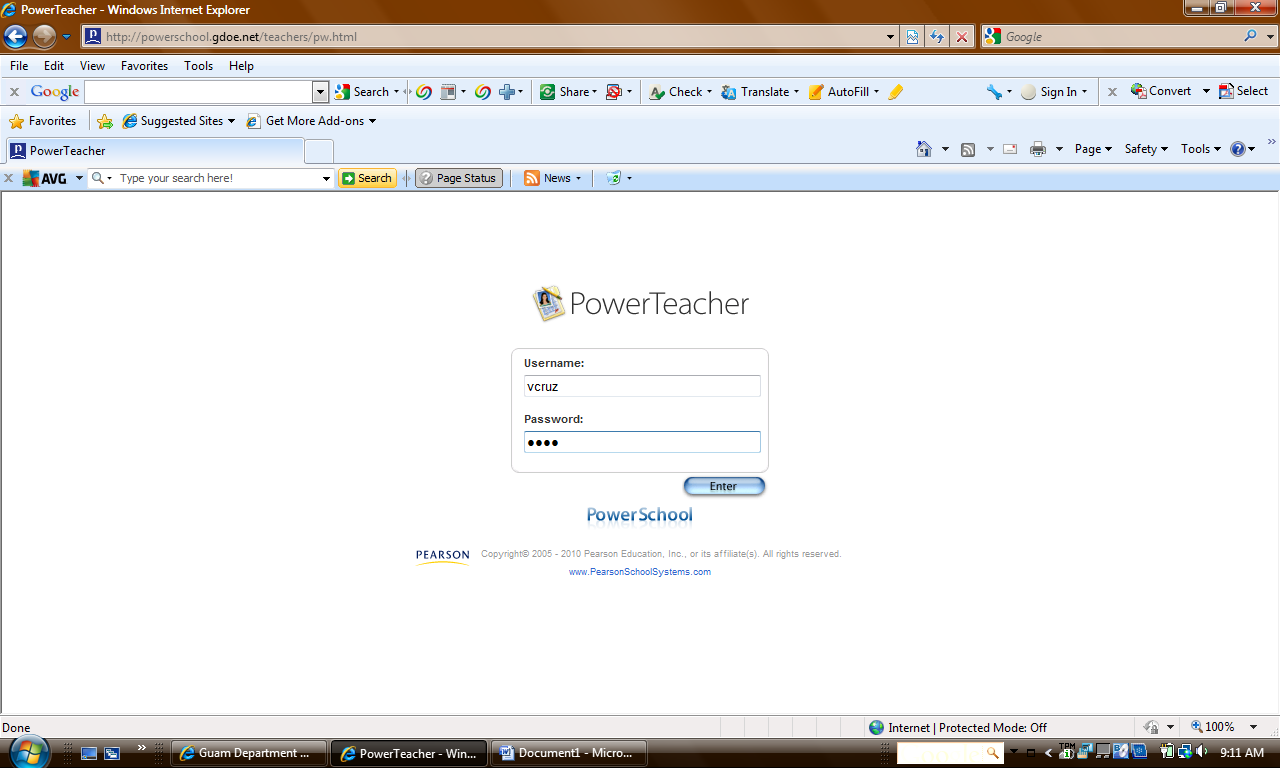
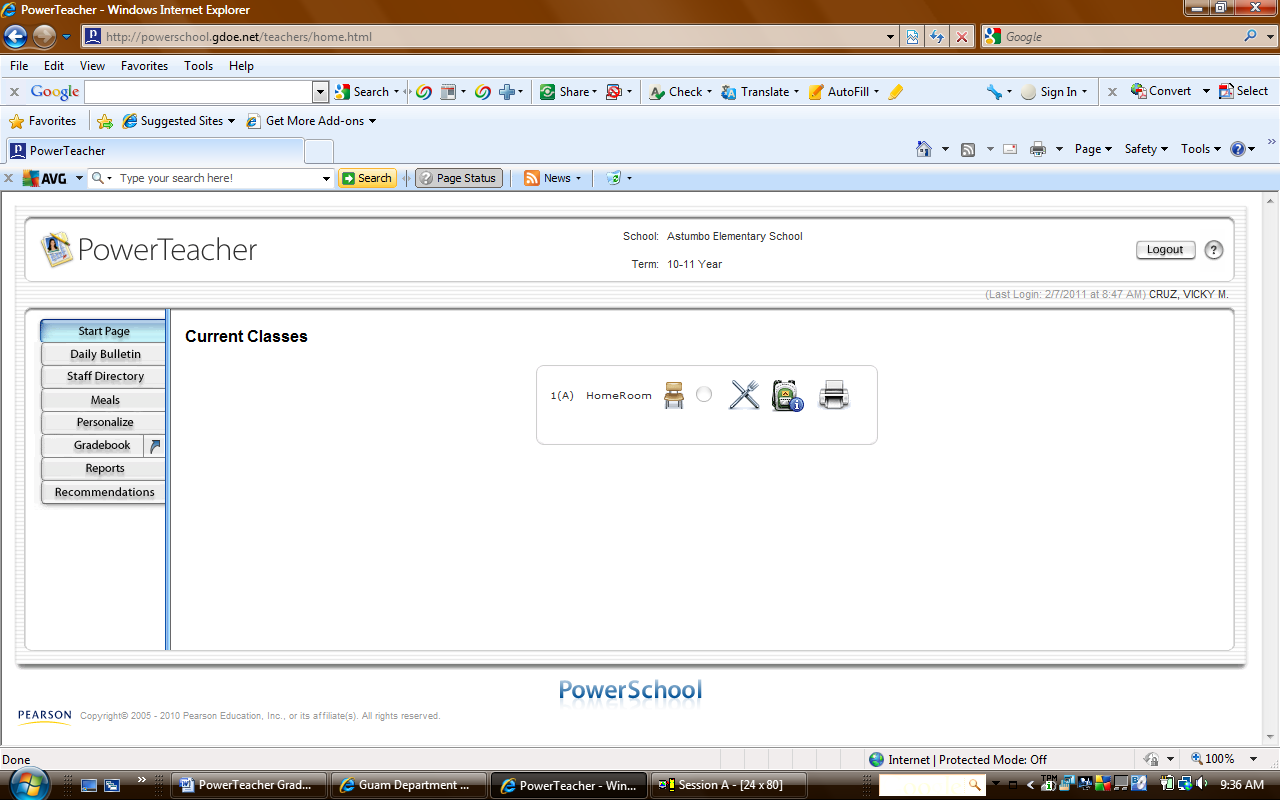
PowerTeacher Gradebook Procedure on How to Take Attendance

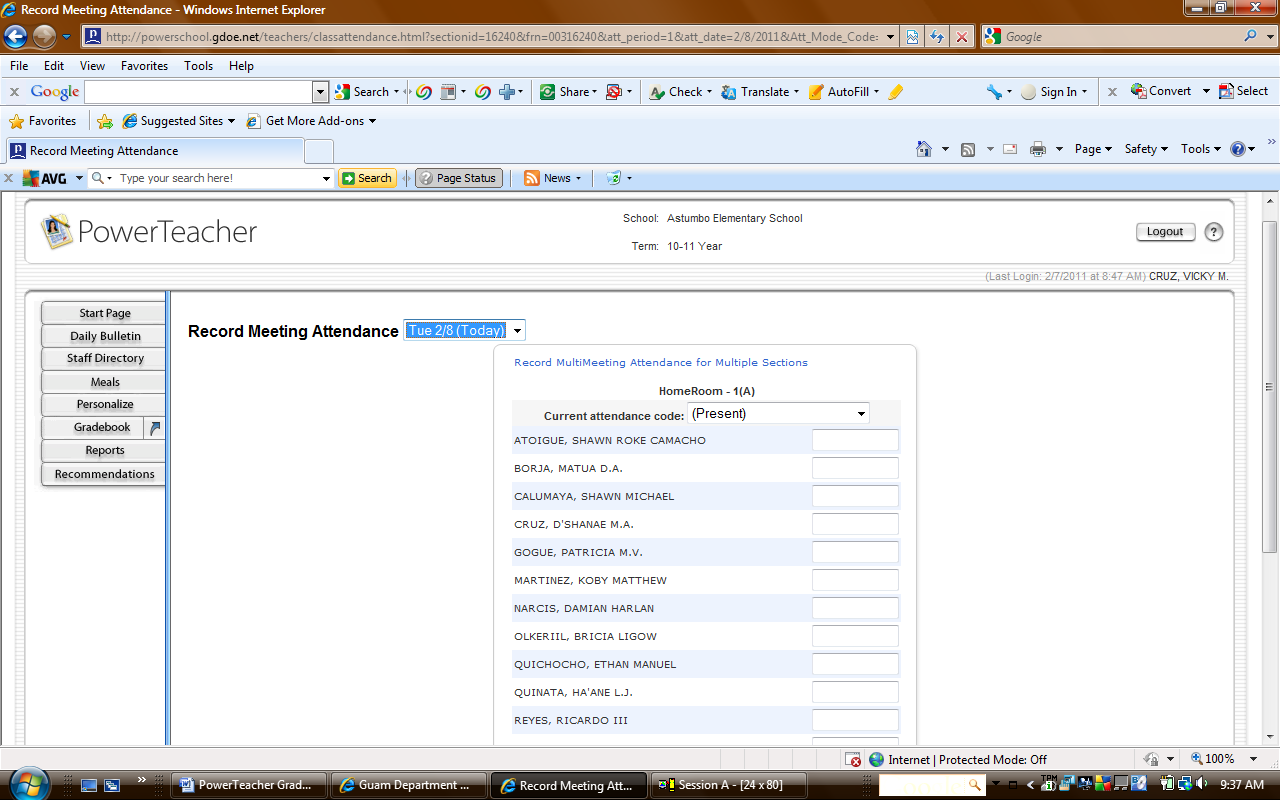
1. Access the website address: <http://powerschool.gdoe.net/teachers>. Login using the assigned Powerschool Teacher Userid and Password.



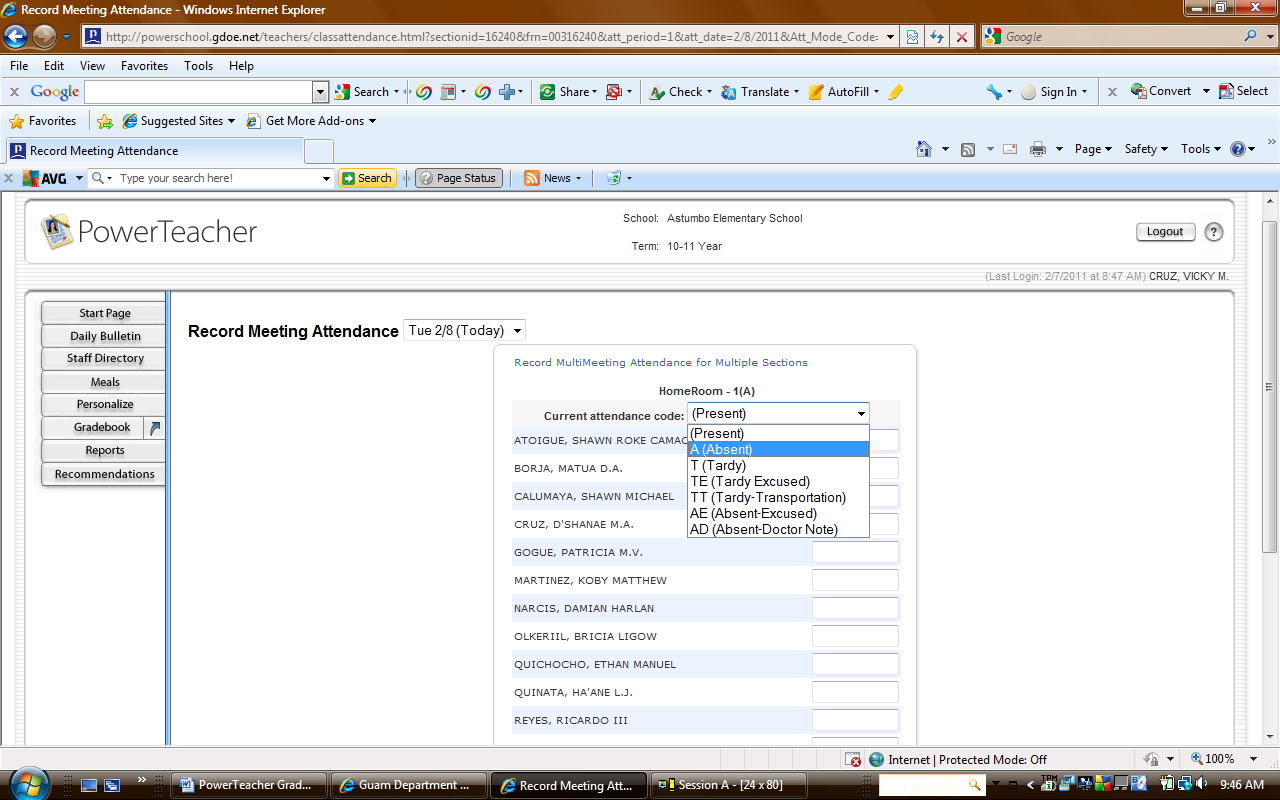
1. Click on the Chair icon.



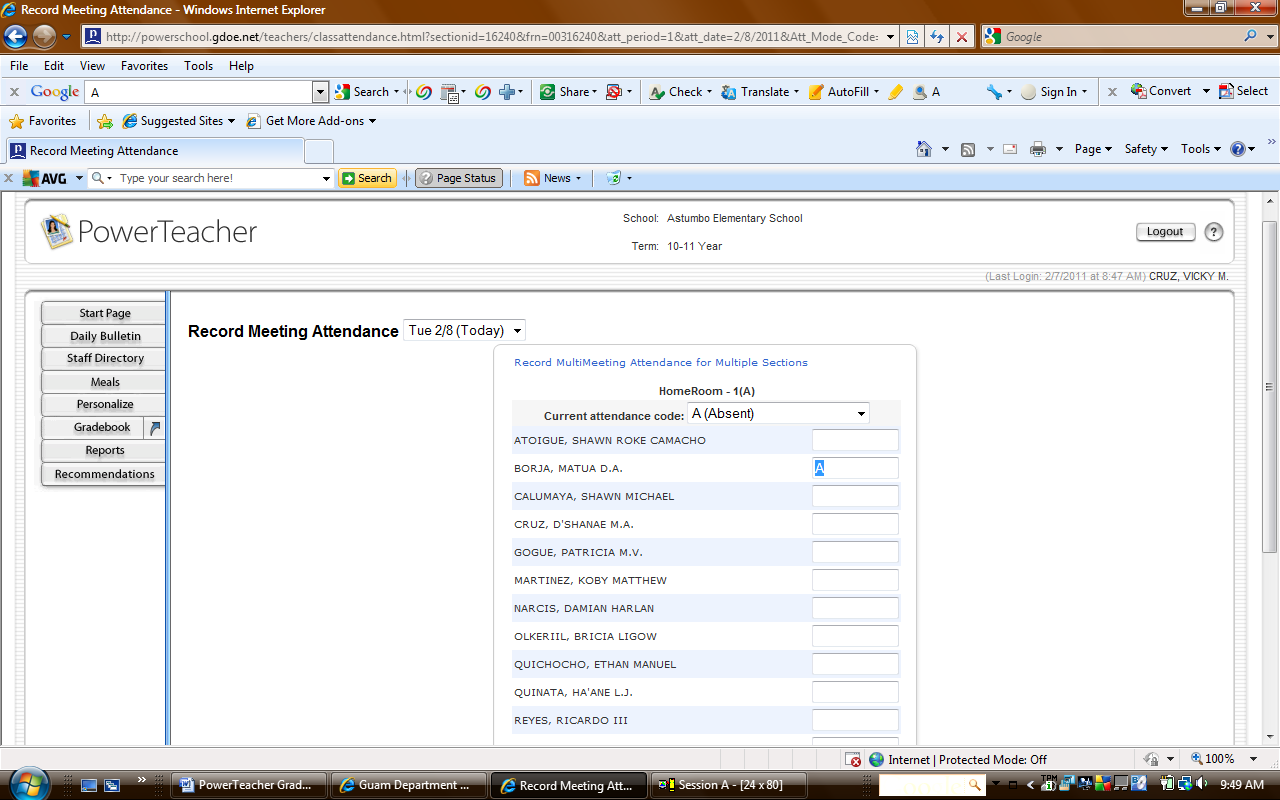
1. Verify the attendance date in the **Record Meeting Attendance box** .



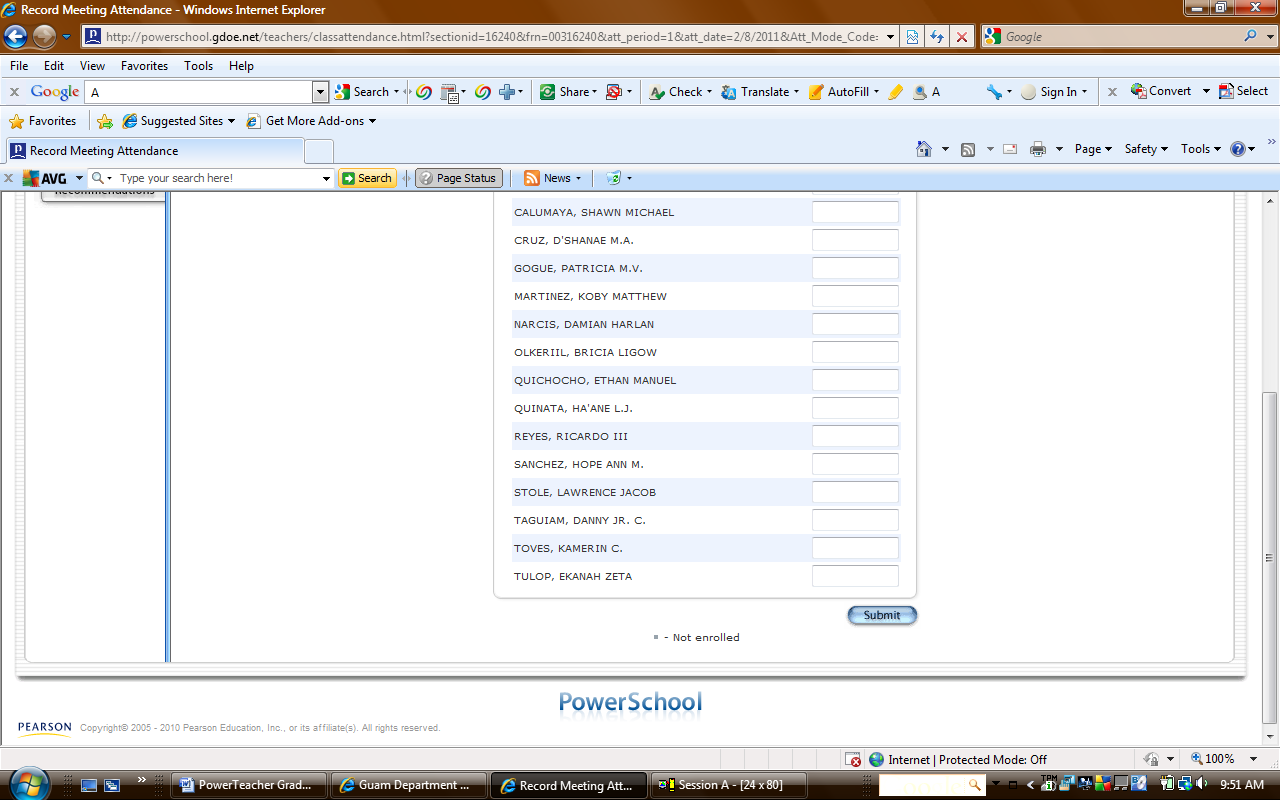
1. Select the attendance type that will be applied to the students by clicking on the arrow down in the **Current attendance code box.**



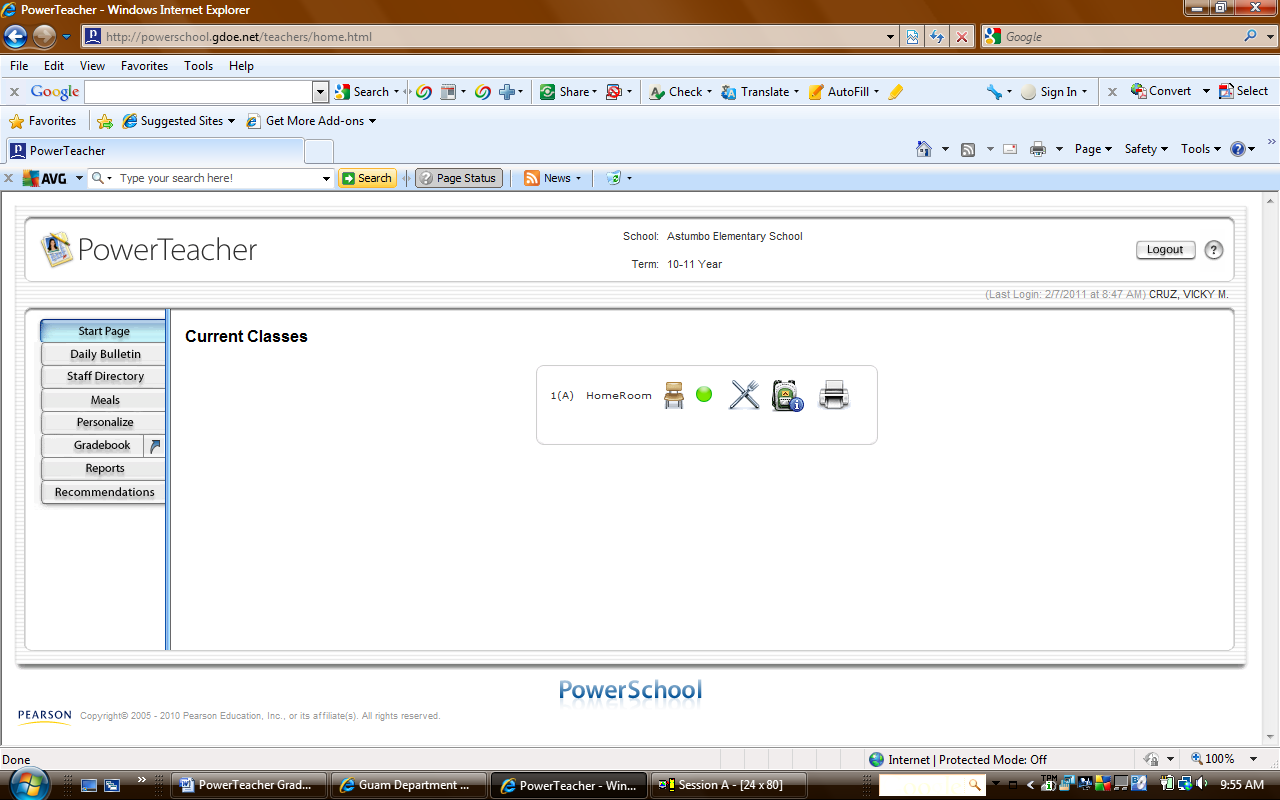
1. Click in the box next to the student the selected attendance code applies to.



1. Click the Submit button when done taking the student’s attendance.



1. The circle next to the chair icon turns green to inform the system that attendance was taken.



1. Click on the Logout button to exit the PowerTeacher Gradebook.

