

# Quick Reference Guide *for Teachers*

## Attendance

Click calendar icon to change date

Crs: 9800\_COMPUTER APP 7, Y, Cls: Section: 2, Period: 1 Close

Class Roster 4/19/2005 Progress Reports Seating Chart Grade Entry  
Gradebook Field Trip(s) Buses Attendance History Att. Summary By M P  
eSP Maintenance Grade Analysis Course Recommendation Guardian/Emergency Contacts Gradebook Beta

Print Roster Class Enrollment History Drop Student Save

Id	Student Name	Roster	Attendance	Time	Info	Note	Verified	Reason
3899	BROWN, COREY		PRP	Absent		<input type="checkbox"/>	<input checked="" type="checkbox"/>	ILLN
1484	DUARTE, JIMMIE		PRP	Present		<input type="checkbox"/>	<input type="checkbox"/>	Click
2025	GOODSON, CAMILLE	PRP	Absent			<input type="checkbox"/>	<input type="checkbox"/>	Click
2612	GROVES, AVIS	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
2986	HANDY, GILDA	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
1201	HELTON, TINA		PRP	Present		<input type="checkbox"/>	<input type="checkbox"/>	
1938	HOLBROOK, EULA	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
1765	LANGSTON, BRYANT	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
1568	MADDEN, PATSY	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
3682	PENA, TATIANA	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
2994	RICHMOND, RHEA	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
3080	SWENSON, TERRA		PRP	Present		<input type="checkbox"/>	<input type="checkbox"/>	
3806	SWENSON, Thomas	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
3090	TOBIN, JOYDON		PRP	Present		<input type="checkbox"/>	<input type="checkbox"/>	
3769	WAGNER, SHELLI	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	
	WILL	PRP	Present			<input type="checkbox"/>	<input type="checkbox"/>	

**Attendance Status**  
Button is color-coded;  
**Present: Green**  
**Absent: Red**  
**Tardy: Yellow**

To change the Status, Click the button

**Phys. Ed. Class Option**  
**Prepared: Light Green**  
**Unprepared: Lavender**  
**Medical: Orange**

To change the Status, Click the button.

When "Click" is selected, a drop-down for attendance reasons will come up

**SAVE button**

**View Reason**

**Class Roster**

### ICONS At-a-Glance

Teacher's Interface has ICONs to provide more information about a student. Each icon has a meaning:

- : **Attendance is LOCKED.** The Attendance Administrator has modified a student's attendance record. Only the Attendance Officer/System Administrator can override a locked record.
- : **Attendance Letter has been generated.** This icon indicates that the Attendance Letter has been generated for a student. Clicking on the mailbox icon will give you details.
- : **Information Merged.** Indicates a student has been dropped from a previous class, and Attendance information and/or Grade Information has been carried over to current class.
- : **IEP.** Click on this icon to view the student's IEP.
- : **A Student has been Absent from at least one other class during the day.**
- : **A Student is absent for the whole day.**

### How to take attendance... Today's Personal Schedule:

1. Login will bring you to "Today's Personal Schedule."
2. Click on the class you wish to take attendance for.
3. Today's attendance for the class will appear.
4. Click on the Attendance button next to the student's name to change the attendance status.

The order is:  
**Present - Absent - Tardy**

When a student is Tardy or Absent, you may check the boxes for Note or Verification.\*

5. Attendance Reasons:
  - a. If a student has already been marked absent with a reason, the reason will automatically show.
  - b. Attendance Reasons may or may not be editable based on district policy.
6. To change an attendance reason for a student, click on the word 'Click' under the Reason column.
7. This will bring up a screen with all the attendance reasons. Select the reason by clicking on it.
8. Once the reason is selected it will automatically bring you back to the class attendance screen.
9. Click "Save" to store changes.
10. Use the "Close" button to close the window.

\* If you do not have access to edit information, please contact your administrator.