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Nova Scotia Student Information System

Nova Scotia Public Education System

Taking Attendance in PowerTeacher

User Guide

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(Note: Names appearing in this document are fictitious names)

1 ATTENDANCE OVERVIEW

Teachers take attendance in PowerTeacher one class at a time or multiple sections scheduled at a time. Teachers may choose to view the students by a class list or by the seating arrangement. On days when the teacher is absent from school, a substitute teacher can take attendance on behalf of the classroom teacher using the PowerSchool Substitute portal. Substitute teachers do not have access to any student information in the Substitute portal, and only have access to the attendance screen. As well, substitute teachers can only take attendance for the current day.

When you first log into PowerTeacher, you are presented with the list of your classes for the day. The main screen has several icons, the icons associated to attendance taking are:

-  Click on the **Single Day (Chair)** icon to take attendance by class roster for only the current day.
-  Click on the **Multi-Day (Grid)** icon to take attendance by class roster for multiple days.
-  Click on the **Seating Chart (Grid & Chair)** icon to take attendance by seating arrangement. (The teacher has control over the seating chart).
-  The **Attendance Indicator** will turn green (●) once attendance has been taken for a section. Indicator will turn yellow if only one period of a double period has been taken.

If the chair icon is greyed out that means the class is not being held that day. For elementary schools, attendance is **not** taken for individual courses, but for Homeroom AM or Homeroom PM only.

The Department of Education and Early Childhood Development has set the attendance codes for the entire province and they are consistent for all Nova Scotia schools.

- Present (blank)
- (L) Late
- (E) Absent Excused
- (U) Unexcused
- (ACT) School Based Activity
- (SC) Absent Special Circumstance
- (ISS) In School Suspension
- (OSS) Out of School Suspension

Only some of these attendance codes can be assigned to students by teachers in PowerTeacher. Present, Late (L) and Unexcused Absent (U) are codes that all teachers have access to in PowerTeacher. Depending on your school's set up, Excused Absent (E) and School Based Activity (ACT) may also be available for use in PowerTeacher. Attendance codes that cannot be assigned to students in PowerTeacher can only be assigned to students in PowerSchool Admin (PS Admin), and the user's role in PS Admin will determine if student attendance can be either entered or modified by that user.

If the main office updates a student's attendance, the attendance code will appear on your class's attendance page. Teachers cannot edit attendance in PowerTeacher that has been previously entered or modified by a PS Admin user (such as principal, administrative assistant, resource teacher, or guidance counsellor).

2 TAKING ATTENDANCE IN POWERTEACHER

2.1 OPTION 1 - THE CHAIR ICON (SINGLE DAY CLASS ROSTER)

1. Click on the Chair icon next to a class to open the single day attendance screen.

Note: Class sections that meet more than once a day display a pop-up menu below to the Chair icon, which allows you to select the specific period in which to record or change attendance.



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

A. Select one of attendance codes from the **Attendance Code** drop down list. Afterwards, left-click in the field next to the student's name to enter the attendance code you selected from the Attendance Code filter.



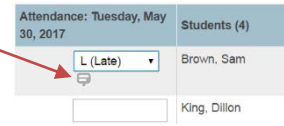
Use the drop down menu to select a different attendance code, if needed.

B. 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.

C. Single-click in a field and type the attendance code directly in the field. For example, type 'U' for Unexcused Absent or 'L' for Late.

3. To clear a field's attendance value, and indicate that the student is Present, single-click in the field to clear the attendance code.

4. To add a comment regarding the attendance code, click on the note icon. The note icon only appears once you have entered an attendance code.



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

6. Click **Submit** to save the attendance for your class.

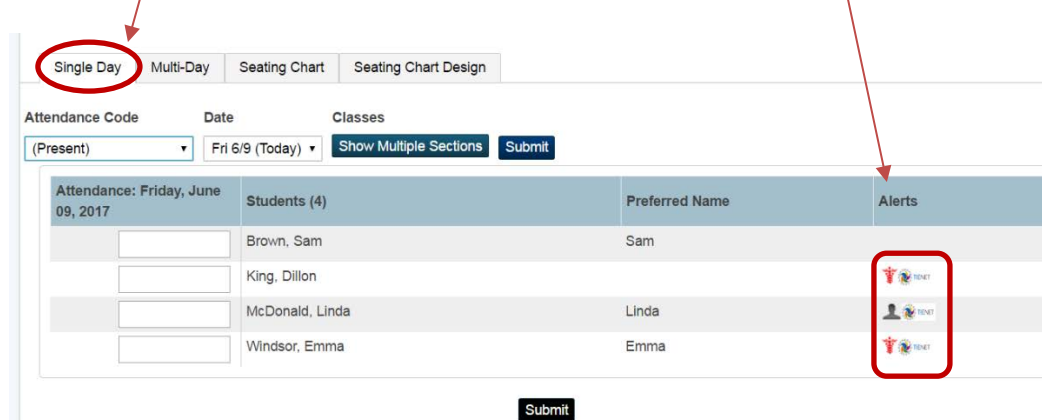
After submitting your attendance, return to the start page and the indicator next to chair icon will now be **Green** (or Yellow if taking attendance for the first period only of a double period).

Even if there are no students absent or late for the class you **MUST** still click submit for each of your classes – so that attendance records for your students will up-to-date and accurate.

Teachers can submit or edit attendance for the current day and one day prior to the current date. (Recall that teachers cannot edit attendance previously entered or modified by PS Admin users.)

2.1.1 STUDENT ALERT ICONS

When viewing the Single Day attendance page, some students may have different alerts that appear.



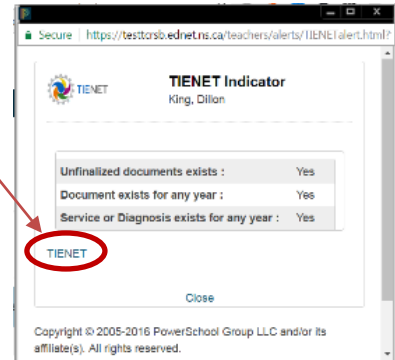
Below are the possible student alert icons that may appear on the Student's Information page (and can also appear on other pages in PowerTeacher – eg. Attendance page). Click on an icon to read more detailed information about that particular icon.



- **TIENET** – Documents, Services or Diagnosis exist in TIENET for this student.
- **Medical Caduceus** - Medical Alert (ex. The student is diabetic).
- **Silhouette** – Parent/Guardian Alert (ex. The student may not leave with father).
- **Scales** - Discipline Alert (ex. The student is prone to fighting).
- **Candle** - Birthday Alert (ex. Today is the student's birthday).
- **Warning Triangle** - Other Alert, purpose determined by the school.

In the case of the TIENET icon, clicking on it will open a small pop-up window, and if you click on the TIENET link in the pop-up, TIENET will open in a new tab allowing you to access the student's profile and documents.

Alternatively, you can click on the TIENET link under the Navigation section to the left of the page, and then access your students by going to **My Classes** located on the TIENET home page.



2.2 OPTION 2 - THE GRID ICON (MULTI-DAY CLASS ROSTER)

The Multi-Day attendance page allows teachers to view and edit attendance for a specified date range or reporting term. Given that teachers can only submit or edit attendance for the current day and one day prior to the current date, the multi-day attendance page is limited in terms of allowing teachers to edit past or future attendance. However, this page does allow teachers to view attendance totals and attendance records for all students based on the specified date range, so this page can be very helpful to teachers who need to view student attendance records for their classes.

In the below example, we can see totals (for absent classes and lates) as well as a summary of all attendance records for the specified date range.

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 Cancel Submit

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

To learn more about viewing student absences, refer to the quick reference sheet entitled: *Calculating Student Absences in PowerTeacher.*


2.3 OPTION 3 - THE SEATING CHART

You can enter attendance directly on the Seating Chart for a single day. Attendance can be recorded for students who appear on the Seating Chart, and those who are in the Student Selection bar appearing on the left side of the screen.

To learn more about creating a seating chart layout for your class(es), refer to the user guide entitled: *Create a Seating Chart Layout in PowerTeacher*.

1. Click on the Grid & Chair icon next to a class to open the seating chart screen.

2. On the **Attendance Code** pop-up menu, select the attendance code.



The image shows a screenshot of a software interface. On the left, there is a dropdown menu titled "Attendance Code" with the option "(Present)" selected. To the right of this menu is a "Date" field displaying "Tue 5/16 (Today)". A red arrow points from the text in step 2 to the "Attendance Code" dropdown menu.

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

- A. Click anywhere on a student photo, and the code selected from the Attendance Code pop-up menu in step #2 will automatically display in the upper-right corner of the student photo.
- B. On the Attendance Code pop-up menu in the upper-right corner of the student photo, select the attendance code. You can navigate the list of codes on the pop-up menu using the arrow keys or your mouse.
- C. Single-click in a student's Attendance Code pop-up menu and type the attendance code directly in the field. For example, type 'U' for Unexcused Absent or 'L' for Late.

4. To add a comment regarding the attendance code, click on the note icon. The note icon only appears once you have entered an attendance code.

5. Click **Submit** to save the attendance for your class.

2.4 TAKING ATTENDANCE FOR MULTIPLE SECTIONS

If you teach more than one section of a class at the same time (ex. Science 9 and Science 9 IPP), the **Show Multiple Sections** button will combine the students from multiple sections of this class into one attendance view. Click Show Single Section to return to a single section view.



Attendance Code	Date	Classes
(Present)	Tue 5/16 (Today)	Show Multiple Sections Submit

Attendance: Tuesday, May 16, 2017	Students (4)	Preferred Name	Alerts
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On the Seating Chart, you can combine layouts in order to take attendance for multiple sections. For more information, refer to the user guide entitled *Create a Seating Chart Layout in PowerTeacher* and go the section that discusses *How to Combine Seating Chart Layouts*.

To record attendance for multiple sections:

1. Click the icon for the attendance screen you would like to use (i.e. Chair icon, Grid icon, Grid & Chair icon).
2. Click **Show Multiple Sections**. In Single Day attendance mode, the names of those sections that meet concurrently appear, along with a combined class roster which is sorted alphabetically. In Multi-Day attendance mode, the students display by section.
3. Based on the icon you selected in step #1, follow the same steps as outlined in Option 1 (Chair icon), Option 2 (Grid icon), or Option 3 (Grid & Chair icon) to take attendance for your classes.