

PowerGrade Attendance

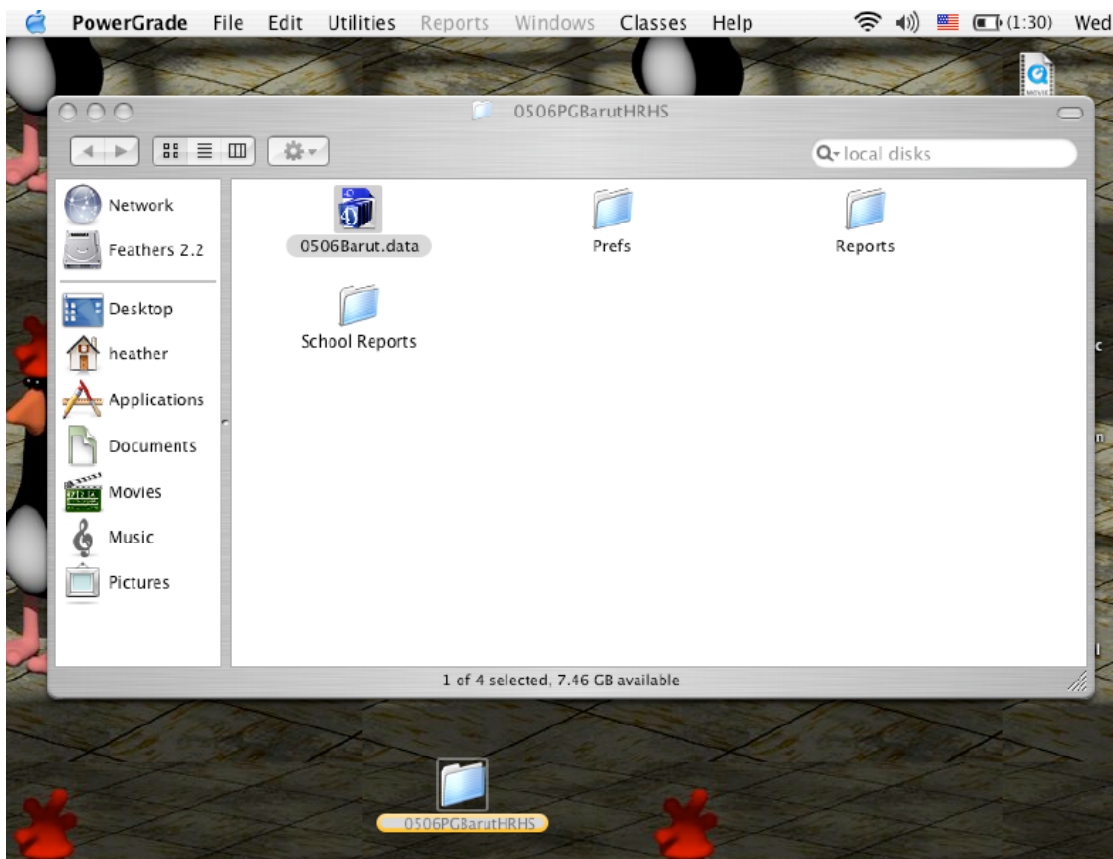
Below are the instructions for taking your morning attendance via PowerGrade. It is VERY simple. (For those of you who attended a training session, the steps are listed on page 14 of your “Initial Training Workbook.”)

1. On your desktop should be your PowerGrade folder. It will be titled “0506PG[Your last name]HRHS”. Double click on this folder and locate your data icon that looks like this:



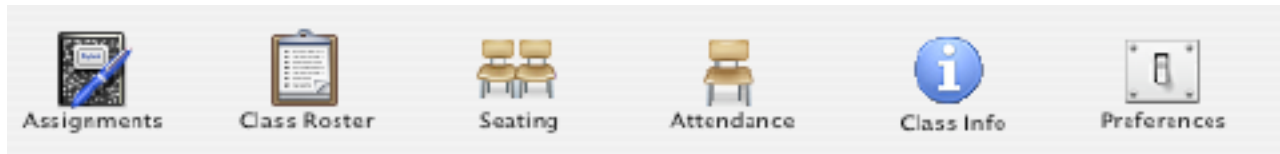
0506[Your last name].data

2. Double click on the icon. When you do so, it will look like nothing opened, BUT, next to the apple in the upper left hand corner of your screen, you should see the following:

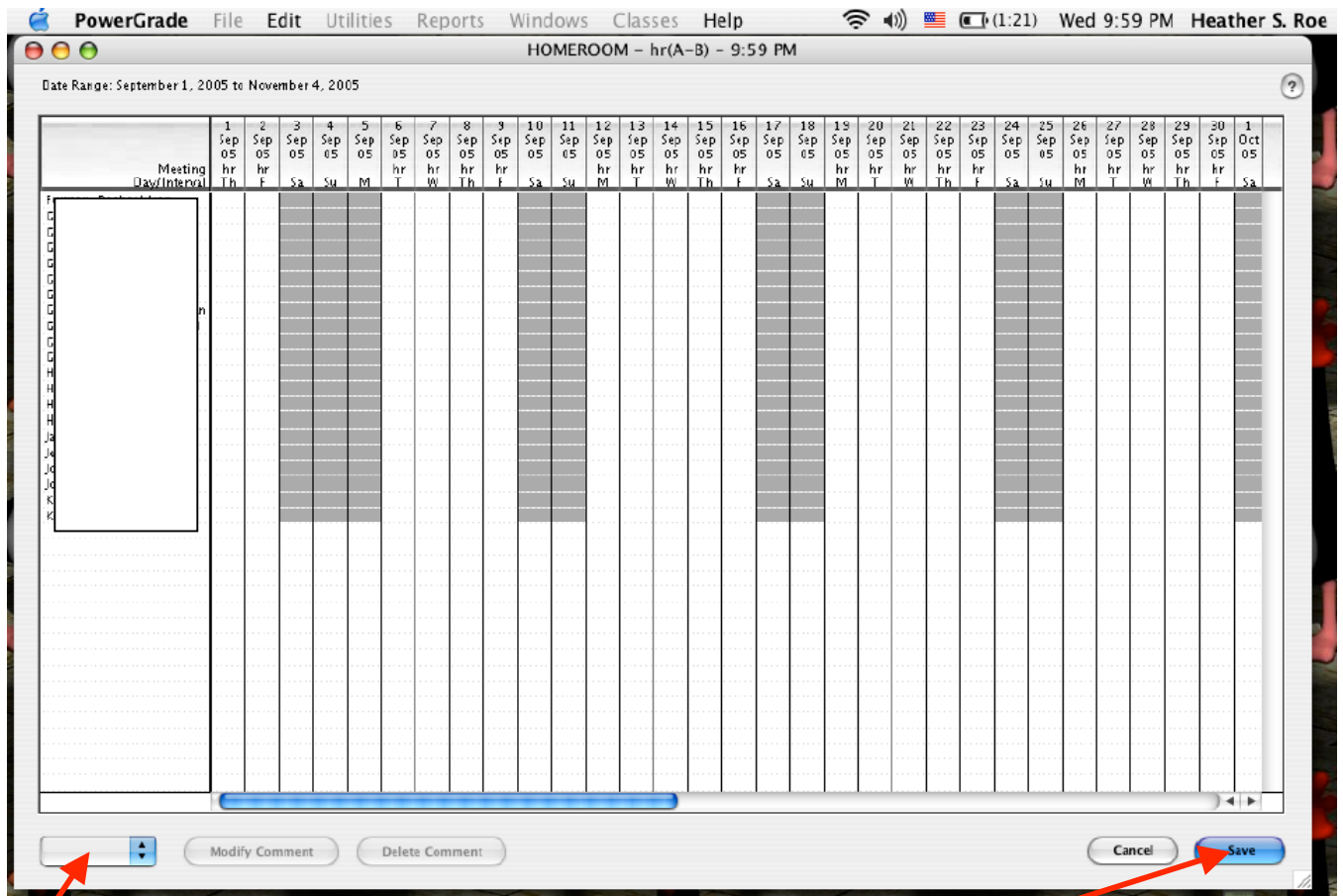


3. Click on the “**Classes**” menu and a dropbox will appear. Choose **HOMEROOM [x] hr[A-B]**. If this is the first time you have ever used PowerGrade, a window will pop up stating that the following students have been enrolled in your class. Click on the blue **OK** button in the bottom right hand corner of the box. You should see a window appear that has the names of your homeroom students in it. If you do not see the list of names, scroll the blue bar that is at the bottom of the window all of the way to the left or enlarge the window.

4. At the top of the list of students is a bunch of pictures:

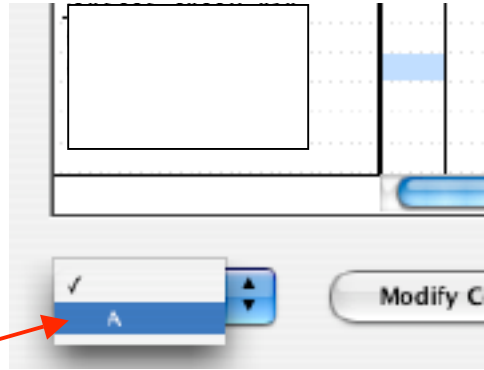


Click on the icon of the single chair that says “Attendance” underneath it. Your attendance window will appear and look like this:



5. **If all students are present**, click on the blue save button. **You need do nothing else!**

6. **If there is/are student(s) who are absent**, click in the cell next to the name of the first student who is absent. Then click on the drop-down box in the lower left hand corner of the screen.



When you do this, the letter **A** will appear:

7. **Highlight the A, as seen above**, and you will soon see an **A** appear next to the name of that student. Repeat this procedure for every student who is absent, **then click save** (see the red arrow in step number 5 for the location of this button).
8. **When you click save, the attendance window will disappear and (1) your attendance has been sent** to the appropriate location (yeah!). (2) PowerGrade will send you back to the homeroom list you saw when you followed step number three.
9. **You are now finished** taking attendance.