



Use Teacher Attendance Submission Status

Purpose: Administration – Instructions on using the Teacher Attendance Submission Status function new with version 6.0. New with version 6.0 of PowerSchool administrators are able to easily view whether or not teachers have taken attendance in their class or classes for the day.

With graphical green, yellow and red "dots" to indicate whether a teacher has completed attendance for the entire day, part of the day, or not at all, staff can quickly determine where follow-up is needed.

Note: This procedure may only be performed at the school level.

How to View Teacher Attendance Submission Status

1. On the start page, choose **Attendance** from the main menu. The Attendance page appears.
2. Click **Teacher Attendance Submission Status**. The Teacher Attendance Submission Status page appears. By default, attendance submission status appears for today

Here is an example of what that page might look like.

Teacher Attendance Submission Status

Date Displayed:

7/20/2009



Order By:

- Alphabetic
- Att taken first
- No Att taken first

Show:

- All
- Complete Attendance
- Incomplete Attendance

Submit

Abram, Michael

Accatino, Steve

Adams, Mark

Berndt, Gordie

Bowe, Sheldon

Brachemyer, Dan

Bryant, Renata

Carlson, Steven

Carruthers, Elizabeth

Davis, Deborah

Derringer, Malcom

Dombeck, Bartolomeu

Edwards, Karrie

Finton, Linda

Geraghty, Mark

Grogan, Lynn

Hastings, Jacquelyn

Higgins, Theodore

Jorgenson, James

Kimball, John



3. Use the following table to enter information in the fields:

Field	Description
Date Displayed	By default, today's date appears. Enter the date for which you want to view attendance using the format mm/dd/yyyy or mm-dd-yyyy. Alternately, click the Calendar icon to select a date. If you enter an invalid date or do not use this format, an alert appears.
Order By	By default, results appear in alphabetical order. Do one of the following: <ul style="list-style-type: none">• Select the Alphabetic option to order attendance results by teacher's last names (red, yellow, and green dots).• Select the Att taken first to order attendance results by teachers who have completed taking attendance (green dot), teachers who are in the progress of taking attendance (yellow dot), and teachers who have not yet begun taking attendance (red dot).• Select No Att taken first to order attendance results by teachers who have not yet begun taking attendance (red dot), teachers who are in the progress of taking attendance (yellow dot), and teachers who have completed taking attendance (green dot).
Show	By default, attendance for all teachers for the selected school appears. Do one of the following: <ul style="list-style-type: none">• Select the All option to view all statuses of teacher attendance submission .• Select the Complete Attendance option to only view teachers who have completed taking attendance (green dot).• Select the Incomplete Attendance option to only view teachers who are in the progress of taking attendance (yellow dot) or who have not yet begun taking attendance (red dot).



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4. Click **Submit**. The Teacher Attendance Submission Status page refreshes and displays results based on your selections.

Note: If you selected a date that school was not in session, an alert appears stating "No attendance data for this date."

5. To view class information, click on a teacher's name (mouse-over might work with some browsers). A pop-up appears displaying the teacher's name, the classes the teacher is teaching for the selected day, and whether they have taken attendance for each class.