

Attendance By Photo (New) and Seating Chart

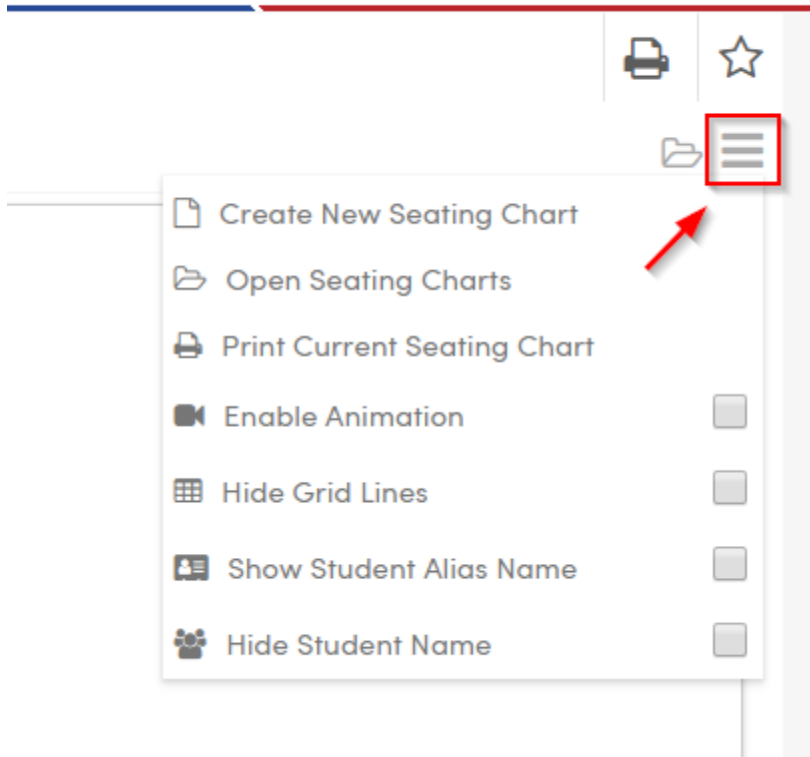
Modified on: Tue, Nov 20, 2018 at 3:28 PM

Attendance by Photo (New) is another option for submitting attendance and allows teachers the ability to assign students to selected seats and take attendance using a seating chart and by viewing student photographs. In addition, the **Attendance by Photo (New)** allows teachers to be able to set up multiple seating charts, hide student names on the chart, show students' **First Name Alias** on the chart, hide gridlines, add animation and print a seating chart with or without the student pictures.

Click the mouse on the **Attendance by Photo (New)** from the **Pages** navigation tree and the following page will display.

The screenshot displays the Aeries Student Information System interface for Golden Eagle Elementary School, 2017-2018. The left sidebar contains a navigation menu with the following items: Home, Communications, Attendance, Attendance by Photo, Attendance by Photo (New) (highlighted with a red box), Gradebook, and Standards Based Grades. The main content area is titled "Attendance by Photo (New)" and includes a date selector set to 10/3/2017, a "Lunch Count" button, and a link for "Attendance for Today (10/3/2017)". Below this, a list of "Unassigned Students" is shown, including Abel A., Adrian M., and Anthony H., each with a photo and a status indicator (A or T).

For Attendance by Photo options click on the menu icon on the top right of the page. The following options will display.



- **Create New Seating Chart** – Select to create a new seating chart.
- **Open Seating Charts** – Select to open saved seating charts.
- **Print Current Seating Chart** – Prints the chart currently being viewed.
- **Enable Animation** – Selecting this option loads the chart in an animated style.
- **Hide Gridlines** – This option will hide the chart gridlines from displaying on the page.
- **Show Student Alias Name** – This option will display the student first name alias.
- **Hide Student Name** – This option will hide the student name from displaying on the chart.

Click the **Create New Seating Chart** to create a new photo chart. If Period Attendance is being used, first select the correct class period and then select the **Create New Seating Chart** option from the menu. The following options will display. Enter the chart information and then click **OK**.

- **Current Period** – If selected the chart will show during the current period (Available for Period Attendance).
- **Enter a Name** – Add a name for the chart.
- **Auto Assign Seats** – This option will allow a teacher to mass assign the student photos by student name or randomly. It will also fill the photos on the chart across or down. This option will only use students who are still listed in the **Unassigned Students** column.
- **Number of Rows** – The number of rows the chart will display.
- **Number of Columns** – The number of columns the chart will display.

The newly created chart will display. To assign students manually to the seats, click the mouse on the student photo in the **Unassigned Seats** column and use **drag and drop** functionality to place the photo to the desired location on the chart. If the Auto Assign option was selected when creating the chart, the student photographs will be assigned automatically.

Default and Custom Seating Charts

The first seating chart created for a class using the computer-generated name (“Period 1”, “Period 2”, etc.) will be set as the "default" seating chart. The “default” seating chart will be the first chart to load when the **Attendance by Photo (New)** form is accessed for a particular class.

A “default” seating chart is defined at the time of the seating chart's creation. The default seating chart's name must not be changed from the computer-generated name **and** a "default" seating chart can not already exist with that same name. The **Current Period** check box must also be checked on the New Seating Chart add form when creating a "default" seating chart.

New Seating Chart

Current Period

Period 5

Auto Assign Seats

By Name Across Down

Randomly Down Across

Number of Rows: 0

Number of Columns: 0



OK Cancel

Changing the name of a seating chart at the time of creation will result in a “custom” seating chart. If there is an existing “default” seating chart, any additional seating charts created with that same name will also be defined as “custom” seating charts.

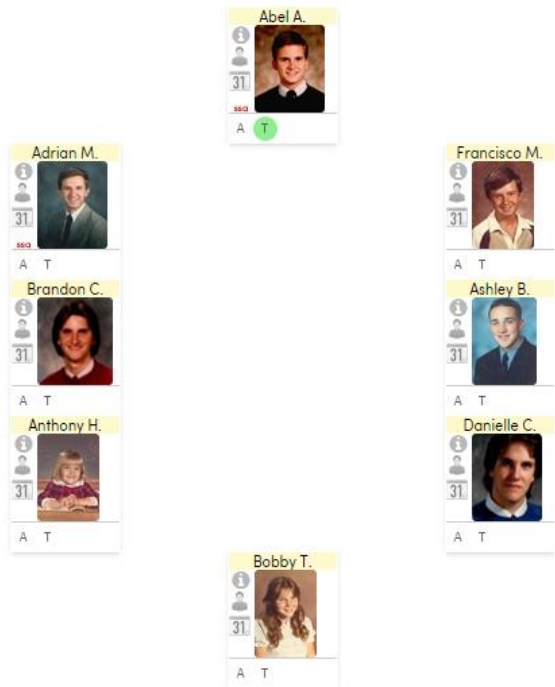
Changing the seating chart after it has been created will not change that chart’s “custom/default” status.

To create a new “default” seating chart, any existing “default” seating chart with the same name must first be deleted. A new seating chart can then be created using the computer-generated name.

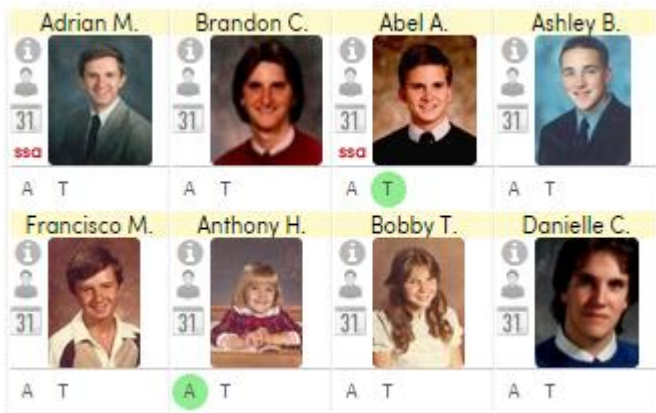
Note: If the Auto Assign Seats option was selected when the chart was created the photos will be mass assigned to the chart automatically.

Anthony H.  31 A T	Abel A.  31 A T			
Adrian M.  31 A T				
				

The **Hide Gridlines** option can be used to display the chart in a shape other than a square grid.



After the photographs have been assigned to the photo chart, attendance can be taken on the Attendance by Photo page by clicking on an absence code letter that displays under the student photo. When a code is selected for a student, it will turn green which indicates the absence code has been recorded for the student.



To clear an individual student from the attendance by photo chart for a period, right click the mouse on the student photo on the chart and then select Remove.



To clear all students from the chart select the Clear Students button under the Edit Seating Chart area.

Edit Seating Chart ×

Main Chart

Auto Assign Seats

By Name Across Down
 Randomly Down Across

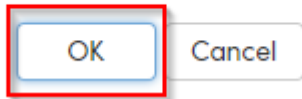
Number of Rows:

Number of Columns:

The following message will display. To clear all of the photos from the chart click the mouse on the **OK** button.

Confirm ×

Are you sure you want to clear all students from the chart?



The chart will be cleared and the student photographs will be displayed in the **Unassigned Students** column again.

10/3/2017 ▼ Lunch Count Attendance for Today (10/3/2017) was submitted at 8:13 PM

Unassigned Students

Danielle C.

31

Bobby T.

31

Anthony H.

31

Francisco M.

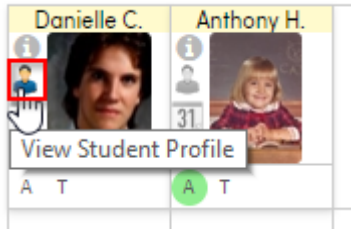
31

Ashley B.

31

Main Chart

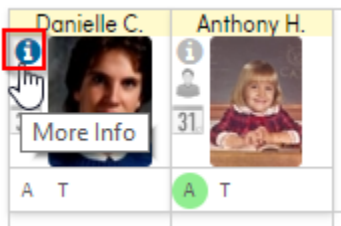
The Attendance by Photo page also displays a **Profile** and **Calendar** icon to the left of each student name. Clicking the mouse on the **Profile** icon will take the user to the Profile page for that student.



Clicking the mouse on the **Calendar** icon to the left of the student name will take the user to that students attendance detail page.



Clicking the mouse on the **More Information** icon will display additional student related information and attendance note information if available.



A pop up box will display with additional student related information and any attendance notes associated with the student. This information is read only.

Student Fields			
Attendance Notes			
Date	Description	Last Modified By	Last Modified
3/10/2017	A01 - Absent - Out of Town	admin	3/10/2017 9:41:06 AM
Parent called in.			

Close

Students who have a date in the **SSA Date (Safe School Act)** field on the **Assertive Discipline** form will display with a **red SSA** to the left of their name. If the teacher portal group has at least Read permissions to the **Assertive Discipline** page, teachers will be able to click on SSA and be taken to the **Assertive Discipline** page for the student. If the teacher portal group does not have permission to the **Assertive Discipline** page, SSA will still display in red but will not do anything when clicked on.



The **Missing Attendance** button turns red when there is attendance missing. Clicking on the button will display which dates or periods (Period Attendance) the attendance is missing for.

Attendance by Photo (New)

Missing Attendance



Date	Weekday
10/03/2017	Today
10/02/2017	Yesterday

OK

The **Mark Remaining Students Present** button when clicked will mark all students in the class as present if attendance has not been submitted for the students.

2017-2018 ^ Golden Eagle Elementary School

Attendance by Photo (New)

10/3/2017 ▼

Missing Attendance

Lunch Count

Mark Remaining Students Present