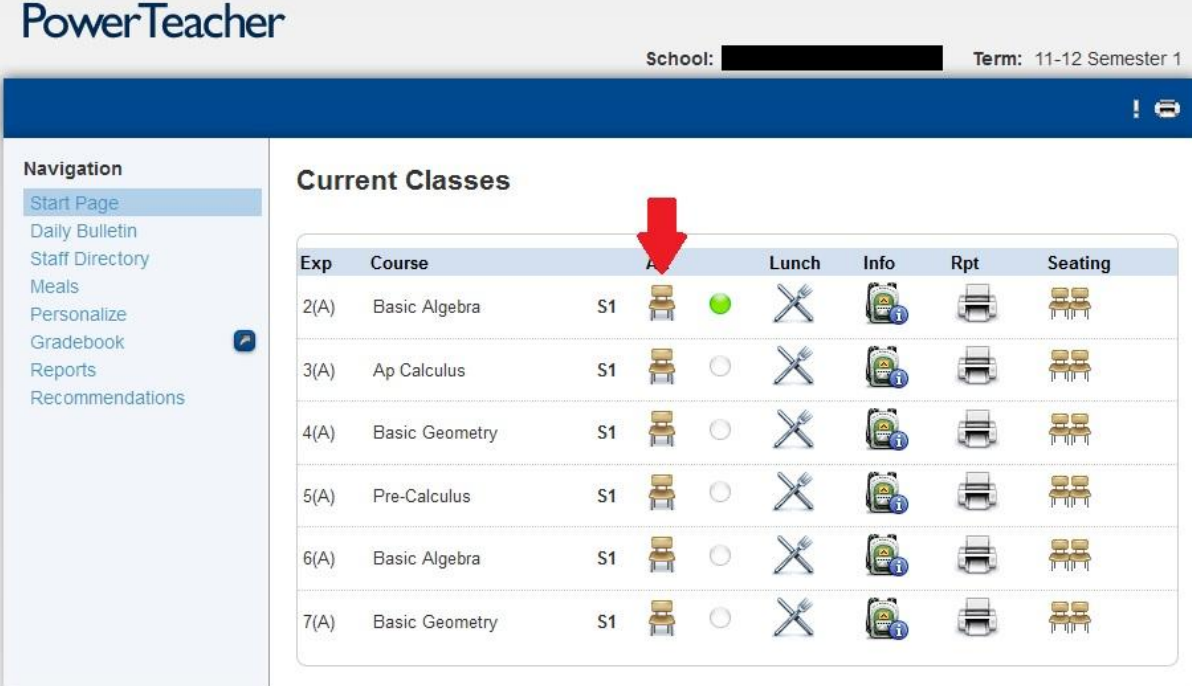


Teachers: Printing Class Rosters for Count Day Attendance

1. Take attendance in PowerTeacher as you normally would.

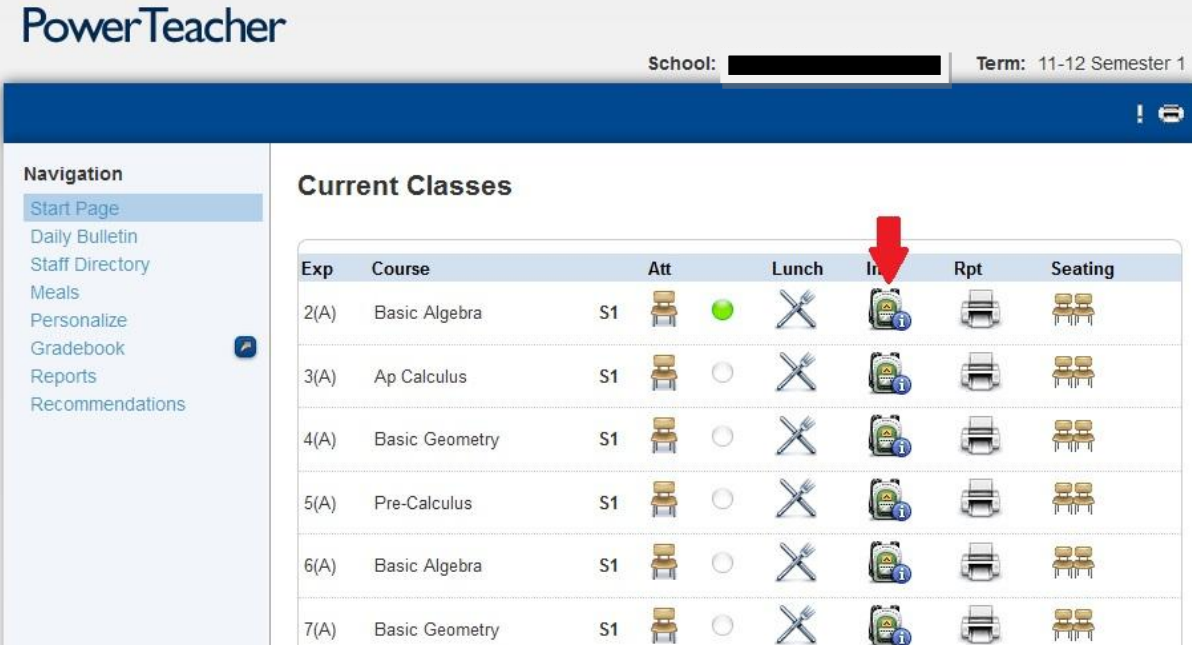


The screenshot shows the PowerTeacher interface. At the top, it says "School: [redacted]" and "Term: 11-12 Semester 1". On the left is a "Navigation" menu with items like "Start Page", "Daily Bulletin", "Staff Directory", "Meals", "Personalize", "Gradebook", "Reports", and "Recommendations". The main area is titled "Current Classes" and contains a table with the following columns: "Exp", "Course", "Att", "Lunch", "Info", "Rpt", and "Seating". The "Att" column is highlighted with a red arrow pointing to it. The table lists seven classes:

Exp	Course	Att	Lunch	Info	Rpt	Seating	
2(A)	Basic Algebra	S1					
3(A)	Ap Calculus	S1					
4(A)	Basic Geometry	S1					
5(A)	Pre-Calculus	S1					
6(A)	Basic Algebra	S1					
7(A)	Basic Geometry	S1					

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2. After taking attendance, click on the Backpack for the class.



The screenshot shows the PowerTeacher interface after taking attendance. The "Current Classes" table is the same as in the previous screenshot, but the "Att" column now shows a green dot for the first class (2(A) Basic Algebra) and a white circle for the others. A red arrow points to the "Info" column for the first class. The "Info" icon for the first class is highlighted with a red arrow.

Exp	Course	Att	Lunch	Info	Rpt	Seating	
2(A)	Basic Algebra	S1					
3(A)	Ap Calculus	S1					
4(A)	Basic Geometry	S1					
5(A)	Pre-Calculus	S1					
6(A)	Basic Algebra	S1					
7(A)	Basic Geometry	S1					

3. After the class list loads, click on the Attendance Grid Day link in the lower left-hand corner.

Basic Algebra
2(A)

PowerTeacher

School: [REDACTED] Term: 11-12 Semester 1

Student Information

Use the navigation pane on the left to work with the students listed.

- 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 student.
- Click on a class name to change the current list of students to those in that class.

Change Class:

- 6(A) Basic Algebra
- 4(A) Basic Geometry
- 7(A) Basic Geometry
- 5(A) Pre-Calculus
- 3(A) Ap Calculus

Standards Summary
Alert Summary
Attendance Grid Week
Attendance Grid Day
Attendance Summary
Attendance Review Week
Attendance Review Month
District of Residence

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4. Click the printer icon button at the top of the attendance grid.

Basic Algebra
2(A)

PowerTeacher

School: [REDACTED] Term: 11-12 Semester 1

Attendance Grid - Basic Algebra, 2(A)



Grade	Name	Tuesday 10/04/2011	10/30 Day Return Date
9	Ande		
9	Boell	A	
11	Hoef		
9	Idzio		
9	Kem		
11	Kenz		
10	Loftis		
9	Love		
9	Mars	A	
10	Meek		
11	Sign		
10	Skor	A	
9	Slud		
10	Strat		
9	Suls	A	
9	Warr		
12	Wild		
9	Will		

Change Class:

- 6(A) Basic Algebra
- 4(A) Basic Geometry
- 7(A) Basic Geometry
- 5(A) Pre-Calculus
- 3(A) Ap Calculus

Standards Summary
Alert Summary
Attendance Grid Week
Attendance Grid Day
Attendance Summary
Attendance Review Week
Attendance Review Month
District of Residence

Attendance Codes:
Blank=Present | A=Absent | T=Tardy | U=Absent Unexcused | E=Absent-Excused | B=Blocked | F=School Function | S=Suspension |

Weekly Attendance Verified [REDACTED]

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