How to Use Active Attendance in OnCourse

Grade Book → Attendance → Active Attendance

Step-by-Step Reference Guide for Managing Active Attendance

Step 1 — Navigate to Grade Book > Attendance Click the Gb (Grade Book) icon in the left-hand navigation sidebar. From the menu that appears, click Attendance.
Step 2 — Select the Active Attendance Tab At the top of the Attendance page, click the Active Attendance tab. This view allows attendance administrators to see and manage attendance across all periods for the selected students.
Step 3 — Select Date On the left panel calendar, click the date you want to manage attendance for. The selected date will be outlined/highlighted to confirm your selection.
Step 4 — Set Filters Use the Filters tab in the left panel to select the school, confirm the rotation, and choose how to narrow the roster. Filter options may include Class, Student, Grade, Counselor, Homeroom, and more. To filter by section, select Class. After selecting Class, use the section picker to choose the specific class. Click Load Attendance to populate the attendance grid.
Step 5 — Mark Attendance for a Single Student Click the cell in the Daily column, or in any period column, next to the student's name. A dropdown will appear with available attendance codes such as Present, Present/Late-Marked Absent, Skipped, Absent - Remote, Absent, Tardy, and Half Day. Hover over any code with an arrow to choose an Excuse Code, if applicable. An optional comment box will appear before saving. Click OK to confirm.
Step 6 — Mark Attendance for Multiple Students at Once To bulk-mark attendance, select the students or attendance cells you want to update. Check the boxes to the left of student names to select rows, click a column header to select a period column, or combine row and column selections for targeted bulk updates. Once the records are selected, click the Actions button at the top right of the grid and

choose the appropriate attendance and excuse code. Selected rows will highlight in blue. You can also right-click on a student name to access student-specific options. The Actions menu may also include Reduce Listing to Selected Records, Clear Selected Record Listing, and Delete Selected Attendance.
Step 7 — Check for Missing Attendance Below the calendar on the left panel, click the Missing Attendance tab. This lists classes that have not yet had attendance recorded for the selected date, organized by period. Use the period dropdown to filter the view.
Step 8 — Use the Search Bar to Find a Student At the top right of the attendance grid, use the Search bar to type a student's name or ID number. The roster will filter in real time to display matching students.

Tip — Use Optional Filters

The Optional Filters panel at the top of the page lets you further refine the grid by record type, specific periods, and status codes.