



TxEIS txAttendance (txGradebook)



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Attendance

The Attendance page allows you to record and post attendance for each period. You can also view attendance data that has already been posted. You can post attendance only one time for each period/course. If you discover an error after you have posted, you must contact the attendance clerk to correct the error.

The system checks for valid periods for the current date. If there are no valid periods for the date, the message “No attendance to post” is displayed.

Attendance > Post/View Attendance

The screenshot shows the Gradebook Attendance interface. At the top, there are navigation tabs: Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The current date is set to 07/11/2017. A calendar for July 2017 is displayed, with the 11th highlighted. Below the calendar is a 'Key' section explaining track types: Current selected school day (orange), Regular school day (white), Weekend (grey), Holiday (green), Inservice (yellow), First day of cycle (blue), First day of school (red), Last day of school (purple), and Not a membership day (grey). The main table lists student attendance for 16 students, with columns for Student ID, Name, Track, Attendance status (radio buttons for Tardy, Present, Absent), Grade, and Course Section.

Student ID	Name	Track	Tardy	Present	Absent	Grade	Course Section
100892	B...	Track numbers shown for tracks not on a regular school day	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
120175	B...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
100359	B...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
100527	C...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	11	01 ALG II HONORS (0206-01)
100138	C...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
100201	D...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
110378	E...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	11	01 ALG II HONORS (0206-01)
100376	G...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
120850	H...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
120339	M...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
100965	N...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
100341	P...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
100384	P...		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
120199	Skipper	Hunter A	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
100231	Vela Rios	Kealey C	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
120185	Wallace	Kaley R	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10	01 ALG II HONORS (0206-01)
# Students: 16							

To select a posting period:

1. The page displays data for the current date by default. To enter another date, type the date in the **MMDDYYYY** format, or open the calendar and select a valid date. To close the calendar, you must click a valid date on the calendar.
 - For **multi-track campuses**, the tracks are listed below the date and are highlighted with color-coding, when applicable.

- You cannot select a date outside the current school calendar. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day from any track at the campus.
 - Some campuses may not allow you to post attendance for a prior date. In this case the **Post Attendance** button is not displayed for prior dates.
 - Courses are only displayed on the days met. For example, a course that meets only on Monday is displayed only when the attendance date is a Monday.
- The **Semester** field displays the semester of the selected date by default. Select another semester if necessary.
 - In the **Period** field, select the period/course for which you want to view or record attendance.
 - The page defaults to the first period for which you have not posted attendance.
 - The list of active students for the selected date and period/course is displayed.
 - If you teach multiple courses for the selected period, all students in all courses will be displayed.
 - If the course enrollment date is the same as date selected, the student is highlighted with **"New"**. All students are noted as "New" the first day of school.

Student ID	Last name	First name	Attendance	Grade	Course Section
100892	Balogh	Ashlynn B	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ALG II HONORS (0206-01)
120175	Boneck	Abigail R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ALG II HONORS (0206-01)
100359	Burleson	Jakob A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ALG II HONORS (0206-01)

- Attendance can be posted only once for each date/period. If you have already posted attendance for this date/period, the period will be shaded gray in the drop-down list. If you select this period, a message notifies you that attendance has been posted for the date/period, and a view-only list is displayed.

Before taking Attendance:

Date: 7/11/2017 Semester: 1 Period: Period: 01

Attendance **Before taking Attendance**

PIN:

Date: 07/11/17 Semester: 1 Period: 01

Student ID	Last name	First name	Attendance	Grade	Course Section
100892	Balogh	Ashlynn B	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ALG II HONORS (0206-01)
120175	Boneck	Abigail R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ALG II HONORS (0206-01)
100359	Burleson	Jakob A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ALG II HONORS (0206-01)

After taking Attendance:

Date: 7/11/2017 Semester: 1 Period: 01

Attendance After taking Attendance

Date: 07/11/17 Semester: 1 Period: 01

Attendance has already been posted for this date in one or more courses.

Student ID	Last name	First name	Attendance	Grade	Course Section
100892	Balogh	Ashlynn B	PRESENT	10	01 ALG II HONORS (0206-01)
120175	Boneck	Abigail R	TARDY	10	01 ALG II HONORS (0206-01)
100359	Burleson	Jakob A	PRESENT	10	01 ALG II HONORS (0206-01)
100527	Carr JR	Jerry L	UNEXCUSED ABSENCE	11	01 ALG II HONORS (0206-01)
100138	Crain	Ethan R	PRESENT	10	01 ALG II HONORS (0206-01)

To record attendance:

When the date and period are selected, a class list is displayed. All students are defaulted to Present. For students who are tardy or absent for the selected date/period, mark accordingly in the Attendance fields.

- As you mark students Absent or Tardy, the rows will change color. **Tardy** students will be shaded **YELLOW**, and **Absent** students will be shaded **RED**.
- The total number of students enrolled in the period is displayed at the bottom of the column.
- Students in self-paced and non-graded courses are included on the attendance list.
- You can click the student ID to view the student's profile.
- The **Tardy** field is disabled if the default tardy code is blank in the TxEIS Student System.

Student ID	Last name	First name	Attendance	Grade	Course Section
902193	Anderson	Alexis B	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 Bus Info Mgmt 1 (9204-20)
504430	Bishop	Travis A	<input type="radio"/> Absent <input checked="" type="radio"/> Present	10	02 Bus Info Mgmt 1 (9204-20)
602723	Bowen	Keegan G	<input type="radio"/> Absent <input checked="" type="radio"/> Present	10	02 Bus Info Mgmt 1 (9204-20)
903407	Bullard	Kendrick H	<input type="radio"/> Absent <input checked="" type="radio"/> Present	10	02 Bus Info Mgmt 1 (9204-20)
602752	Cecenas	Austin C	<input type="radio"/> Absent <input checked="" type="radio"/> Present	10	02 Bus Info Mgmt 1 (9204-20)


- If a student's **absence is pre-posted** (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the Attendance field displays the reason for his absence. Pre-posted absences are handled by the attendance clerk, so you cannot mark attendance for the student.

Student ID	Last name	First name	Attendance	Grade	Course Section
902193	Anderson	Alexis B	EXCUSED ABSENCE	12	02 Bus Info Mgmt 1 (9204-20)
504430	Bishop	Travis A	<input type="radio"/> Absent <input checked="" type="radio"/> Present	10	02 Bus Info Mgmt 1 (9204-20)
602723	Bowen	Keegan G	<input type="radio"/> Absent <input checked="" type="radio"/> Present	10	02 Bus Info Mgmt 1 (9204-20)


- Students who are on a track that does not meet on the selected date are displayed on the page; however, the Absent/Tardy/Present fields are replaced by a message indicating that the date is **not a membership day** for the student.





Student ID	Last name	First name	Attendance	Grade	Course Section
900709 <small>NEW</small>	Breland	Caleb	Not a Membership Day.	09	01 ALG 1 (2005-02)
900546 <small>NEW</small>	Deras-Morales	Garrett H	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	01 ALG 1 (2005-02)


- If a student withdrew from the course, he is no longer listed.
- If the attendance clerk has entered **comments** associated with a attendance for the date displayed, the comments icon will appear to the right of the pre-posted attendance. Click  to view the comment.

The office has pre-posted attendance for this student. A teacher cannot over-ride attendance taken in the office.

Student ID	Last name	First name	Attendance	Grade	Course Section
900709	Breland	Caleb	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	01 ALG 1 (2005-02)
900546	Deras-Morales	Garrett H	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	01 ALG 1 (2005-02)
027007	Dugger	Cecilia	EXCUSED ABSENT 	09	01 ALG 1 (2005-02)
027038	Foster	Diego A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	
100041	Green	Victoria L	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	
900164	Grewing	Quention R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	
027016	Hambley	Emily G	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	
900062	Jones	Isaac E	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	

Date Time:
User: REGION11
Mom called, Cecilia is sick today.

- The **Star of Life** icon  is displayed for any student who has medical circumstances you should be aware of. To view details, click  or the student ID. The Student Information page opens and displays relevant data in the **Medical Alerts** section.

Student ID	Last name	First name	Attendance	Grade	Course Section
027025	Aviles	Casey N	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ENGLISH 2 (1100-01)
 100041	Baldwin	Victoria L	EXCUSED ABSENT	10	01 ENGLISH 2 (1100-01)
027009	Beltran	Lily M	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ENGLISH 2 (1100-01)
900709	Breland	Caleb	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ENGLISH 2 (1100-01)
027018	Cervantes-Rico	Merideth J	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ENGLISH 2 (1100-01)
900514	Esparza	Destiny C	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ENGLISH 2 (1100-01)
029115	Henzler	Kaleigh K	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ENGLISH 2 (1100-01)



 **Medical Alerts**

Medical Alert 1: Allergic to peanuts

Action/Intervention:
Call office immediately for EpiPen.

To sort columns:

The columns can be sorted according to your preferences. An arrow indicates the column and order by which the table is currently sorted. If a column can be sorted, a sort box appears in the column heading.

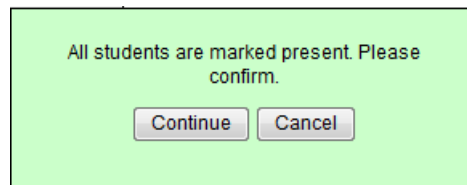
- The column will be sorted in ascending order, as indicated by  in the column heading. To sort the column in descending order, click  again. The sort arrow will change direction.
- If you sort by the last name column, the table will actually sort by last name, then first name. If you sort by the first name column, the table will actually sort by first name, then last name.

To post attendance:

After you record attendance for the course, review your input carefully **YOU CAN POST ATTENDANCE ONLY ONCE FOR EACH PERIOD/COURSE**. If you need to correct the attendance after you have posted, you must contact your attendance clerk to correct the error. Follow procedures established by your campus (e.g., print the posted attendance report, make any corrections, sign the report, and submit it to your campus administrator).

When you are satisfied with your attendance input, you must post the data.

1. Type your **PIN** in the **PIN field**.
2. Click **Post**. If your changes were saved successfully, the page reloads with a message indicating that the attendance was posted successfully.
3. If you indicated that all students are present (and no absences were previously entered by the attendance clerk), a message is displayed prompting you to confirm that all students are marked present.



- Click **Continue** to confirm. Attendance is posted, and the All Present flag in the database is set to Y (yes).
 - Click **Cancel** not to confirm. Attendance is NOT posted.
4. After posting is complete, the attendance list is **VIEW ONLY**.

To print Attendance Rosters:

To print the attendance click on the Period dropdown and select one or "all classes" > Generate. The Attendance Roster is displayed allowing you print. Print is located at the top right portion of the screen.

Attendance has been posted (signature line provided at the bottom of each period/course):

Attendance Roster

Campus: 001 - Rodeo High School
 Instructor: LEE, KIM C
 Attendance Date: Tuesday, July 11, 2017
 Period: 01
 Course: ALG II HONORS (0206-01)

Attendance already posted.

Student ID	Last name	First name	Attendance	Grade	Course Section
100892	Balogh	Ashlynn B	PRESENT	10	01 ALG II HONORS (0206-01)
120175	Boneck	Abigail R	TARDY	10	01 ALG II HONORS (0206-01)
100359	Burleson	Jakob A	PRESENT	10	01 ALG II HONORS (0206-01)
100527	Carr JR	Jerry L	UNEXCUSED ABSENCE	11	01 ALG II HONORS (0206-01)
100138	Crain	Ethan R	PRESENT	10	01 ALG II HONORS (0206-01)
* 100201	Doshier	Sawyer S	PRESENT	10	01 ALG II HONORS (0206-01)
110378	Eckert	Brandyn D	PRESENT	11	01 ALG II HONORS (0206-01)
100376	Garcia	Olivia G	PRESENT	10	01 ALG II HONORS (0206-01)
* 120850	Hering	Claire N	PRESENT	10	01 ALG II HONORS (0206-01)
120339	Martinez	Kaslyn L	PRESENT	10	01 ALG II HONORS (0206-01)
100965	Nance	Lily S	PRESENT	10	01 ALG II HONORS (0206-01)
100341	Perry	Taylor N	PRESENT	10	01 ALG II HONORS (0206-01)
100384	Pierce	Victoria E	PRESENT	10	01 ALG II HONORS (0206-01)
* 120199	Skipper	Hunter A	PRESENT	10	01 ALG II HONORS (0206-01)
100231	Vela Rios	Kealey C	PRESENT	10	01 ALG II HONORS (0206-01)
120185	Wallace	Kaley R	PRESENT	10	01 ALG II HONORS (0206-01)
# Students: 16			Absent 1 Tardy 1 Present 14		

Attendance has NOT been posted (signature line provided at the bottom of each period/course):

Student ID	Last name	First name	Attendance	Grade	Course Section
100935	Bell	Christopher B	Absent ___ Tardy ___ Present ___ EXCUSED ABSENCE	09	03 ALGEBRA I (0201-03)
* 120469	Brunner	Thomas Q	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
120841	Bunch	Wyatt T	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
120305	Carrion	Jordan H	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
100565	Crowe	Zachary N	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
* 100080	Jackson	Tristan M	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
120373	King	Jaxs S	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
100050	Lange	Maddie M	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
120287	O'Leary	Robert W	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
* 100008	Rogers	Tanna S	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
120790	Seiler JR	Chad M	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
* 100365	Smith	Bryce A	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
100545	Soto	Tanner J	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
* 120303	Strosnider	Jacob W	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
* 120793	Thornton	Nathan L	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
100161 NEW	Weber	Wyatt E	Absent ___ Tardy ___ Present ___	12	03 ALGEBRA I (0201-03)
120334	Wells	Breeleigh M	Absent ___ Tardy ___ Present ___	09	03 ALGEBRA I (0201-03)
# Students: 17					

Attendance NOT posted. This can be the roster for the substitute but be sure they sign and date it.

Attendance Verification Report Selection

The Attendance Verification Report Selection page allows you to produce a report showing attendance for all of your students for a selected course section and date range. You can view data for up to one semester. You can also generate a summary report that displays only totals for the selected date range.

Reports > Attendance Verification

- Select Semester 1 or 2.
- Select the appropriate Course.
- Enter the date range needed.
- Select "include withdrawn students" and or "summary only" or leave them blank.
- Select "Generate".

Home ▾ Attendance ▾ Grades ▾ **Reports ▾** Discipline ▾ Settings ▾ Admin ▾

Semester: 1 ▾ Course Section: 01 ALG II HONORS (0206-01) ▾

Attendance Verification Report Selection

From Date: 7/3/2017 To Date: 8/11/2017

Include Withdrawn Students

Summary Only

Attendance Verification Report			1st Week							2nd Week							3rd Week							4th Week							5th Week							6th Week							Total		
Student Name	Student ID	Grade	3 M	4 T	5 W	6 T	7 F	10 M	11 T	12 W	13 T	14 F	17 M	18 T	19 W	20 T	21 F	24 M	25 T	26 W	27 T	28 F	31 M	1 T	2 W	3 T	4 F	7 M	8 T	9 W	10 T	11 F	A	S	T												
Balogh, Ashlyn B	100892	10																																0	0	0											
Boneck, Abigail R.	120175	10							T																									0	0	1											
Burleson, Jakob A.	100359	10																																	0	0	0										
Carr JR, Jerry L.	100527	11							U																										1	0	0										
Crain, Ethan R.	100138	10																																	0	0	0										
Doshier, Sawyer S.	100201	10																																	0	0	0										
Eckert, Brandyn D.	110378	11																																	0	0	0										
Garcia, Olivia G.	100376	10																																	0	0	0										
Hering, Claire N.	120850	10																																	0	0	0										
Martinez, Kaslyn L.	120339	10																																	0	0	0										
Nance, Lily S.	100965	10																																	0	0	0										
Perry, Taylor N.	100341	10																																	0	0	0										
Pierce, Victoria E.	100384	10																																	0	0	0										
Skipper, Hunter A.	120199	10																																	0	0	0										
Vela Rios, Kealey C.	100231	10																																	0	0	0										
Wallace, Kaley R.	120185	10																																	0	0	0										

Attendance Code Legend	TEACHER'S SIGNATURE _____
* Outside current course enrollment	T, TARDY
U, UNEXCUSED ABSENCE	

First Day of School Procedures

(Follow your campus policy for the First Day as these are our suggestions)

On the first day of school, teachers **CANNOT** use txGradebook to record or post attendance. Therefore, "Attendance" will be grayed out. Teachers must record attendance manually on printed sheets. Your campus administrator will let you know when you can start taking attendance in txGradebook.

1. Take roll in **blue** or **black** ink using the class roll or attendance roster provided by the office.
2. If a student is **in class** but **not on** the class roll, add the student's name at the bottom of the attendance form.
3. If a student **is on** the class roll but **not in** class, mark a single line through the student's name (the name must remain legible) and mark "NS" next to the student's name to indicate "No Show" in class.
4. **NO STUDENTS WILL BE MARKED ABSENT ON THE FIRST DAY OF SCHOOL.** A student can't be counted absent until they have attended at least 1 day in school.
5. **Sign and date** each day's class roll in **blue** or **black** ink.
6. **Count the number of students in class** and verify that number matches your head count (after taking into consideration new students and no-shows). Write the total number of students at the bottom of the list.

