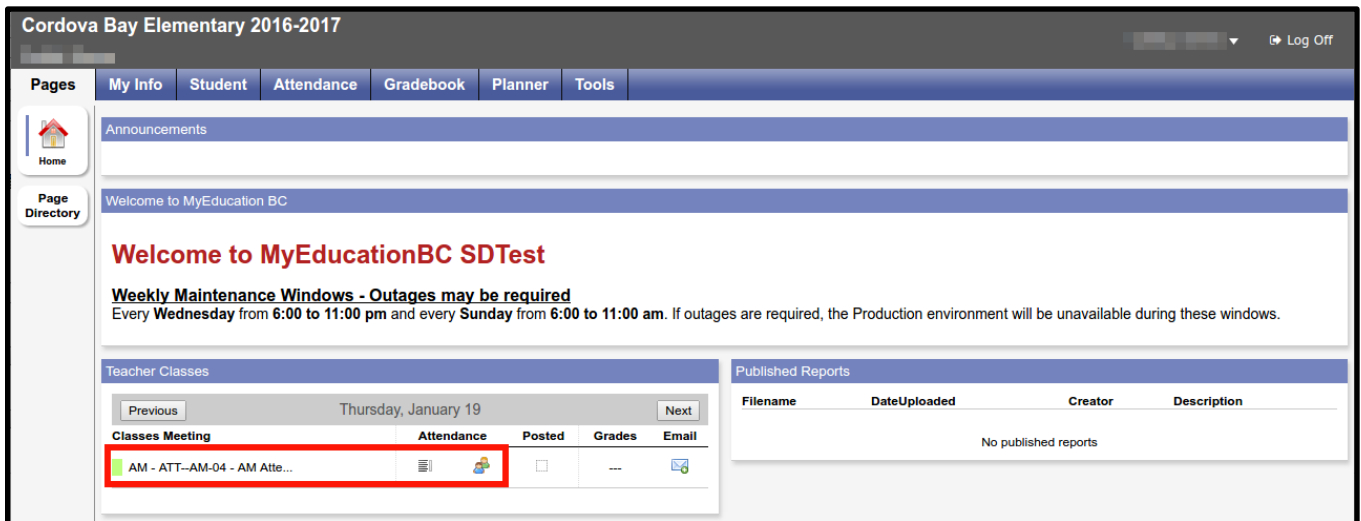


ELEMENTARY TEACHER ATTENDANCE

TAKING ATTENDANCE

FROM THE PAGES TOP TAB

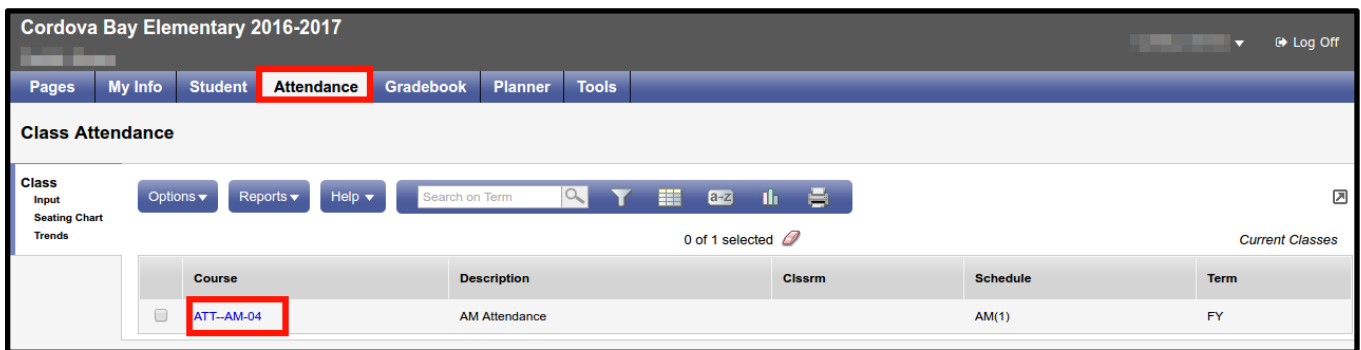
Click on the Attendance list or Seating Chart icon in the Teacher Classes widget next to the course you are taking attendance.



OR...

FROM ATTENDANCE TOP TAB

Click on the Course Hyperlink for the desired course



Either method will open up the attendance entry window.

NOTES:

DO NOT enter Class Attendance for a student if Daily Attendance exists

If a student is marked absent by the office, but he/she appears, please communicate with the office to have the record altered.

Code	Class Attendance	Daily Attendance
<input type="button" value="AE"/> <input type="button" value="A"/> <input type="button" value="L"/> <input type="button" value="P"/>	Present	A-E [ParentGuardianExcuse]

STEPS TO TAKE ATTENDANCE

1. Confirm attendance for date
2. View Daily Attendance records inputted by the office (Skip Students)
3. Enter Attendance for students as required
 - Click "AE" for an excused absent
 - Click "A" for absent
 - Click "L" for late
 - **Click "P" for present to reset an incorrectly entered AE, A, L, or AL (AL is an absence)**
4. Click Post
5. A confirmation message appears to verify the post

All changes after Posting must be done by the Office staff!

The screenshot shows the 'Attendance' tab in a software interface. At the top, there are navigation tabs: Pages, My Info, Student, Attendance (selected), Gradebook, Planner, Assessment, PD, Tools. Below this is a breadcrumb: Class Attendance :: 2023-2024 - ATT--AM-01 - AM Attendance. A search bar is on the right. On the left, there's a sidebar with 'Class' and 'Input' sub-items, and buttons for 'Options', 'Reports', and 'Help'. The main area is titled 'Period AM' and has a 'Post' button with a red '4' callout. Below this is a table with 19 records. The table has columns for Name, YOG, Code, Class Attendance, and Daily Attendance. The 'Class Attendance' column has buttons for AE, A, L, and P. The 'Daily Attendance' column has a dropdown menu with 'A-E [ParentGuardianExcuse]' selected. A red '1' callout points to the date '10/16/2023' in the top right. A red '2' callout points to the 'Daily Attendance' column. A red '3' callout points to the 'P' button in the 'Class Attendance' column of one row. A red '4' callout points to the 'Post' button.

SETTING UP A SEATING CHART

1. Attendance Top Tab > Class Side Tab > Seating Chart Leaf
2. In Design Mode set the grid dimensions
3. Click and drag unseated students to the grid
4. Click Exit Design Mode

The screenshot shows the 'Seating Chart' interface. At the top, there are navigation tabs: Pages, My Info, Student, Attendance (selected), Gradebook, Planner, Assessment, PD, Tools. Below this is a breadcrumb: Class Attendance :: 2023-2024 - ATT--AM-01 - AM Attendance. A search bar is on the right. On the left, there's a sidebar with 'Class' and 'Input' sub-items, and buttons for 'Options', 'Reports', and 'Help'. The main area is titled 'Seating Positions' and has a '<< Exit Design Mode' button with a red '4' callout. Below this is a grid of 5 rows and 5 columns. The 'Grid Dimensions' section has input fields for 'Grid width' and 'Grid height', both set to '5', with a red '2' callout. There are 'Resize' and 'Trim' buttons. The 'Auto Fill' section has buttons for 'Alphabetical' and 'Random', and a 'Reset' button. The 'Remove Withdrawn Students' section has a 'Remove' button. The 'Unseated Students' section has a list of student names. A red '1' callout points to the 'Seating Chart' link in the sidebar. A red '3' callout points to the 'Unseated Students' list. A red '4' callout points to the '<< Exit Design Mode' button.

TAKING ATTENDANCE – SEATING CHART

1. Attendance Top Tab > Class Side Tab > Seating Chart Leaf
2. View Daily Attendance records inputted by the office (Skip Students) **Daily Attendance will appear in RED**
3. Enter Attendance for students as required
 - Click “AE” for an excused absent
 - Click “A” for absent
 - Click “L” for late
 - **Click “P” for present to reset an incorrectly entered AE, A, L, or AL (AL is an absence)**
4. Click Post

The screenshot displays the 'Attendance' tab in a software interface. The top navigation bar includes 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', 'Assessment', 'PD', and 'Tools'. The main header shows 'Class Attendance :: 2023-2024 - ATT--AM-01 - AM Attendance'. On the left sidebar, 'Class' is selected with a red circle '1', and 'Seating Chart' is highlighted. The main area shows 'Period AM' with a 'Post' button circled in red with a '4'. The seating chart consists of eight student cards arranged in two rows of four. Each card has a 'Present' label and buttons for 'AE', 'A', 'L', and 'P'. The 'AE' button on the first card in the top row is circled in red with a '2', and the 'AE' button on the second card is circled in red with a '3'. The 'Post' button is circled in red with a '4'. The date 'Attendance for: 10/16/2023' is shown on the right.