

Online Tutorial: Taking Attendance

Step 1: Log onto PowerTeacher at <http://ps.greendot.org/teachers>.

 <http://ps.greendot.org/teachers>

 PowerTeacher

Username:

Password:






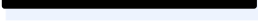

Step 2: Enter your username & password, and click the “Enter” button.

Step 3: Click the single chair icon for the class for which you’d like to take attendance.

1(A)	Algebra 1A	S1					Verify Grades		
1(A)	Teaching Assistant A	S1					Verify Grades		
2(A)	Hip Hop Appreciation (AV)	S1					Verify Grades		

Step 4: The default setting is “Present.” If all of your students are present, simply leave the drop-down menu at the top as “Present” and click the submit button at the bottom of the screen.

Algebra 1A - 3(A)
Current attendance code:

	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Note: for the purpose of this tutorial, all student names have been blacked out.

Step 5: If you need to enter as student as Unexcused Absence (X), or Tardy (T), select that attendance code in the drop-down menu, and click in the box next to a student's name. When you do so, the code will appear.

Algebra 1A - 3(A)

Current attendance code:

[Redacted]	[Redacted]	X (Truant - Unexcused absence or more than 29 minutes late)	[Redacted]
[Redacted]	[Redacted]	(Present)	[Redacted]
[Redacted]	[Redacted]	X (Truant - Unexcused absence or more than 29 minutes late)	[Redacted]
[Redacted]	[Redacted]	T (Tardy - 1 to 29 minutes late)	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	T
[Redacted]	[Redacted]	[Redacted]	X

Reminder: a blank box means the student is present. Do you not need to enter a code!

Step 6: Once you've finished, click the "Submit" button at the bottom of the screen.



Step 7: After you've submitted your attendance, you'll be taken back to the start page. If you did everything correctly, you'll see a green dot next to the chair. You're done!

