

Period by Period Attendance - Administrator

Main Menu

The Main menu is viewed after login. The menu identifies the current date for which attendance data will be displayed. To go back to a previous day, the date must be changed on the main menu screen before proceeding to the next screen.

View Student Schedule

To view a student schedule:

1. Enter either the student's ID number or the last name. If the spelling of the last name is unknown, entering the first few letters will move the display list to that part of the alphabet.
2. Click Continue.
3. Select the student's name from the drop

down list. (Hint: you can "jump" to another part of the list by clicking in the student window and typing the first letter of the last name.

4. Click Continue.
5. The student's schedule will be displayed. After viewing and or printing, return to the main menu by clicking on the button labeled Return to Main Menu.

ID	Name	Grade	Gender	Ethnicity
#####	STUDENT -LAST,FIRST	10	Female	

Sign in Time - Sign out Time -

Period	Meets Today	Title	Teacher	Curr Status	Curr Reason	Absent		Late	
						Exc.	Unexc.	Exc.	Unexc.
01	YES	HON BIOLOGY B	LAST NAME	PRES	N/A	0	0	0	0
02	YES	HON SPANISH 3B	LAST NAME	PRES	N/A	0	0	0	0
03	YES	HON NSL GOVERN B	LAST NAME	PRES	N/A	0	0	0	0
04	YES	HON GEOMETRY B.	LAST NAME	PRES	N/A	0	0	0	0
05	YES	ADV COMPUTR APPL	LAST NAME	PRES	N/A	0	0	0	0
07	YES	HON ENGLISH 10B	LAST NAME	PRES	N/A	0	0	0	0

Return to Main Menu

View Class Attendance

To view attendance for a class on a day in the current attendance cycle:

1. Confirm that the date is correct.
2. Select the teacher's name from the drop down list. (Hint: To "jump" to another part of the list, Click the mouse in the Select Course window and type the first letter of the teacher's name.
3. Select the class.
4. Click Find Students.

Date: Tuesday , May 08, 2001
School: (Name of) High School
Select Course: (Teacher) Period 02, ADVANCED C++
 (Teacher) Period 04, SYMPHONIC BAND B
 (Teacher) Period 05, SYMPHONIC BAND B
 (Teacher) Period 06, BEGINNING BAND B
 (Teacher) Period 06, SYMPHONIC BAND B
 (Teacher) Period 07, STUDENT ASSISTNT
 (Teacher) Period 07, SYMPHONIC BAND B
 (Teacher) Period 01, ENGLISH 11B
 (Teacher) Period 01, ENGLISH 11B
 (Teacher) Period 01, STUDENT ASSISTNT
 (Teacher) Period 03, HON ENGLISH 10B
 (Teacher) Period 04, HON ENGLISH 10B

The Class List screen provides detail about the student's absences. For the date displayed on the page, the sign in /out times, and the reason codes will be displayed as soon as the attendance secretary enters the information. If a student has been marked absent in this class on this day, the status will be ABSENT. The column labeled "Today Atten" links to a calendar for the student, which displays every absence for the semester for this student. The student's name is a hot link to demographic information for the student.

You are taking/changing attendance for: **Wednesday, August 01, 2001**

Course: **Period 03 INTERNSHIP B**

Class Identification

Status	Today Atten	Name	ID	Reason	Sign In	Sign Out	Absent		Late	
							Exc.	Unexc.	Exc.	Unexc.
PRES	?	LAST, FIRST	#####	N/A	-	-	0	0	0	0
PRES	?	LAST, FIRST	#####	N/A	-	-	0	0	0	0
PRES	?	LAST, FIRST	#####	N/A	-	-	0	0	0	0

Hot Links to Other Information

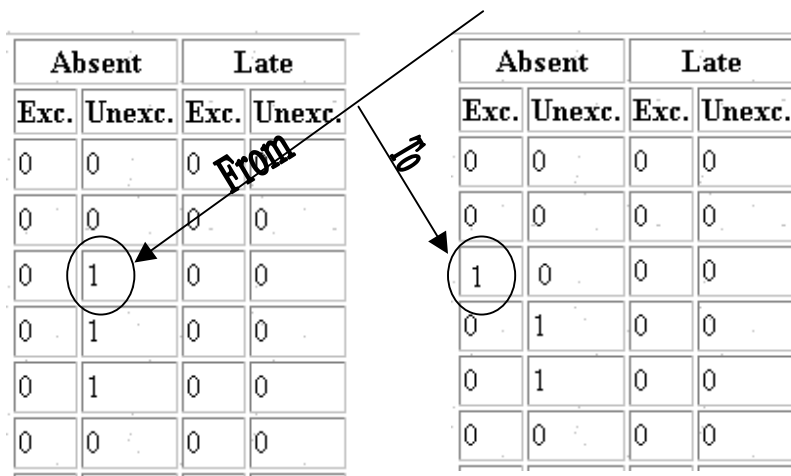
Return to Main Menu

Cumulative Absences

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 Window: 110.02 Version: 1.01

Teachers mark attendance by choosing the correct condition on the drop list to the left of the student names (Absent, Present (the default choice), Excused Late, Unexcused Late). **NOTE: The “Save Attendance” must be activated to commit the attendance record to the database, even if all students are present.** If the screen is exited without entering the password and clicking on the save button, there will not be any record of attendance taken and the attendance status of all students in the class will be unknown for the day. The status of attendance reporting for the class will be “Attendance Not Taken”. If the teacher is out of school an attendance secretary can mark the absences for a teacher’s class, or indicate that all students are present in a class.

After attendance is saved, the number of unexcused absences will increment and will remain until the attendance secretary enters an absence reason. After an absence reason is recorded, the unexcused absence will convert to an excused absence.



Attendance recording when the teacher is not present

The classroom teacher can access his/her classes by logging in to the system. A teacher will only see the classes to which they are assigned. The attendance secretary can see all classes for all teachers in the school. The attendance secretary does not usually mark attendance. The exception will be occasions when the teacher is absent and has a substitute for a class. The teacher can update attendance records upon his/her return, however, attendance information for students will be incomplete until the teacher does the update, and the updates can only be made within the attendance cycle. Once the cycle has been uploaded, attendance changes will have to be made via bubble correction sheets.

For example: If a teacher is out on a Friday and will return on Monday, if the substitute’s attendance report for the class is held for the teacher to input, the teacher will not be able to do so, since the weekly cycle ends and is uploaded on Friday. In addition, the student information calendar’s and “today’s attendance” displays on Friday will not be correct.

Hot Links to Additional Information

The Class List screen has several hot links

Today's Attendance

Click on the question mark in the "Today Atten" column to display the absence for the day for each class period. Attendance information that has been entered by the attendance secretary will also be displayed.

Today Atten
?
?
?
?

Attendance History Monday, May 7, 2001

Name	Period	Bell Period	Status	Reason For Abs
Last, First	1	1	-EXCUSE	Alternative Educ
	2	2	-EXCUSE	Alternative Educ
	3	3	-EXCUSE	Alternative Educ
	4	4	-EXCUSE	Alternative Educ
	5	5	-EXCUSE	Alternative Educ
	6	6	-EXCUSE	Alternative Educ
	7	7	-EXCUSE	Alternative Educ

Cumulative Absences

Click on the underlined name to activate the hot link to view the calendar of absences for the student.

The Student Name is a hot link to a calendar that will display all absences for a student for the current semester. Attendance history starts in the month that activity was first recorded. The first day in the calendar that shows activity will include the student's name (this will appear only in the first day).

NOTE: The status shows the teacher's entry and reason is the attendance secretary entry.

STUDENT'S ATTENDANCE HISTORY

December 13, 2001
(as of date)

October 2001

Monday	Tuesday	Wednesday	Thursday	Friday
01	02	03	04	05
08	09	10	11	12
15	16	17 ●STATUS:Abs REASON:Excused- Other Reason - Excuse	18	19

Student Demographics

Click on the Student ID Number to view student demographic information.

ID
6 #####
7 #####
7 #####

Student Demographics

Name: EMILY LAST NAME
Address: STREET NAME ST
BETHESDA, MD 20817
Home Phone: 301 ### #####

View History

A student's attendance record can be viewed in a calendar format which will displays all the days in the semester that a student has been absent as well as the status of the absence.

Attendance Taken Report

State law requires that the teacher verify attendance for all students in a class. The application defaults to present for each student, however, the teacher must verify that all students were present in the class. If the teacher (or the attendance secretary acting as the teacher) does not open the attendance screen and enter a password to verify that all attendance is correct, their name will appear on a report indicating that Attendance was not taken for the class for the day.

Absence Bulletin

The absence bulletin will contain all student absences for the day as they have been recorded. Choose View Absence Bulletin from the main menu. Select the date and type in the bell period for the bulletin. Click on Absence Report.