

Entering Attendance in PowerTeacher

1. Log into PowerTeacher (<http://powerschool.evit.com/teachers/pw.html>)
2. Click on the Chair Icon for the class you would like to enter attendance for.



3. **You will only mark the students that are absent.** An empty box next to the student name indicates the student was present. Click on the drop down menu next to “Current Attendance Code:” and select UNX (Unexcused). Click on the box next to the name of the student that was absent for the day. When you are finished, click on the Submit button at the bottom of the screen.

Record Meeting Attendance Tue 3/2 (Today) ▾

Record MultiMeeting Attendance for Multiple Sections

Anatomy/Physiology - 09-12(A)

Current attendance code:	(Present) ▾	
Banks, Au-Juna Martelle	(Present)	
Banks, Sambrina Antoinette	TBS (Late Bus)	
Bravo, Angel Gus	UNX (Unexcused)	
Ebeling, Joshua Francis		
Flores, Jennifer		
Hill, Dina		
Reyes, Maria D		
Valencia, Neris		
Zamora, Chi-Sue Hu		

Submit

4. Once you have submitted your attendance, you will notice that a green circle appears next to the class that you have entered attendance for.

