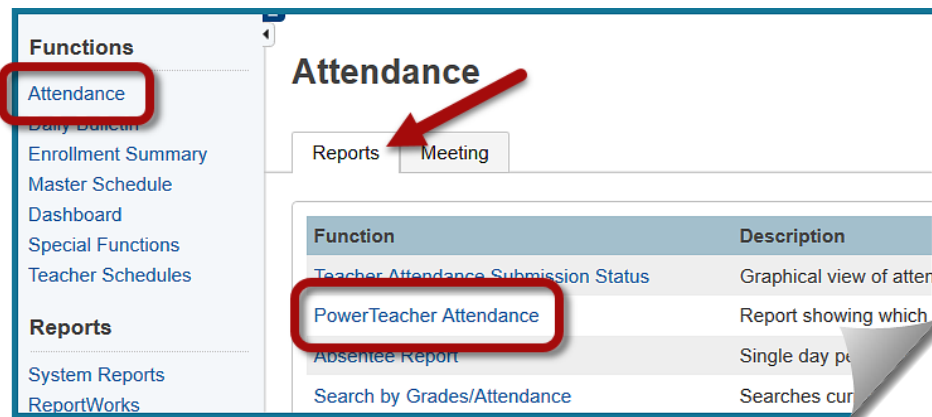

Monitoring Teacher Attendance Submission in PowerSchool

May 1, 2020 • Version 1.0

Using the PowerTeacher Attendance Report




Use the PowerTeacher Attendance Report to identify which teachers have not taken attendance on a given date.

1. From the **Start Page**, under Functions, click on **Attendance**.
2. On the **Reports** tab, click **PowerTeacher Attendance**.



3. Apply the following settings:
 - In the **Date to Scan** field, select the date for which you want to check teacher submission.
 - Select the appropriate the period(s), or leave blank for all.
 - Click **Submit**.


PowerTeacher Attendance Report

Report Name	PowerTeacher Attendance
Version	3.3
Description	Report showing which teachers have not taken attendance.
Comments	
Date to Scan	4/24/2020 
Period(s) (leave blank for all)	<input type="checkbox"/> ADV <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> CM
Lines per page	50
Starting Page Number	1
Processing Options	In Background Now <input type="button" value="v"/>
Specific Date/Time	MM/DD/YYYY  / 
Data to be filled	(Check checkbox on the right to save as default value) <input type="checkbox"/> <input type="button" value="Reset All"/> <input type="button" value="v"/>
Display Co-Teachers	No <input type="button" value="v"/> <input type="checkbox"/>
Report Output Locale	English <input type="button" value="v"/> <input type="checkbox"/>

4. On the **Report Queue**, when the report Status is **Completed**, right click on the word **View** and select **Open Link in New Tab**.

Report Queue (System) - My Jobs

System

Created	Job Name	School Name	Started	Ended	Status	
05/01/2020	PowerTeacher Attendance	Marston Middle	05/01/2020 11:08 AM	05/01/2020 11:08 AM	Completed	View 

PowerTeacher Attendance

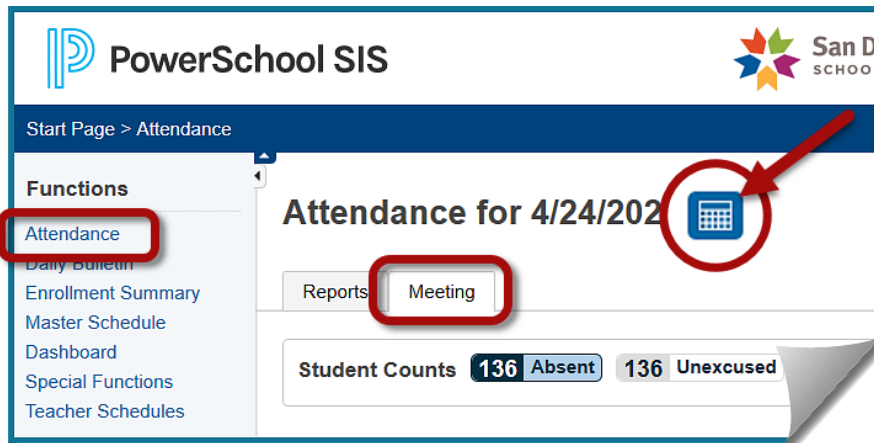
Marston Middle
04/24/2020

Teacher	No Attendance For Meeting(s)
1. Abarca, Treyvon Khanh	ADV(A),
2. Addy, Yasir G	ADV(A), 6(A),
3. Barragan, Mayra Marie	5(A), 6(A), 7(A),
4. Baugh, Dontae Lynn	6(A),
5. Burrows, Anali Keri	ADV(A), 2(A), 4(A), 5(A), 6(A), 7(A),
6. Caputo, Xochil L	ADV(A), 2(A), 3(A), 4(A), 5(A), 6(A),

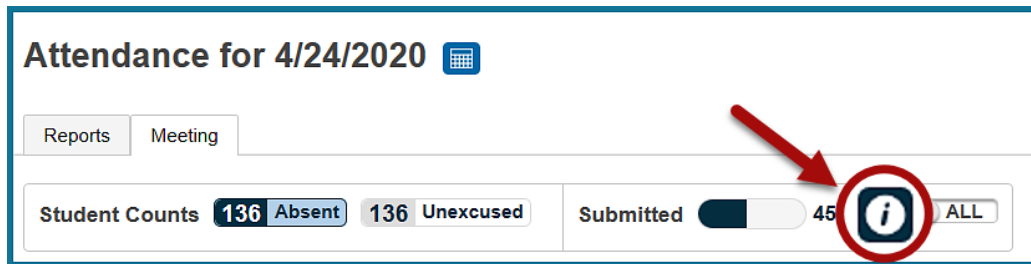
Using the Attendance Dashboard

The Attendance Dashboard allows you to quickly identify teachers who have not taken attendance for a given date.

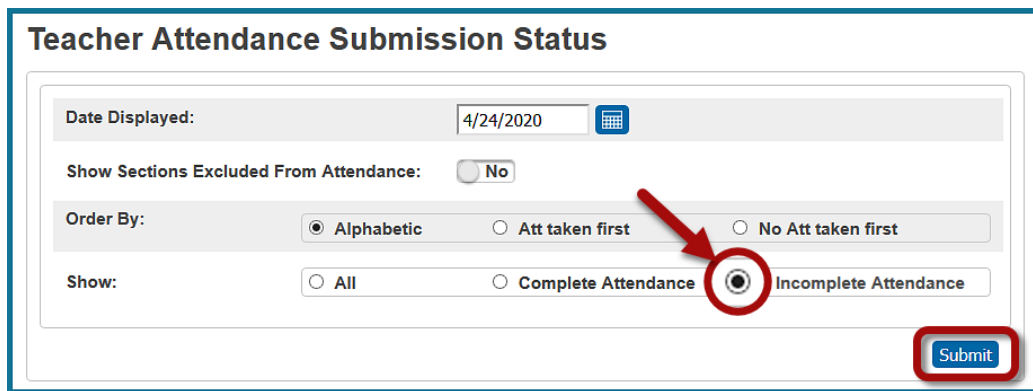
1. From the **Start Page**, under Functions, click **Attendance**.
2. Select the **Meeting** tab, then click the **calendar icon** to select a date.



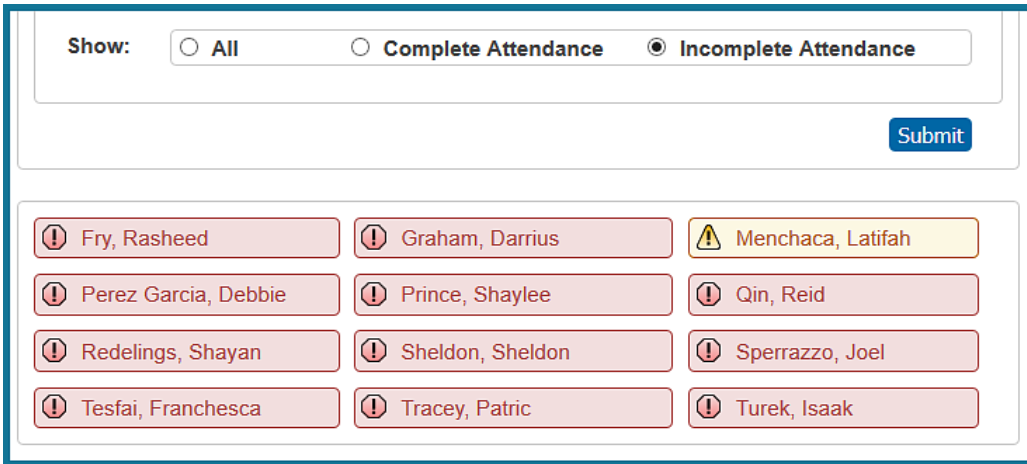
3. In the **Submitted** area, click the **information icon**  to view the teacher attendance submission status.



4. By default, all teachers will be listed. Select the **Incomplete** button to display only the teachers who have not completed taking attendance. Click **Submit**.



5. Each teacher is displayed on a Submission Status button. The color of the button indicates the attendance submission status.



Show: All Complete Attendance Incomplete Attendance

Submit

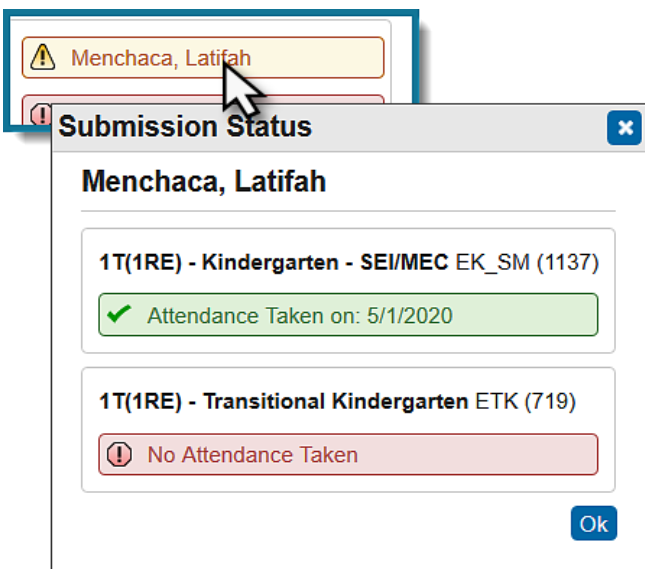
Fry, Rasheed	Graham, Darrius	Menchaca, Latifah
Perez Garcia, Debbie	Prince, Shaylee	Qin, Reid
Redelings, Shayan	Sheldon, Sheldon	Sperrazzo, Joel
Tesfai, Franchesca	Tracey, Patric	Turek, Isaak

Blackwood, Yahye A green button indicates **COMPLETE**.
All attendance has been submitted.

Graham, Darrius A red button indicates **INCOMPLETE**.
No attendance has been submitted.

Menchaca, Latifah A yellow button indicates **INCOMPLETE**.
Teachers with multiple sections have not submitted attendance for all sections.

6. Click the **Submission Status** button to view more information for that teacher.



Submission Status

Menchaca, Latifah

1T(1RE) - Kindergarten - SEI/MEC EK_SM (1137)

Attendance Taken on: 5/1/2020

1T(1RE) - Transitional Kindergarten ETK (719)

No Attendance Taken

Ok