

Window

Information

Accessing Instruction Attendance



1. Select the **School** and **Section** for which to record attendance by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder icon by clicking the plus (+) sign or by clicking on the word **Instruction**.
3. Select the **Attendance** option. A list of students who are currently enrolled in the course will appear, or a seating chart grid will display, depending on user preferences.

General Notes on Recording Attendance

- Teachers can record attendance only for the current day, and can reenter attendance as long as the office has not recorded an excuse.
- The teacher cannot override attendance taken by the office.
- It is the responsibility of the district to ensure that teachers are recording attendance in an allotted time.

Recording Attendance Using the Standard Format



1. Mark the students who are absent by clicking in the **A** column/radio button field.
2. Mark the students who are tardy by clicking in the **T** column/radio button field.
3. Record any known comments in the **Comments** field.
4. Click the **Save** icon when finished. Attendance has now been saved.

Recording Attendance Using the Seating Chart



1. After choosing the **Attendance** link from the **Index** tab, select the **Display Seating Chart** icon from the attendance area. This will bring up a seating chart grid. If pictures have been uploaded, teachers will see the students' pictures on this screen.
2. Mark the appropriate students absent or tardy by clicking in the appropriate radio buttons.
3. Click the **Save** icon when finished. Attendance has now been recorded.