

Attendance

Take Daily Attendance - By Name
My Print Queue

Take Attendance for **Monday, May 6, 2013**

Save

Undo

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Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Print Class Roster

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Mon 5/06	Fri 5/03	Thu 5/02	Wed 5/01	Tue 4/30	Mon 4/29	
	R	AARONSONSCR	KRYSTINA L	12	001	○	○	●													
	S R G P A	ADUSCR	SADIE	09	001	○	○	●													
	P	ADUSCR	Simon	11	001	○	○	●													

Attendance (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to **Take Attendance by Name** for the selected class.

All students default to “present” and you will need to select either Absent or Tardy for a student. After you have entered attendance for the class, click **Save**.

Comment

Attendance Comment

Save

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Comment:

The Comment option allows you to enter an attendance comment with the maximum comment length of 30 characters. This option will depend on the attendance setup for the district.

Counts

The counts that display will depend on the attendance setup for the entity. The values will reflect the number of times the student missed your class.

Alert Legend

Alert Color Legend
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Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Color legend will show you what the different colors next to the student’s name mean. The Alerts that display depend on the setup of attendance for the district.

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

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Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Print Class Roster

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Mon 5/06	Fri 5/03	Thu 5/02	Wed 5/01	Tue 4/30	Mon 4/29
	R	AARONSONSCR	KRYSTINA L	12	001															
	S I R G P A	ADUSCR	SADIE	09	001															
		ADUSCR	Simon	11	001															

Severely Allergic to Peanuts.

You can click on the Alert box to see additional information related to the alert.

Show Today's Attendance for All Periods.

Take Daily Attendance - By Name

Take Attendance for Monday, May 6, 2013

Alert Legend | Show Previous Week's Attendance | View Class Summary | Print Class Roster

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period 1	Period 2	Period 3	Period 4	Period 5	
	R	AARONSONSCR	KRYSTINA L	12	001															
	S I R G P A	ADUSCR	SADIE	09	001															
		ADUSCR	Simon	11	001															

Once **Show Today's Attendance for All Periods** has been selected, you will see that it shows the student's attendance for the entire day by periods.

View Class Summary

Class Summary

Class Summary for **Band I / 01 Band I**

Period: 1 Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

Show Percent earned in Gradenbook

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03		This Week 05/06 - 05/10		Absences		Tardies				
			1ST	2ND	3RD	4TH	5TH	6TH	M	T	W	R	F	16	12-13	16	12-13		
AARONSONSCR	KRYSTINA L	Y																	
ADUSCR	SADIE	Y																	
ADUSCR	Simon	Y																	

This will show you a summary of attendance and grade information for your class. This shows all the students as well as their grades, absences, and tardies. Clicking on the blue letter under the day will show the Attendance Detail attached to the letter.