

Post Daily Attendance

[By Name](#)

[By Seating Chart](#)

[Assign Seats](#)

You can take attendance through Post Daily Attendance by using either **Take Daily Attendance-By Name** or the **Take Daily Attendance-By Seating Chart**. You can also take attendance by going to the Attendance tab in the Gradebook.

Take Daily Attendance – By Name

Attendance for Friday, May 10, 2013

[View Attendance by Period](#) | ☐ Only Display Classes that Meet Today

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class
		1 - 6	0	MTWRF	2READ / 01	2 Reading	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	By Name By Seating Chart Assign Seats
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	Band I / 01	Band I	By Name By Seating Chart Assign Seats
		1 - 6	2	MTWRF	TREND / 01	Trend	By Name By Seating Chart Assign Seats
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	By Name By Seating Chart Assign Seats

Select **By Name** in Post Daily Attendance.

Take Daily Attendance - By Name

Take Attendance for Friday, May 10, 2013

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03
	R	AARONSONSCR	KRYSTINA L	12	001	☒	☐	☐												
	S R G P A	ADUSCR	SADIE	09	001	☒	☐	☐		1	1								J -	
	P	ADUSCR	Simon	11	001	☐	☒	☐												

All students default to present and you need to select either Absent or Tardy for a student. You may also see a third option that is determined and set up by the entity.

Cmt

Attendance Comment

Comment:

[Save](#) [Back](#)

The Cmt 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
 My Print Queue
 Back
 ?

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 the attendance for the district.

Take Daily Attendance - By Name
 My Print Queue

Take Attendance for **Friday, May 10, 2013**

Save
 Undo
 Back

[Alert Legend](#) |
 [Show Today's Attendance for All Periods](#) |
 [View Class Summary](#) |
 [Show Survey Questions](#) |
 [Print Class Roster](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03
		AARONSON	KRYSTINA L	12	001															
		SADIE		09	001					1	1									
		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 **Friday, May 10, 2013**

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Show Survey Questions | Print Class Roster

Save
Undo
Back

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

Once **Show Today's Attendance for All Periods** has been selected, you will then see that it shows the students' 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 Gradebook](#)

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	M	T	W	R	F	T6	12-13	T6	12-13
AARONSONSCR	KRYSTINA L	Y					B	A														
ADUSCR	SADIE	Y					C	B					1		1		0		0			
ADUSCR	Simon	Y					B	B														

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

Show Percent Earned in Gradebook

Class Summary

Class Summary for **Band I / 01 Band I**
Period: **1** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

[Hide Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03		This Week 05/06 - 05/10		Abs T6												
			1ST	1ST%	2ND	2ND%	3RD	3RD%	4TH	4TH%	5TH	5TH%		6TH	6TH%	M	T	W	R	F	M	T	W	R	F
AARONSONSCR	KRYSTINA L	Y										B	3.50	A	4.00										
ADUSCR	SADIE	Y										C	2.50	B	3.00					1					
ADUSCR	Simon	Y										B	3.00	B	3.00										

Clicking this option in the Class Summary will show the percent attached to the letter grade on the student.

Show Survey Question

Take Attendance - By Name
My Print Queue

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch? **2**

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Save
Undo
Back

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Period 0	Perk 1
	R	AARONSONSCR	KRYSTINA L	12	001					CHOICE A								
	S R G P A	ADUSCR	SADIE	09	001					CHOICE B		1		1				
	P	ADUSCR	Simon	11	001					COLD LUNCH								

Once **Show Survey Question** is clicked, the survey questions will display. Survey questions are set up administratively by the entity. They can be set up to ask for a Class Total or allow you to select Individual Answers per student.

Print Class Roster

The Print Class Roster provides a listing of all the students in your class with selected information.

Report Templates
My Print Queue Back

Student:
Band I / 01 Prd:1 Band I - MARILEE ANDREASCR
Report: **Class Roster**

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name; Grad Year; Grade; Birth date; Gender; Guardian Info
920	Student Name; ID; Phone; Advisor

Print
Export to Excel
Add a new Template
View parameters of Template
Clone Template
Select Different Classes

Click **Add New Template**.

Report Templates
My Print Queue Back

Add a new Report Template for the Class Roster Report.

Sequence #:

Report Template Name:

Save
Back

Enter a Report Template Name and select **Save**.

Class Roster

My Print Queue Back

Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I

10 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students

Display Students enrolled for Term: Current Term : 04/12/2013 - 05/08/2013

Save

Undo

Back

Options

Name Display:

ID Display:

Sort by: Last Name

☐ Last, First MI
☐ First Middle Last
☐ Last First Middle
☒ First MI Last

☒ Student ID
☐ Internal ID
☐ Name Key
☐ None

Display Information

☐ Grade
☐ Phone Number
☐ Gender
☐ Student Access Login and Password

☐ Grad Year
☐ Second Phone
☐ Current Cumulative GPA
☐ Print Student Picture

☐ Birth Date
☐ Third Phone
☐ Home Address
☐ Food Service Key Pad #

☐ Advisor
☐ Email
☐ Mailing Address

Family Information

☐ Primary Guardian
☐ All Guardians

☐ Phone 2
☐ Phone 1
☐ Email

☐ Phone 3
☐ Phone 2
☐ Home Address

☐ Email
☐ Phone 3
☐ Mailing Address

You can now select the student/family information you would like to print on the class roster. Not all of the options can be selected to print on the report; there is a character limit of 122.

After selecting the options for the report, click on the **Save**.

Report Templates

My Print Queue Back

Student:

Band I / 01 Prd:1 Band I - MARILEE ANDREASCR

Report: Class Roster

Seq #	Report Template Name
10	Class Roster
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

You will highlight the template you just created and select either **Print** or **Select Different Classes**. Print will print for the class you are currently accessing and Select Different Classes allows you to pick multiple classes for which to run the report.

After you have entered attendance for the class, you will click **Save**.

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch?

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

[My Print Queue](#) [Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Period	Perk
	R	AARONSONSCR	KRYSTINA L	12	001					Choice A							0	1
	S R G P A	ADUSCR	SADIE	09	001					Choice B		2		2			J -	
	P	ADUSCR	Simon	11	001					Cold Lunch							L -	

Once the **Save** button is selected, the attendance will then be saved and show as green. Any changes will then be shown in red until you click **Save**.

Selecting Absences Type and Reason (optional setting)

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch?

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

[My Print Queue](#) [Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Type	Reason	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Perk
	R	AARONSONSCR	KRYSTINA L	12	001				Choice A							
	S R G P A	ADUSCR	SADIE	09	001	J - TEACHER ABSE			Choice B		2		2			
	P	ADUSCR	Simon	11	001	L - LATE			Cold Lunch							

You can choose the different Types as well as the different Reasons to reflect why the student wasn't in attendance. If the student is present, simply leave them blank. The ability to enter Absence Types and Reasons will depend on the attendance setup for the entity. After you have entered attendance for the class, you will click **Save**.

Attendance - By Seating Chart

Attendance for **Friday, May 10, 2013**

[View Attendance by Period](#) | ☐ Only Display Classes that Meet Today

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class
		1 - 6	0	MTWRF	2READ / 01	2 Reading	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	By Name By Seating Chart Assign Seats
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	Band I / 01	Band I	By Name By Seating Chart Assign Seats
		1 - 6	2	MTWRF	TREND / 01	Trend	By Name By Seating Chart Assign Seats
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	By Name By Seating Chart Assign Seats

Attendance Taken: 9:48 PM by MARILEE ANDREASCR

Select **Post Daily Attendance-By Seating Chart** from the Post Daily Attendance screen.

Take Daily Attendance - By Seating Chart
My Print Queue

Take Attendance for **Friday, May 10, 2013**
Save
Undo
Back

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)

SHAD K MACFARLANDSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present	LINN F MAIRESCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 ABSENT	EFREN C RADOVICHSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 TARDY	JACKIE L RASMUSSONSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 ABSENT	RAUL B REYSSCR Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present
---	---	--	---	---

All students default to present and you will need to select either Absent or Tardy for a student. You can click the paper next to the attendance to enter an attendance note. The comment is an optional setting determined by the attendance setup for the entity. The attendance will display in red until the **Save** button is selected.

Alert Legend

Alert Color Legend
My Print Queue Back ?

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 Legend shows what the alerts mean that display below the student's name on the Seating Chart.

Show Pictures

Take Daily Attendance - By Seating Chart

[My Print Queue](#)

Take Attendance for **Friday, May 10, 2013**

Save

Undo

Back

[Alert Legend](#) | [Hide Pictures](#) | [Printer Friendly Listing](#)

No Picture SHAD K MACFARLANDSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present	No Picture LINN F MAIRESCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 ABSENT	No Picture EFREN C RADOVICHSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 TARDY	No Picture JACKIE L RASMUSSONSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 ABSENT	No Picture RAUL B REYSSCR Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present
---	---	--	---	---

When the **Show Pictures** option is selected, it will show the pictures for the students if the district has loaded the pictures in the database.

Printer Friendly Listing

Seating Chart: 3117/01 Prd:3 Wind Ensemble 3				
 SHAD K MACFARLANDSCR Grade: 12 School: 001	 LINN F MAIRESCR Grade: 11 School: 001	 EFREN C RADOVICHSCR Grade: 12 School: 001	 JACKIE L RASMUSSONSCR Grade: 12 School: 001	 RAUL B REYSSCR Grade: 12 School: 001

This option will allow you to print a copy of your seating chart. If you display the pictures on the seating chart, the Printer Friendly Listing can also print the pictures.

Modification of Prior Day(s) Attendance

You may have the ability to modify a prior day(s) attendance depending on the setup of attendance for the entity. You will select **Post Daily Attendance-By Name**.

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch? **2**

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Save Undo Back

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08
	R	AARONSONSCR	KRYSTINA L	12	001	☐	☐	☒		Choice A									
	S R G P A	ADUSCR	SADIE	09	001	☒	☐	☐		Choice B		2	2				J -		
	P	ADUSCR	Simon	11	001	☐	☒	☐		Cold Lunch							L -		

You will need to display previous weeks attendance. Then click on the previous date cell for the student whose attendance you want to modify. The number of days you can update attendance will depend on the setup of attendance for the entity.

Take Daily Attendance - By Name My Print Queue ?

Modify Attendance for **Thursday, May 9, 2013**

Save Undo Back

First Middle	Last Name	GR	Sch	Absent	Tardy	Present
SADIE	ADUSCR	09	001	☒	☐	☐
Comment:						

You can update the attendance for the student and click on **Save**.

Clear Seating Chart

This option will clear the seating chart and allows you to start from scratch. The students will appear on a list on the side.

The screenshot shows the 'Assign Seats' interface. At the top, there is a navigation bar with a back arrow, a forward arrow, and the title 'Assign Seats'. On the right, there is a 'My Print Queue' icon. Below the navigation bar, there are two input fields: 'Number of Rows: 6' and 'Number of Seats Per Row: 6', each with a 'Refresh' button. To the right of these fields are three buttons: 'Save' (with a red icon), 'Undo', and 'Back'. Below the input fields, there are two links: 'Show Pictures' and 'Clear Seating Chart'. The 'Clear Seating Chart' link is highlighted. Below the links, there is a section for 'Auto Assign Seats' with a dropdown menu showing 'By First Name', 'By Last Name', and 'At Random'. A 'Process' button is next to the dropdown. To the left of the seating chart, there is a list of 'Unassigned Seats' with five entries: 'EFREN C RADOVICHSCR', 'JACKIE L RASMUSSONSCR', 'LINN F MAIRESCR', 'RAUL B REYSSCR', and 'SHAD K MACFARLANDSCR'. Each entry has a 'Select' button. The seating chart itself is a 6x6 grid of 'Fill Seat' buttons.

Auto Assign Seats

This option is used to assign students by either first name, last name, or at a random order.