

## **Calculating Student Absences in PowerTeacher**

- 1. Log into PowerTeacher.
- 2. Click the **Grid** (multi-day attendance) icon to the right of the appropriate section.

Curre	nt Classes	iments (P-6)			
HR1(A-F)	HOMEROOM ATTENDANCE ONLY AM			6	•
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3. Click the **Edit** button next to the Date Range.

Single Day	Multi-Day	Seating Chart	Seating Chart Design				
Attendance (Present)	Code •	Date Range 01/30/2017 - (	02/03/20 7 Edit Classes Show Mul	tiple Sections All •	Comments Hide	Cancel	Submit

	Tot	al		1/30 - 2/3								
Students (30)	A T		Period	М	Т	W	Н	F	1			
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4. Adjust your start/end dates accordingly, and then press **Update**.

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Update Date Range		×									
Select Dates to D	isplay										
From	01/30/2017										
Range To	■ Range To 02/03/2017 ■										
	This Month 🔻										
	From 08/01/2017										
Reporting Term	<b>To</b> 08/31/2017										
		Update Cancel									

5. The screen will refresh and indicate the number of missed classes (and lates) based on the date range you selected in step 4.

**Note**: To view absentee (and late) totals for the entire length of the course, the start date must be set to the first day of school/semester.

Single Day M	ulti-Day	Seating Chart Seating Chart De					ign														
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	Тс	otal		1/30 -	2/3				2/6 - 2	2/10				2/13 -	2/17				2/20 -	2/24	
Students (30)	A	Т	Period	М	Т	W	н	F	M	Т	W	Н	F	M	Т	w	н	E	M	Т	W
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6. To the right of the page is a summary view of all submitted attendance based on your chosen date range. As you can see in the above image, any entered attendance codes will appear for each student in your roster.

As well, if any attendance comments have been entered for your students, and if you have the **Comments** filter set to **Display**, hover your mouse pointer over the attendance comment icon ( **\$\$**) to read the comment.