

# Attendance

Click the period number you wish to view.

| Period             | Course    | English      | Absent | Tardy | Present | Enrolled | Submit | SUMMARY | TEST SCORES |
|--------------------|-----------|--------------|--------|-------|---------|----------|--------|---------|-------------|
| <a href="#">01</a> | E04130-01 | English 10 H | 0      | 0     | 25      | 25       | Submit | SUMMARY | TEST SCORES |
| <a href="#">02</a> | E04090-02 | English 10R  | 0      | 0     | 32      | 32       | Submit | SUMMARY | TEST SCORES |
| <a href="#">03</a> | E04130-03 | English 10 H | 0      | 0     | 27      | 27       | Submit | SUMMARY | TEST SCORES |

In roster view, click Tardy or Absent. Click OK. Click submit, when ready.

| Attendance Period 01 (E04130-01 English 10 H ) |   |                        |
|--|---|------------------------|
| Student ID                                     | Status  | Name                   |
| 8100005  | <input checked="" type="radio"/> Present <input type="radio"/> Tardy <input type="radio"/> Absent | <a href="#">Bec...</a> |
| 5100133  | <input checked="" type="radio"/> Present <input type="radio"/> Tardy <input type="radio"/> Absent | <a href="#">Cro...</a> |
| 7100068  | <input checked="" type="radio"/> Present <input type="radio"/> Tardy <input type="radio"/> Absent | <a href="#">Dra...</a> |
| 2100011  | <input checked="" type="radio"/> Present <input type="radio"/> Tardy <input type="radio"/> Absent | <a href="#">Dug...</a> |

OK

| Attendance Period 01 (E04130-01 English 10 H )  |                      |                                       |                                      |   |                      |
|---|----------------------|---------------------------------------|--------------------------------------|---|----------------------|
| View  | Modify               | Absent <input type="text" value="0"/> | Tardy <input type="text" value="0"/> | Present <input type="text" value="25"/> | Save                 |
| To record attendance, click a button above, then click one or more student names below. |                      |                                       |                                      |   |                      |
| <input type="text"/>  | <input type="text"/> | <input type="text"/>                  | <input type="text"/>                 | <input type="text"/>                    | <input type="text"/> |
| <input type="text"/>  | <input type="text"/> | <input type="text"/>                  | <input type="text"/>                 | <input type="text"/>                    | <input type="text"/> |

In seating chart view, click Tardy or Absent, then the student "desk". Click Save. Click submit, when ready.

## IMPORTANT!!

Submit your attendance, using Submit button .  
Even if there are no absences, submit to record attendance!

Submit

# Seating Chart

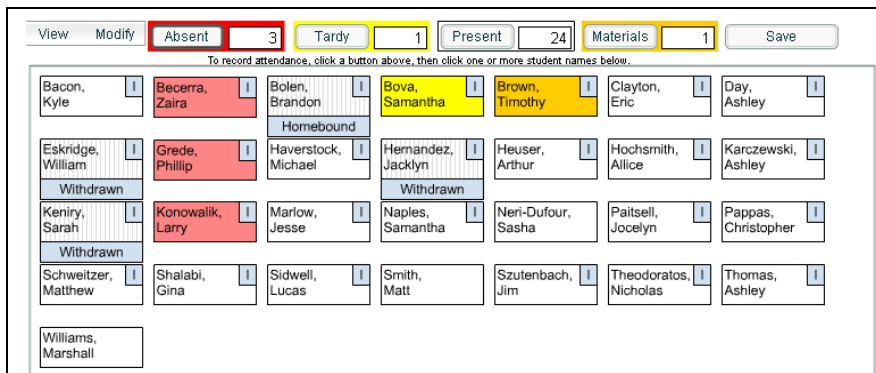
Rectangles will be displayed with the names of the students inside. An “I” in the upper right hand corner of the rectangle indicates the student has Internet Access permission. An “M” in the lower right hand corner indicates they have Media permission.

The default seating chart will display 7 desks across. You can move student desks around by using your mouse.

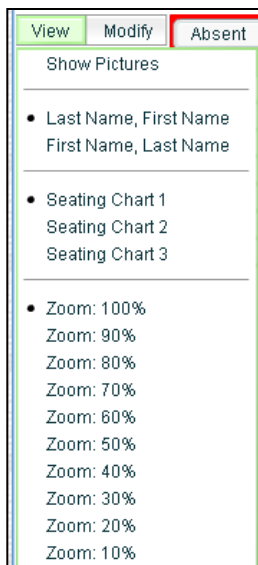
You can mark students absent or tardy by clicking on the absent or tardy button and then clicking on the student(s). When the absent or tardy button is displayed with a thick border you can click multiple students without clicking on the Absent or Tardy button again. The student’s “desk” turns the color of the absent (red) or tardy (yellow).

Click on the “Save” button when you’re done. The “Save” button will turn green.

Click on the red Attendance icon to return to the Attendance page and submit your attendance for the period.

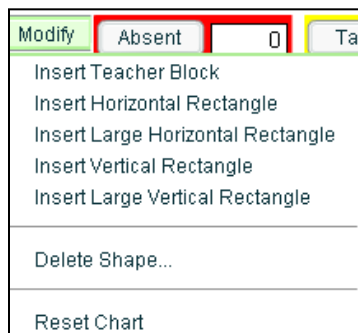


## View Options - Show student's picture (requires loading a picture file)



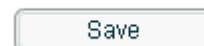
- First Last / Last, First
- Save up to 3 chart designs
- Resize view

## Modify Options - Add shapes to represent furniture



- Reset chart to default positions

**NOTE:** Be sure to click SAVE, To store your changes.



# Other Options

| Attendance Courses |           |                    |        |       |         |          |                        |                         |                             |
|--------------------|-----------|--------------------|--------|-------|---------|----------|------------------------|-------------------------|-----------------------------|
| Period             | Course    |                    | Absent | Tardy | Present | Enrolled |                        |                         |                             |
| <a href="#">01</a> | E04130-01 | English 10 H       | 0      | 0     | 25      | 25       | <a href="#">Submit</a> | <a href="#">SUMMARY</a> | <a href="#">TEST SCORES</a> |
| <a href="#">02</a> | E04090-02 | English 10R        | 0      | 0     | 32      | 32       | <a href="#">Submit</a> | <a href="#">SUMMARY</a> | <a href="#">TEST SCORES</a> |
| <a href="#">03</a> | E04130-03 | English 10 H       | 0      | 0     | 27      | 27       | <a href="#">Submit</a> | <a href="#">SUMMARY</a> | <a href="#">TEST SCORES</a> |
| <a href="#">04</a> | E04750-02 | English Literature | 0      | 0     | 32      | 32       | <a href="#">Submit</a> | <a href="#">SUMMARY</a> | <a href="#">TEST SCORES</a> |
| <a href="#">05</a> | E04130-05 | English 10 H       | 0      | 0     | 32      | 32       | <a href="#">Submit</a> | <a href="#">SUMMARY</a> | <a href="#">TEST SCORES</a> |
| <a href="#">07</a> | E04090-12 | English 10R        | 0      | 0     | 31      | 31       | <a href="#">Submit</a> | <a href="#">SUMMARY</a> | <a href="#">TEST SCORES</a> |
| <a href="#">HR</a> | D135 -    | Homeroom           | 0      | 0     | 0       | 0        | <a href="#">Submit</a> | <a href="#">SUMMARY</a> | <a href="#">TEST SCORES</a> |

**Summary** - Display attendance, per month, for the students in that class period.

**Test Scores** - Display test scores of the students in that class period.

**Search** - Click the Student Search icon on the Attendance screen, to open the search tool.

## Student Search

Exact Match

[Search](#)

**Search Results**

You can restrict your search, by specifying any of these details.