

Calculating Student Absences in PowerTeacher

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

Current Classes

Schedule Matrix | View My Comments (7-12) | View My Comments (P-6)

HR1(A-F)	HOMEROOM ATTENDANCE ONLY AM		<input type="radio"/>				
HR1(A-F)	ARTS VISUELS_VISUAL ARTS PR		<input type="radio"/>				
P1(A-F)	MATHEMATIQUES_MATHEMATICS PR		<input type="radio"/>				
P1(A-F)	EDUC A LA SANTE_HEALTH ED PR		<input type="radio"/>				

3. Click the **Edit** button next to the Date Range.

Single Day | Multi-Day | Seating Chart | Seating Chart Design

Attendance Code: (Present) ▾

Date Range: 01/30/2017 - 02/03/2017 **Edit**

Classes: Show Multiple Sections

Period: All ▾

Comments: Hide

Cancel Submit

Students (30)	Total		Period	1/30 - 2/3				
	A	T		M	T	W	H	F
	-	-	P1					
	-	-	P2					
	-	-	P1					
	-	-	P2					
	-	-	P1					
	-	-	P2					
	-	-	P1					
	-	-	P2					
	-	-	P1					
	-	-	P2					

- Adjust your start/end dates accordingly, and then press **Update**.

- 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 Multi-Day Seating Chart Seating Chart Design

Attendance Code: (Present) Date Range: 01/30/2017 - 06/30/2017 Classes: Show Multiple Sections Period: All Comments: Hide

Students (30)	Total		Period	1/30 - 2/3				2/6 - 2/10				2/13 - 2/17				2/20 - 2/24						
	A	T		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	
1	0	0	P1									(U)										
2	1	0	P1									(U)	(L)		(E)	(ACT)						
-	-	-	P1																	(E)	(E)	(E)
3	0	0	P1																			
1	0	0	P1																		(U)	

- 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.