

Period by Period Attendance - Teacher

Main Menu

The Main menu is viewed after login. From this menu you can access attendance screens for each class assigned to you. The menu identifies the current date for which attendance is going to be taken. To go back to a previous day, the date must be changed on the menu screen before proceeding to the next screen. **NOTE:** You can view information from previous attendance cycles but you cannot enter information for previous cycles.

To take attendance for a class:

Select **Take Attendance**

Click on **Continue**

Quince Orchard High School

6 - DEC - 2001

- Take Attendance
- Group Members
- Unprinted LC Letters
- View Student Schedule
- View Team/Group
- Print LC Letters
- Print Absence Bulletin
- Change Password
- View LC Letters
- Student History
- Possible LC
- Absence Report

Continue

Find Class

Click the down arrow next to the first listed class to view your entire list of classes. Classes on the drop menu are those assigned on a particular day and under a particular login ID. If the class does not meet on a particular day due to bell schedule variations, the class will not be on the list. To select a class, drag the mouse over the name of the class and click to activate it. Click the **Find Students** button to display the class list.

Teacher Name: Last, First

Date: Monday, May 7, 2001

School: Name of High School

Course: Period 02, HON FRENCH 3B

Find Students

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This example shows a teacher who has classes assigned to Periods 2, 3, and 4 on May 7.

Teacher Name: Last, First

Date: Monday, May 7, 2001

School: Name of High School

Course: Period 02, HON FRENCH 3B

- Period 02, HON FRENCH 3B
- Period 03, FRENCH 4B
- Period 04, HON FRENCH 3B

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The Class List

You are taking/changing attendance for: **Monday** May 7, 2001
(If all students are present, scroll to bottom and verify attendance taken.)

Course: FRENCH 4B Period 03

Status	Today Atten	Name	ID	Reason	Sign In	Sign Out	Absent		Late		Loss of Credit		
							Exc.	Unexc.	Exc.	Unexc.	Type	3-Day	5-Day
Present	?	A	6#####	N/A	-	-	0	0	0	0			
Present	?	C	7####	N/A	-	-	0	0	0	0			
Present	?	E	7#####	N/A	-	-	0	0	0	0			
Present	?	H	7#####	N/A	-	-	0	0	0	0			
Present	?	H	6#####	N/A	-	-	0	0	0	0			
Present	?	J	7#####	N/A	-	-	0	0	0	0			
Present	?	K	8#####	N/A	-	-	0	0	0	0			
Present	?	K	6#####	N/A	-	-	0	0	0	0			
Present	?	L	6#####	N/A	-	-	0	0	0	0			
Present	?	R	9#####	N/A	-	-	0	0	0	0			
Present	?	T	6#####	N/A	-	-	0	0	0	0			
Present	?	V	7#####	N/A	-	-	0	0	0	0			

You are taking/changing attendance for: **Monday** , May 7, 2001
(If all students are present, scroll to bottom and verify attendance taken.)

Password:

Attendance is taken 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). If a student is **not present**, a student's attendance status can be marked as Absent, Excused Late, or Unexcused Late.

NOTE: The "Save Attendance" must be activated to commit the attendance record to the database, even if all students are present. If you exit 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".

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.

You are taking/changing attendance for: **Monday** , May 7, 2001
(If all students are present, scroll to bottom and verify attendance taken.)

Course: FRENCH 4B Period 03

Status	Today Atten	Name	ID	Reason	Sign In	Sign Out	Absent		Late		Loss of Credit		
							Exc.	Unexc.	Exc.	Unexc.	Type	3-Day	5-Day
Present	?	A	6#####	N/A	-	-	0	0	0	0			
Present	?	C	7####	N/A	-	-	0	0	0	0			
Absent	?	E	7#####	N/A	-	-	0	1	0	0			
Absent	?	H	7#####	N/A	-	-	0	1	0	0			
Absent	?	H	6#####	N/A	-	-	0	1	0	0			
Present	?	J	7#####	N/A	-	-	0	0	0	0			

Hot Links to Additional Information

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.

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).

STUDENT'S ATTENDANCE HISTORY				
December 13, 2001 (as of date)				
October 2001				
Monday	Tuesday	Wednesday	Thursday	Friday
01	02	03	04	05
08	09 ●STATUS:Late REASON:Unex. Late - Unexcu	10	11	12
15 ●STATUS:Late REASON:Unex. Late - Unexcu	16	17	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 ### #####

Contact Name	Relationship	Home	Work	Cell
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Student Schedule

<input type="radio"/> Take Attendance	<input type="radio"/> Enter Group Members	<input type="radio"/> Print LC Letters
<input checked="" type="radio"/> View Student Schedule	<input type="radio"/> View Team/Group	<input type="radio"/> View LC Letters
<input type="radio"/> Print Absence Bulletin	<input type="radio"/> Change Password	

To view a student schedule:

1. Select *View Student Schedule* from the main menu.
2. Select a student from the drop down list of names. Hint: To “jump “ to another part of the alphabet, click in the student name field and type the first letter of the name.
3. Click on Find Courses.

Date: Monday, May 7, 2001
 School: (Name of) High School

Student:

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ID	Name	Grade	Gender
#####	Last, First Name	10	Male

Period	Title	Teacher
01	EXP TE CON/ETC B	WETZEL
02	ALGEBRA 1B	LAMBERT
03	NSL GOVERNMENT B	SHAWAKER
04	FUNDAMENT ART B	MORNINI
05	SPECLTY PHYS ED	WALLICH
06	BIOLOGY B	GARTON
07	ENGLISH 10B	KEATING

Attendance Bulletin

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

Teams And Groups

After the attendance secretary creates the team or group, the sponsor or coach can enter members into a list under the menu item for "Group Members". When students on a team or in a group are excused from class, the attendance secretary can mark attendance for the entire group at once.

New Member(s) of French Club

Walt Whitman High School

12 - MAY - 2001

Take Attendance
 Enter Group Members
 Print LC Letters
 View Student Schedule
 View Team/Group
 View LC Letters
 Print Absence Bulletin
 Change Password

Continue

Student Number	
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

SAVE

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A sponsor of a team or group can view the cumulative absence for the day for the students assigned to their team or group by clicking on the menu choice "View Team/Group"

List of Absences for 07-MAY-01 for the Activity French Club

Name	Student Number	Sign In	Sign Out	Course Title	Bell Pd	Status
LAST, FIRST	#####			FRENCH 4B	3	Alternative Educ
				CHEMISTRY B	4	Alternative Educ
				HON ENGLISH 11B	5	Alternative Educ
LAST, FIRST	#####			FRENCH 4B	3	Alternative Educ
				HON ENGLISH 11B	4	Alternative Educ
				ADV COMPUTR APPL	5	Alternative Educ
LAST, FIRST	#####			FRENCH 4B	3	Alternative Educ
				ALGEBRA 2B	4	Alternative Educ
				ENGLISH 11B	5	Alternative Educ

Main Menu

Loss of Credit Letters

Originals

Schools can decide who will be responsible for generating the loss of credit letters. Letters can be printed by either the teacher or the attendance secretary. Cumulative totals for loss of credit and the requested letter are displayed on the class attendance screens.

Printing LC letters is a 2-step process.

- Request the LC letter on the class attendance screen
- Select “Print LC letters” from the main menu and designate which batch of pending letters to print.

On the class list below, one student has 3 unexcused absences and the teacher of that class has selected the 3-day warning letter. Since this is the first 3-day letter for the student, there is only one choice. Once a 3-day letter has been generated, a request can be made for a 5-day letter.

You are taking/changing attendance for: **Tuesday , May 15, 2001**
(If all students are present, scroll to bottom and verify attendance taken.)

Course: **FRENCH 4B Period 03**

Status	Today Atten	Name	ID	Reason	Sign In	Sign Out	Absent		Late		Loss of Credit		
							Exc.	Unexc.	Exc.	Unexc.	Type	3- Day	5- Day
Present	?	LAST, FIRST	#####	N/A	-	-	0	0	0	0			
Present	?	LAST, FIRST	#####	N/A	-	-	0	0	0	0			
Present	?	LAST, FIRST	#####	N/A	-	-	1	3	0	0			
Present	?	LAST, FIRST	#####	N/A	-	-	1	1	0	0	3 Day		
Present	?	LAST, FIRST	#####	N/A	-	-	1	1	0	0			

Password:

Request type of letter
Then save as usual!

After requesting the LC letter(s), select the option to “Print LC Letters” from the main menu.

When the 3 day LC letter(s) has been printed the class attendance screen will show the option of printing a 5 day LC letter and the date the 3 day letter was printed.

Loss of Credit		
Type	3- Day	5- Day
	12-DEC-2001	
3 Day		
5 Day		

Reprints

To generate reprints of letters that were previously printed, the “Print LC letters” screen presents a choice to print the pending letters or to generate reprints of previous letters by student. Reprints will display both the original date and the new print date.

View Letter

LC letters can be previewed from the menu option to “View LC Letters”.