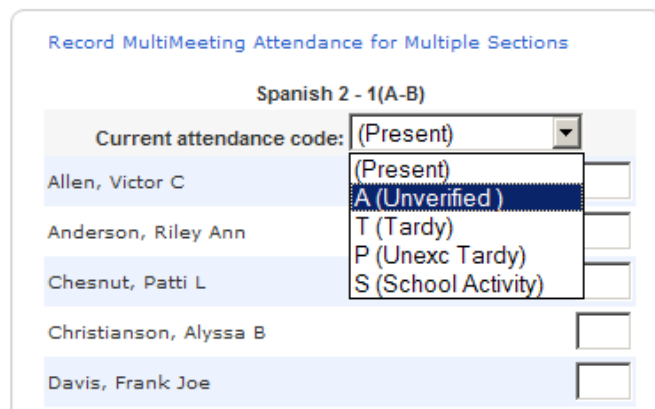
PowerTeacher Gradebook Attendance Instructions

Taking Attendance

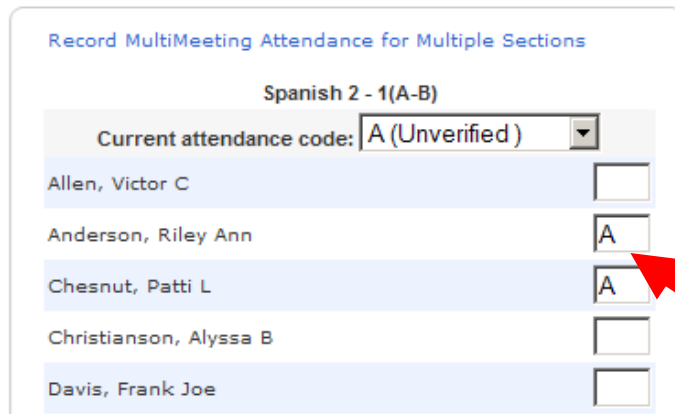
1. From the PowerTeacher start page, click the chair icon from the class in which you are taking attendance.



2. From the attendance screen choose the attendance code needed from the drop down menu.



3. Click the cursor in the box of the student and the attendance code (A) will appear.



4. Click 'Submit' to take attendance.

'Submit' must be clicked even if all students are present. Attendance will not show as having been taken without clicking the submit button.

