### Middle and High School Teacher Attendance at the <u>Start of the Day</u>

- 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 1<sup>st</sup> 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.

Attendance											Atten	dance	•										
Staff:  Sign Off Roll Call    Date:  Dec  v 20  v 2018  v  Place cursor on blue items in title for instructions.												s,											
					Search :										(	7	/	Search :					
Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Rea	son		Stude	ent	1st	Out	Code	Ex	Out Reason	In	Co	ie E	x In	Reason
1 CARDVELL VILLAR ARES											1	(	TARL ST. MAR MARTS				Γ						
2 (											2	¢			07:42	05	U	Dr./Parent Note Needed	-			T	
3 (		<						Γ			3	¢											
4											4	C			07:42	05	U	Dr./Parent Note Needed	4				
5											5	¢											
6								T			6	¢											
7								$\top$			7	1	,										

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 1<sup>st</sup> period. Check with your school about procedures.

## Middle and High School Teacher Attendance Posting During the day <u>AFTER FIRST PERIOD</u> (HS and MS <u>ONLY</u>)

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.)

<u>Scenario 1</u>: 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. <u>TEACHERS DO NOT CHECK STUDENTS IN</u>.

<u>Scenario 2:</u> 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.

Tard	y Sele	ections and History	<u>×</u>				
E	U 🥤	REASON					
E	υ	Tardy/to/Class	^				
E	U	Bathroom/illness					
E	U	Bathroom/personal					
E	U	Bathroom/Dr					
E	U	Bathroom					
E	U	Telephone/Illness					
E	U	Telephone/medicine					
E	U	Locker					
E	U	Visiting					
E	U	Missed	U				
F	lu –	Car/trouble	~				
Automatic emails will be sent if the number of tardies is equal to 4 or equal to 10 in the prior 35 calendar day period.							

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.

<u>Scenario 3</u>: 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.

Check Out (	ATTANK ANTINESS TYPE IN			X
Value	Description			
01	E Received contact from parent			*
02	D Dr Note Verified*			
03	P In School Suspension			
04	P School Business/Ed Trip			
05	U Dr./Parent Note Needed			
06	N Extenuating Circumstances			
08	U Skipped			
09	S Out of School Suspension			-
14	U Tardy to class			
17	N Natural Disaster			
18	E Religious Holiday			
19	U Late to school/Early Departure			
31	P Time-out Room			-
Name	F H O U S E ND OP	Т	L	
and the second		3	1	

### 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>/</b>						_
N.	10:05	08	U	Skipped			1
	 						 , ma

#### b. Choose Change Check Out To Tardy To Class



c. You will be asked to choose the reason.

Та	rdy Sel	ections and History	×
Е	U	Reason	
E	U	Tardy/to/Class	^
E	U	Bathroom/illness	
E	U	Bathroom/personal	
E	U	Bathroom/Dr	
E	U	Bathroom	
E	U	Telephone/Illness	
E	U	Telephone/medicine	
E	U	Locker	U
Ŀ	11	Visiting	~
Au eq pe	tomati ual to riod.	ic emails will be sent if the number of tardies is 4 or equal to 10 in the prior 35 calendar day	;

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 <u>each class period</u> of the day, once you have checked/verified attendance.

Welcome	Discipline Posting 🛛 Post Attendance 🖾			
Staff		Sign Off Roll Call	Cour	
Date : Sep	v 16 v 2016 v	Place cursor on blue items in title for instructions.	Semester : 1	Class Period : 03
		Search :	8	

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

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

-The 6<sup>th</sup> 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.

Attendance Actions	$\times$	Tardy	/ Selec	ctions and	d History
		E	U	Reason	
O Post New / Multiple Checkout(s)		E	U	Tardy/t	o/Class
O Post New Tardy-To-Class		E	U	Bathroo	om/illne
		E	U	Bathroo	om/pers
Change Check Out Time		E	U	Bathroo	om/Dr
Change Check Out To Tardu To Class		E	0	Bathroo	om
Change Check Out to Tardy-To-Class		F	10	Telepho	ne/med
Delete Complete Attendance Record		E	U	Locker	
Change Check Out Code		E	U	Visiting	
O change check out code			Date		Time
O Delete Check In Code		1	202	1-08-25	14:20
		2	202	1-08-26	10:35
Change Check In Code		3	202	1-08-26	13:27
	_	4	202	1-08-26	14:16
		5	202	1-09-01	08:44
Print Admit Cancel OK		6	202:	1-09-01	14:19
		7	202	1-09-02	13:31
		8	202	1-09-03	13:25
		4			

E	U	Reason					
E	U	Tardy/t	o/Class				
E	U	Bathroo	om/illne:	55		Select a	
E	U	Bathroo	om/pers	onal	4	tardy	
Е	U	Bathroo	om/Dr		_	Reason	
E	U	Bathroo	om				
E	U	Telepho	one/Illne	SS			
E	U	Telepho	one/med	licine			
E	U	Locker					
E	U	Visiting	Visiting History of				
	Date		Time	Cd	Ex	prior tardies	
1	202	1-08-25	14:20	14	U	Tardy/to/Class	0
2	202	1-08-26	10:35	14	U	Tardy/to/Class	0
3	202	1-08-26	13:27	14	U	Tardy/to/Class	(
4	202	1-08-26	14:16	14	U	Tardy/to/Class	0
5	202	1-09-01	08:44	14	U	Tardy/to/Class	0
6	202:	1-09-01	14:19	14	U	Tardy/to/Class	0
7	202	1-09-02	13:31	14	U	Tardy/to/Class	0
	202	1-09-03	13:25	14	U	Tardy/to/Class	0
8					_		

The new tardy will be displayed.

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason
a real france, at		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 <u>each class period</u> of the day, once you have checked/verified attendance.

Welcome Discipline Posting 🛛 Post Attendance 🖾			
Staff	Sign Off Roll Call	Cour:	
Date : Sep v 16 v 2016 v	Place cursor on blue items in title for instructions.	Semester: 1	Class Period : 03
	Search :	×	

### <u>Scenario 6</u>: You need to Delete an absence that <u>you</u> have entered. Click in the OUT column, select "Delete Complete Attendance Record" . You will get a message, click YES.

Question		
?	You have requested to delete the record. This will permanently re- from the database. Do you wish to continue?	his attendance emove this record

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

Attendance Actions		Þ
O Post New / Multiple Ch	eckout(s)	
O Post New Tardy-To-Cla	155	
O Change Check Out Tin	ne	
O Change Check Out To	Tardy-To-Class	
O Delete Complete Atten	dance Record	
O Change Check Out Co	de	
O Delete Check In Code		
Change Check In Code	e	
Print Admit	Cancel	ОК