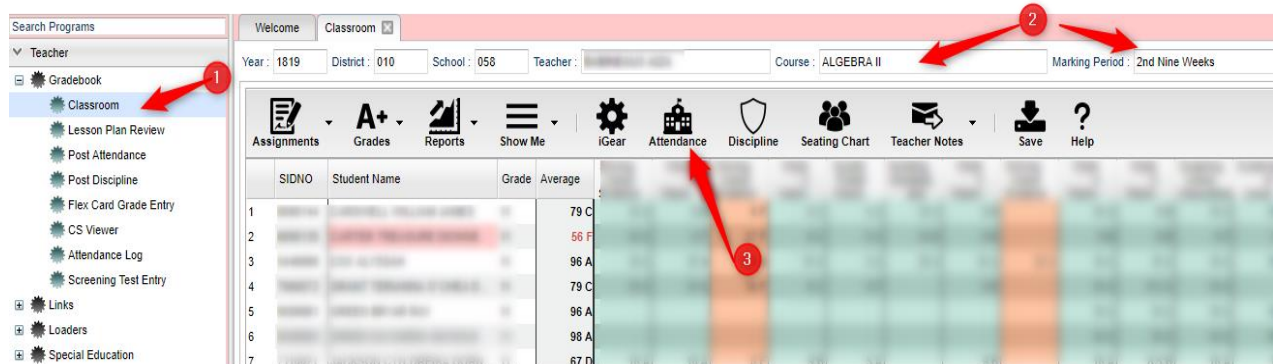
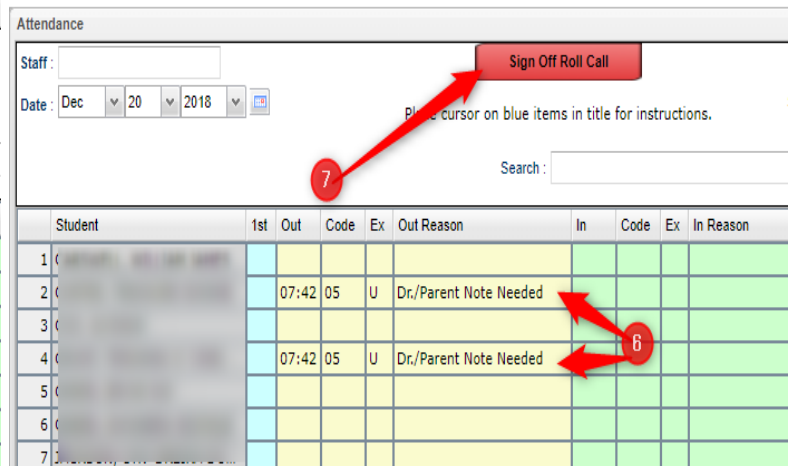
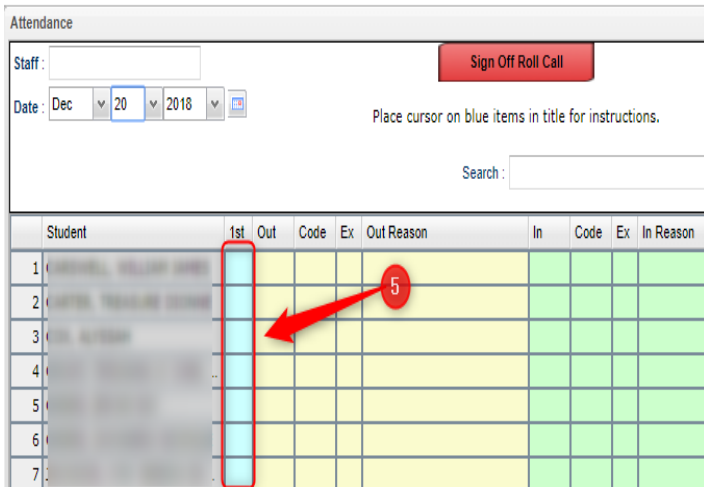


Middle and High School Teacher Attendance at the Start of the Day

1. Login to JCampus and click "Classroom".
2. Click your first period class and the current marking period.
3. Click Attendance Icon at the top of the Screen. (see below)



4. The Attendance screen should appear. (below)
5. If a student is absent, click in the light blue cell under 1st to mark a student absent.
6. The line will populate with appropriate attendance information.
7. When you are finished posting attendance, click on the red Sign off Roll Call button.



8. A sign off box will appear. Enter a Hand Lunch Count if your school requires one. If a user wishes to send a memo to the office, click Add Memo and a notepad will appear to enter your note to the office. Click OK when done with memo. Then click OK on the Roll Call Verification window. If no memo is needed, then click OK.

****If a student comes in late to your first hour class, they should be sent to the office for them to post a 19 Late to School. Tardies typically should not be used 1st period. Check with your school about procedures.**

Middle and High School

Teacher Attendance Posting **During the day** **AFTER FIRST PERIOD (HS and MS ONLY)**

When a new group of students comes into the class, in WebGradebook, select the section, then click the Attendance posting icon on the toolbar. A listing of students will appear. Students that were marked absent at the start of the day, or checked in later in the day, or left for the day will be displayed. Verify that the attendance screen matches the students physically present in your class. Sign Off Roll Call after you have verified attendance for each class period.

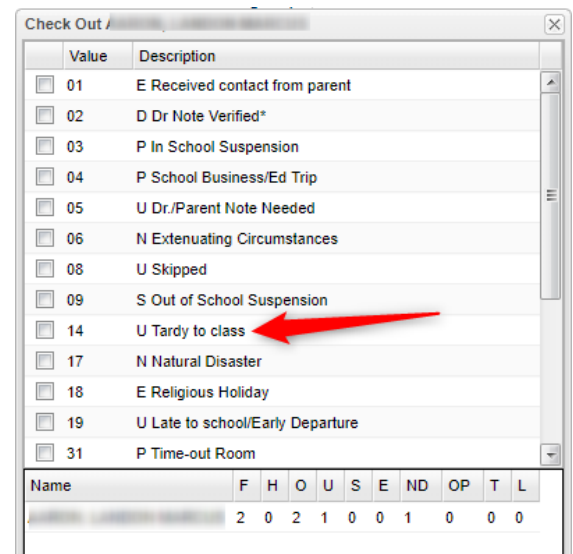
(The Sign Off Roll Call button does not “save” the attendance you posted, it is for you to show the office you have verified your attendance. The attendance saves as you post it.)

Scenario 1: A student is marked checked-out or absent prior to coming to class in JCampus Attendance, but they are present in your class. -- Send the student to the office for the office to check in the student. **TEACHERS DO NOT CHECK STUDENTS IN.**

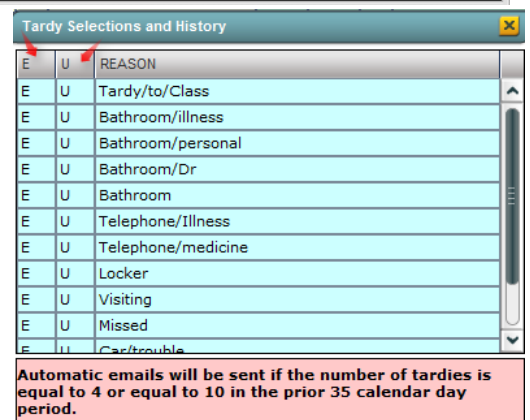
Scenario 2: You haven’t taken roll yet, but a student comes into class tardy.

1. **To Post a Student Tardy for Class:**

- a. Click in the **Out** field (Check out time). A listing of attendance codes will appear. Choose **14 U Tardy to class.**



- b. After selecting the code, a list of tardy reasons will be presented, organized by **E** for **Excused** or **U** for **Unexcused**. Select the **U** or **E** category for the desired tardy reason code.

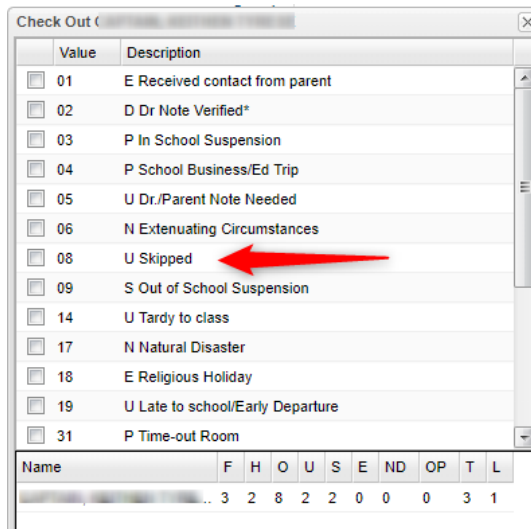


- c. After selecting the tardy reason code, if the student has previous tardy postings, a summary of tardy postings for the student will be displayed.

Scenario 3: Student is absent in class, but present in JCampus (with no check out). Your only choice is 08 U Skipped.

2. To Post a Student as Skipping:

- a. Locate the student in the attendance posting module. Click on the **Out** field (Check out time).
- b. A listing of codes will appear. Select **08 U Skipped**.
- c. When this is done, an automatic email will go to the Administrators of the school. Additionally, your school may wish you to contact the office.



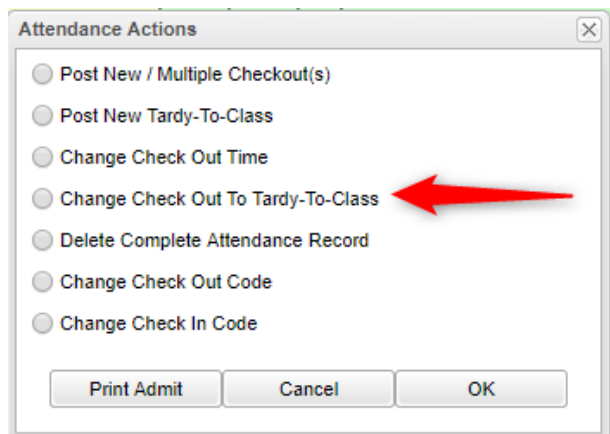
Scenario 4: You have marked a student skipped , but the student shows up tardy to class.

3. To Change a Skipped Posting to a Tardy Posting:

- a. Locate the student in the attendance posting module. Click on the **Out** field in which the student was marked as **Skipped**.



- b. Choose **Change Check Out To Tardy To Class**



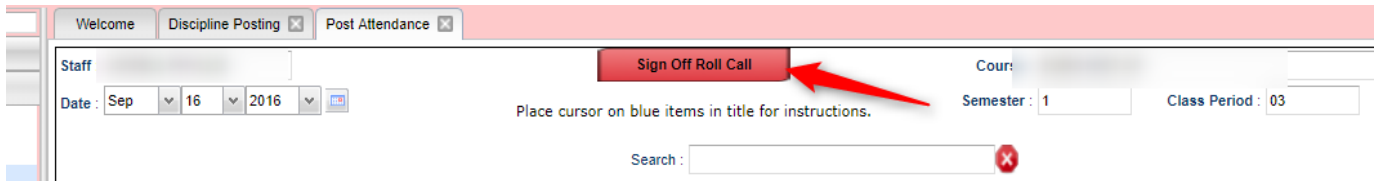
- c. You will be asked to choose the reason.



d. After clicking the reason the Tardy code is changed to the following:

N	10:05	14	U	Bathroom/Dr	10:05	14	U	Bathroom/Dr
---	-------	----	---	-------------	-------	----	---	-------------

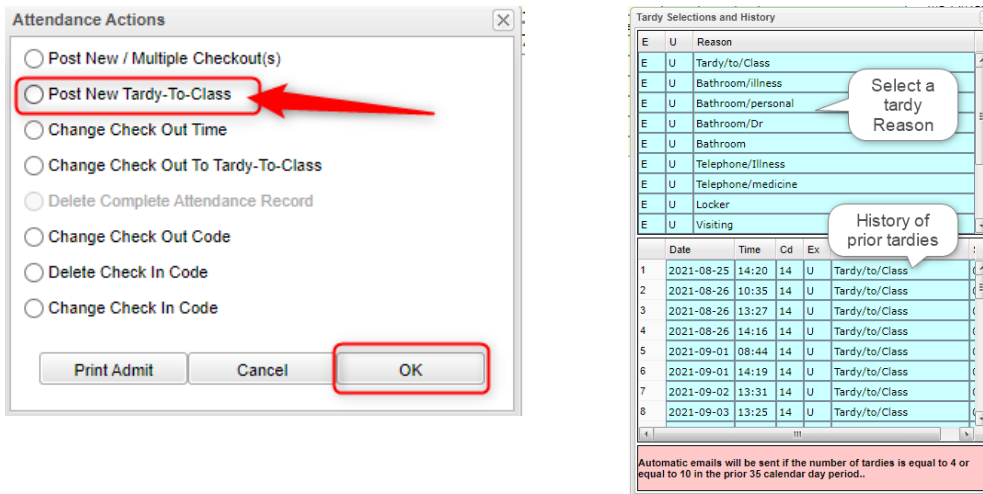
****Again, you should “Sign off Roll Call” on each class period of the day, once you have checked/verified attendance.**



Scenario 5: Student already has a tardy from a previous class and shows up late to your class. For example: Student is marked tardy for 4th hour then shows up late to 6th hour.

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason	Dr	GD
		10:26	14	U	Tardy/to/Class	10:26	14	U	Tardy/to/Class		09

-The 6th hour teacher sees the above attendance posting for a student that is also tardy to their class.
 -Click in the OUT column and select “**Post New Tardy-to-Class**” then OK. Select a tardy reason.

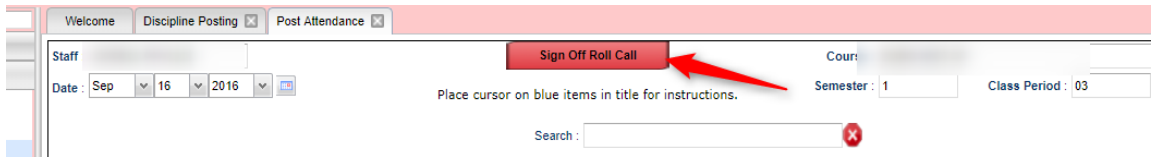


The new tardy will be displayed.

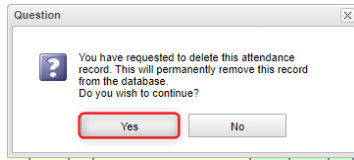
Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason
		12:40	14	U	Tardy/to/Class	12:40	14	U	Tardy/to/Class

The other tardies from the same day or prior days can still be seen in the gear.

****Again, you should “Sign off Roll Call” on each class period of the day, once you have checked/verified attendance.**



Scenario 6: You need to Delete an absence that you have entered.
Click in the OUT column, select “Delete Complete Attendance Record” .
You will get a message, click YES.



****You can only delete an attendance record that you have entered on the current day.**

