

# PowerTeacher - Single and Multi-Day Attendance

This document assists teachers with taking attendance in the PowerTeacher portal using the Single Day and Multi-Day attendance functions.

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## PowerTeacher Attendance

### Enter Single Day Attendance

On the Single Day attendance page, you can enter attendance codes for the current day.

### How to Enter Single Day Attendance

1. On the Current Classes page, click the Single Day (chair) icon next to the class for which you want to record attendance. The Record Meeting Attendance [Section] page appears. By default, the Single Day Attendance tab appears selected.

Note: Click the Single Day tab if the Single Day Attendance page does not appear.

2. Use the following table to enter information in the fields:

Field	Description
Attendance Code	Select the attendance code from the pop-up menu.  <b>Note:</b> Blank attendance codes count as (Present). However, if using interval attendance, an attendance value may be required to be entered for each student based on the requirements for your state/province.

## Creating a Quick Reference

Date	Select the date or period for which you want to enter attendance from the pop-up menu.  <b>Note:</b> If entering interval attendance, the interval for the selected period appears at the top of the Attendance column.
Classes	If you have more than one section of this class, click <b>Show Multiple Sections</b> to combine the students from multiple sections of this class into one attendance view. Click <b>Show Single Section</b> to return to a single section view.

3. Use one of the following methods to enter the applicable attendance code:

- Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the pop-up menu to select a different attendance code, if needed.
- Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
- Click in a field and type the attendance code directly in the field.

**Note:** Use the Tab or arrow keys to navigate to a different field.

4. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click OK to enter the comment for the student's attendance record.

5. Click on an icon in the Alert column to view the applicable alert pop-up.

6. When finished entering attendance and comments, click Submit.

## Enter Multi-Day Attendance

On the Multi-Day attendance page, you can enter attendance for a specified date range or reporting term.

### How to Enter Multi-Day Attendance

1. On the Current Classes page, click the **Multi-Day** (grid) icon next to the class for which you want to record attendance. The Record Meeting Attendance [Section] page appears. By default, the Multi-Day Attendance tab appears selected.

**Note:** Click the Multi-Day tab if the Multi-Day Attendance page does not appear.

2. Use the following table to enter information in the fields:

Field	Description
Attendance Code	Select the attendance code from the pop-up menu. <b>Note:</b> To enter attendance all students using the day of the week buttons, an attendance code other than blank (Present) must be selected.
Date Range	1. Click <b>Edit</b> . The Update Date Range pop-up appears. 2. Do one of the following: <ul style="list-style-type: none"><li>• Select <b>Range</b>, enter the date range for which you want to enter attendance, or click the <b>Calendar</b> icon to select a date.</li></ul>

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	<ul style="list-style-type: none"> <li>Select <b>Reporting Term</b> to choose the term from the pop-up menu.</li> </ul> <p>3. Click <b>Update</b> to change the attendance date.</p>
Classes	If you have more than one section of this class, click <b>Show Multiple Sections</b> to combine the students from multiple sections of this class into one attendance view. Click <b>Show Single Section</b> to return to a single section view.
Comments	Do one of the following: <ul style="list-style-type: none"> <li>Click <b>Display</b> to show teacher comments in the attendance grid.</li> <li>Click <b>Hide</b> to not show teacher comments in the attendance grid.</li> </ul>
[Pop-Up]	<p>Select the <b>Interval</b> or <b>Period</b> from the pop-up menu.</p> <p><b>Note:</b> This field is only visible if the attendance method has been enabled for the section or sections that display.</p>

3. To enter an attendance code for all students, click the day of the week (S, M, T, W, T, F, S) for which you want to enter the attendance code.

**Note:** Attendance codes that have already been entered are not overwritten. However, if the attendance code is a blank (Present), it will be overwritten.

Single Day
Multi-Day
Seating Chart
Seating Chart Design

Attendance Code  
1R (Present Off-Site)
Date Range  
08/10/2020 - 08/21/2020 Edit
Classes  
Show Multiple Sections
Comments  
Display
Can

Students (16)	Total	8/10 - 8/14					8/17 - 8/21						
		A	T	M	T	W	H	F	M	T	W	H	F
Anderson, Cody	-	-	1R										
Andrews, Joshua	-	-	1R										
Bailey, Jenilyn	-	-	1R										
Briggs, Jeffrey	-	-	1R										
Bushman, Joshua	-	-	1R										
Cowley, Amy	-	-	1R										
Dansie, Amanda	-	-	1R										
Dukatz, Alisa	-	-	1R										
Gollner, Kimberly	-	-	1R										
Grim, Jesse	-	-	1R										
Heisler, Robert	-	-	1R										
Hutchinson, Casey	-	-	1R										
Jefferson, Sarah	-	-	1R										
Keimig, Joseph	-	-	1R										
Klein, Andrew	-	-	1R										
Lehr, Catherine	-	-	1R										

4. Use one of the following methods to enter the applicable attendance code:

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## Creating a Quick Reference

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- Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the pop-up menu to select a different attendance code, if needed.
- Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
- Click in a field and type the attendance code directly in the field.

**Note:** Use the Tab or arrow keys to navigate to a different field.

5. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
6. Click on an icon in the **Alert** column to view the applicable alert pop-up.
7. When finished entering attendance and comments, click **Submit**.