

Entering Attendance in the PowerTeacher Portal



South Carolina Public Charter School District
3710 Landmark Drive Suite 201, Columbia, SC 29204

www.sccharter.org

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Version:1

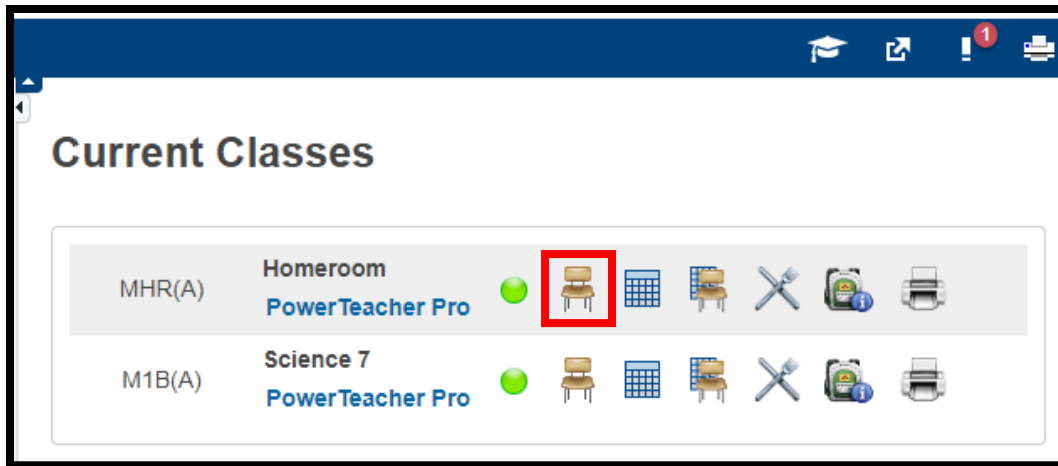


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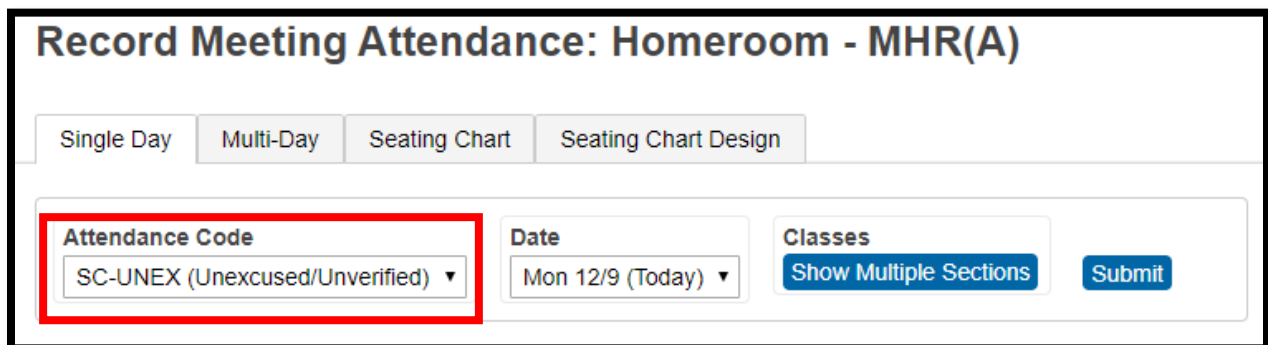
Entering Attendance as a Teacher.....3

Entering Attendance as a Teacher

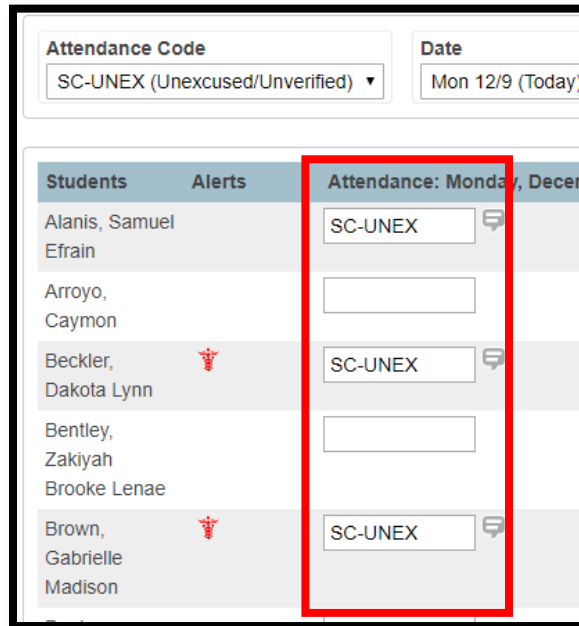
1. Once logged in to the PowerTeacher Portal, click on the chair icon next to the corresponding class you need to take attendance for.





2. When on the attendance page for your class, select the attendance code to give students.



3. Click inside of the attendance box for the students whose attendance needs to be changed from Present.



Students	Alerts	Attendance: Monday, Dec 9
Alanis, Samuel Efrain		SC-UNEX
Arroyo, Caymon		
Beckler, Dakota Lynn		SC-UNEX
Bentley, Zakiyah Brooke Lenae		
Brown, Gabrielle Madison		SC-UNEX

Note: Repeat steps 2 and 3 to apply a different attendance code for the students.

4. Once the proper students have the attendance codes applied, click the **Submit** button.

