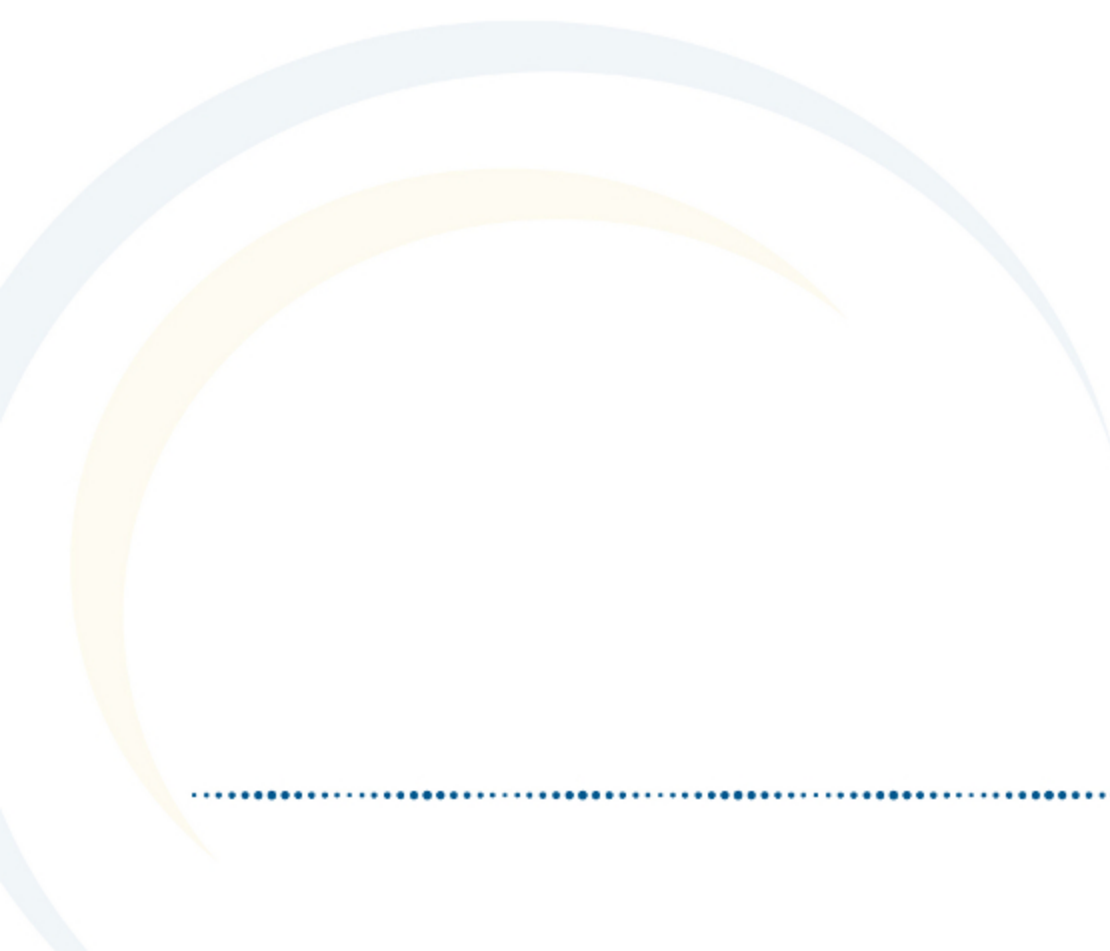


# Teacher Attendance

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April 2010



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# Teacher Attendance

Overview | Attendance Editor | Options for Recording Attendance

## Overview

**PATH:** *Instruction > Attendance*

The Attendance tool allows teachers to record absences and tardies for active students. Teachers can only mark a student present (default), absent or tardy. Teachers do not have the ability to enter attendance excuses for students. This process is done by the attendance office. However, teachers can record comments related to the attendance entry if known. Comments cannot be entered for present students.

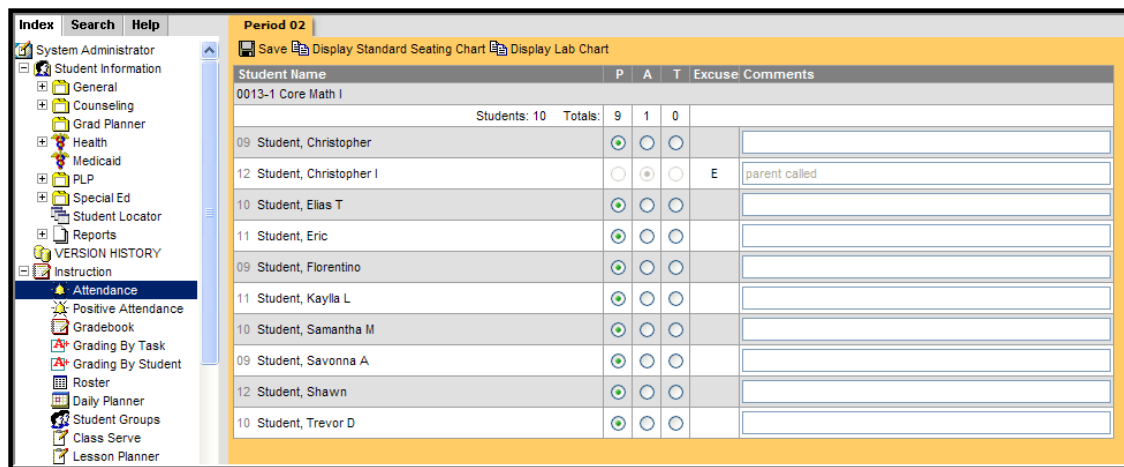


Image 1: Teacher Attendance Tool

As soon as the teacher saves the attendance for the selected period, the attendance office can view and edit that attendance. If the attendance office has already marked a student out for the day, the teacher does not have the ability to override that entry.

Teachers can record attendance only for the current day and can re-enter attendance any time during that period, as long as the attendance office has not recorded an excuse for the entry. If the teacher does not teach for a certain period, or it is not an attendance day as established in the [Calendar](#), he/she cannot record attendance.

It is the responsibility of the district to verify that teachers are recording attendance in a timely manner.

## Attendance Editor

- In order to see the roster of students for the period, the appropriate school year, school, schedule structure and section must be selected in the Campus toolbar.

The current period roster will display (automatically selected in the Section field of the Campus toolbar) based on the time of day. If Section 2 of Math meets between 9 a.m. and 10:15 a.m. every day, that roster of students will automatically appear when the teacher selects the Attendance tool during that time frame. If Section 3 of Math meets Tuesdays and Wednesdays from 1:30 p.m. to 3:00 p.m., that section will appear when the teacher selects the Attendance tool during that time frame.

To change the roster of students, reselect the Section from the Campus toolbar.

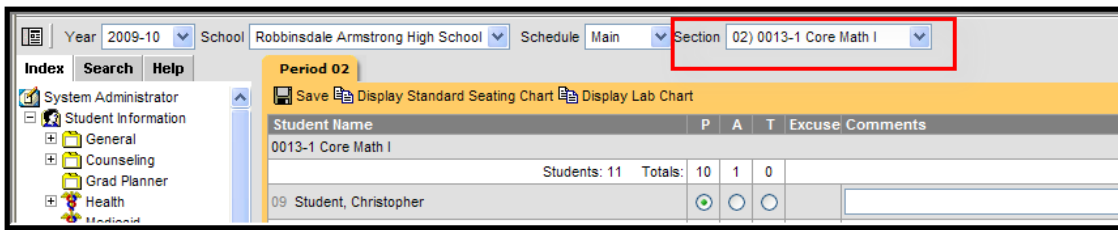


Image 2: Attendance - Section Selection

The following information will appear on the Attendance editor:

- Period for which attendance is being recorded
- Name of the Course Section
- Total number of students in the class
- Student Name and grade level
- Total number of students currently marked Present, Absent or Tardy
- Radio buttons for marking attendance for a student
- Excuse of entered attendance (entered by the office)
- Comments - entered by the attendance office or by the teacher

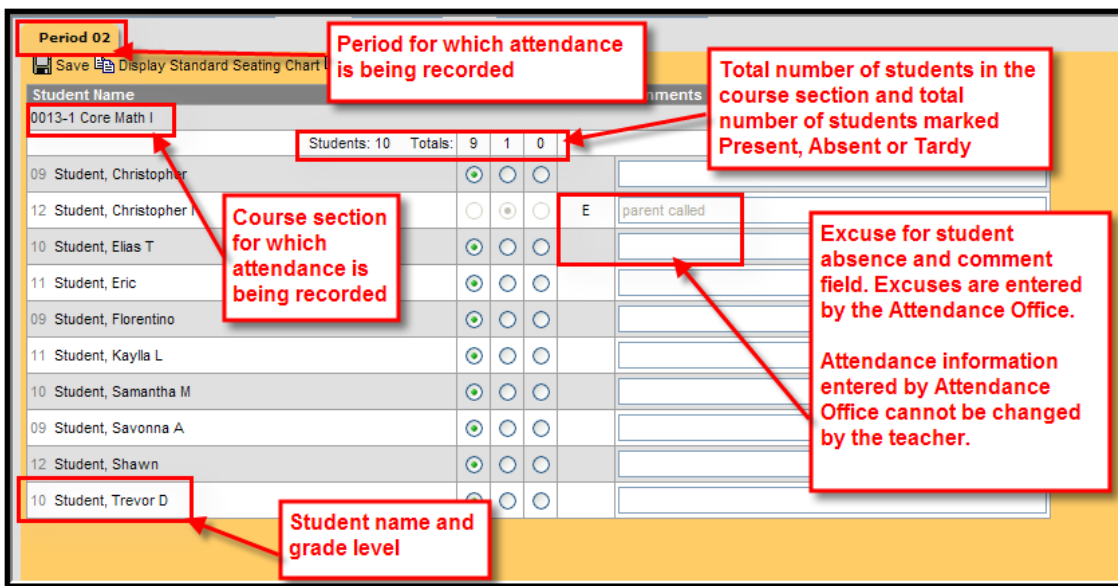


Image 3: Attendance Editor Layout

Students who have already been marked absent or tardy by the Attendance Office will appear in gray font and cannot be modified by the teacher.

Student Name	P	A	T	Excuse Comments
0013-1 Core Math I				
Students: 10		Totals: 9 1 0		
09 Student, Christopher	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12 Student, Christopher I	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	E parent called
10 Student, Elias T	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11 Student, Eric	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09 Student, Florentino	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11 Student, Kaylla L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10 Student, Samantha M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09 Student, Savonna A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Image 4: Teacher Attendance - Recorded Attendance by Attendance Office

Students who have withdrawn from the course section (dropped) or withdrawn from the school (ended enrollment) will not appear on the Attendance Roster. Those students will still display in the [Grade Book](#) and on reports if the teacher has chosen to display those students in [Teacher Preferences](#).

## Options for Recording Attendance

There are three options the teacher can use for recording attendance:

- via the [Section Roster](#) (standard view)
- via the [Seating Chart](#)
- via the [Lab Chart](#)
- via the [Process Inbox](#), which will bring the teacher to the roster or seating chart

## Recording Attendance using the Section Roster

1. Mark the students who are absent by clicking in the **A** column/radio button field.
2. Mark the students who are tardy by clicking in the **T** column/radio button field.
3. Record any known comments related to the absent or tardy in the **Comments** field.
4. Click the **Save** icon when finished. Attendance has now been saved.

When the **Save** icon is selected, information will be processed and the **Totals** column will be updated. A pop-up warning will appear to indicate that the attendance has been saved.

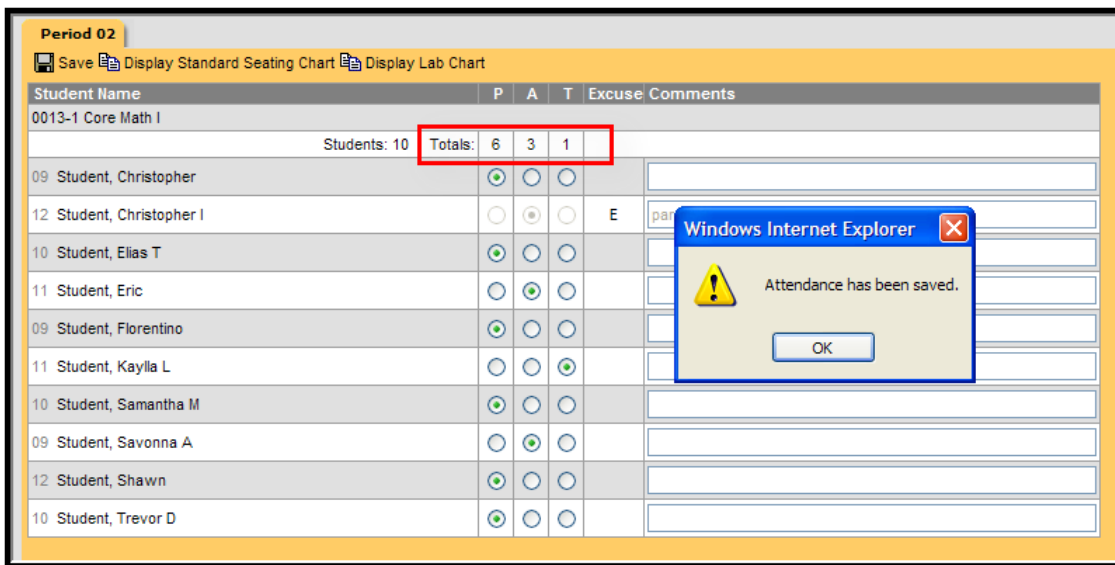



Image 5: Attendance Saved, Totals Updated

## Recording Attendance Using the Seating Chart

 This process requires a seating chart to be set up in [Seating Chart Setup](#).

1. Select the **Display Seating Chart** icon from the attendance area. This will bring up a seating chart grid. If pictures have been uploaded, teachers will see the students' pictures on this screen. Or, if the teacher preference is selected to use the seating chart for recording attendance, the seating chart layout will appear.
2. Mark the appropriate students absent (A) or tardy (T) by clicking in the appropriate radio buttons.
3. Click the **Save** icon when finished. Attendance has now been recorded.

To have the seating chart be the default display for recording attendance, choose the **Use Seating Chart for Attendance** option in [Teacher Preferences](#).

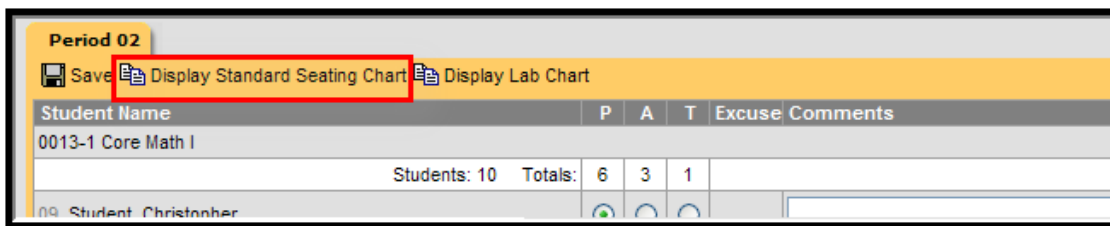


Image 6: Display Standard Seating Chart Icon

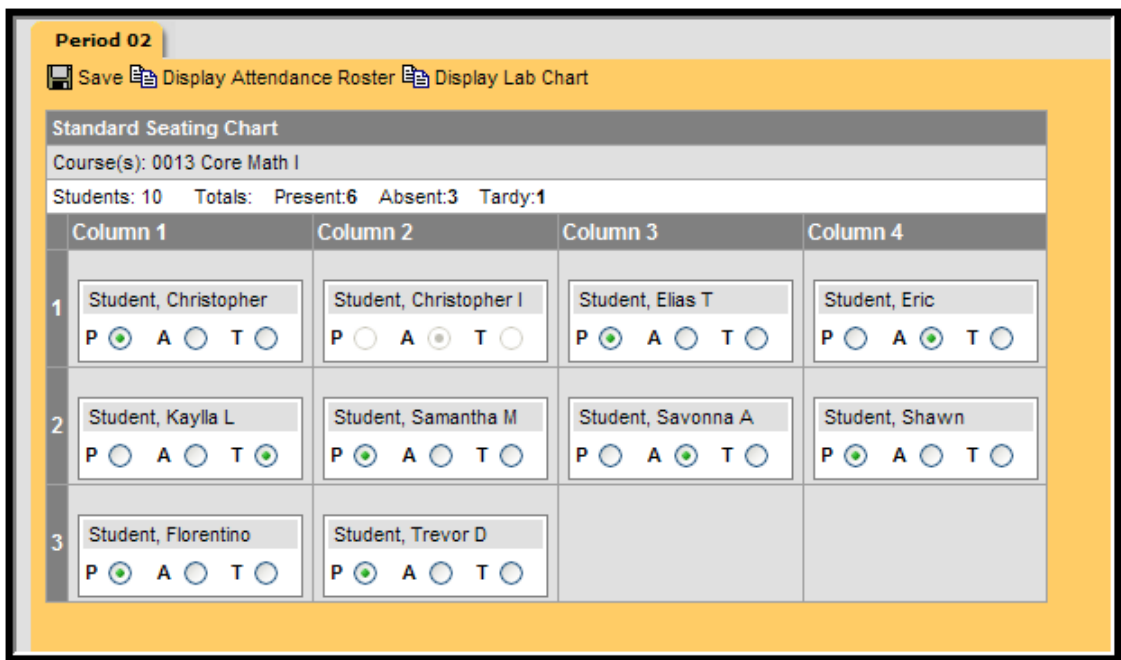



Image 7: Attendance - Seating Chart Display

### Recording Attendance Using the Lab Chart

 This process requires a lab chart to be set up in Seating Chart Setup.

1. Select the **Display Lab Chart** icon from the attendance area. This will bring up a seating chart grid that should be set up in lab formation. If pictures have been uploaded, teachers will see the students' pictures on this screen.
2. Mark the appropriate students absent or tardy by clicking in the appropriate radio buttons.
3. Click the **Save** icon when finished. Attendance has now been recorded.

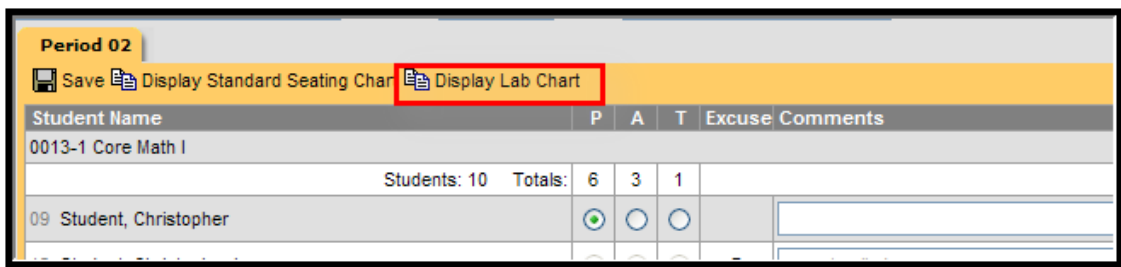


Image 8: Display Lab Chart Icon

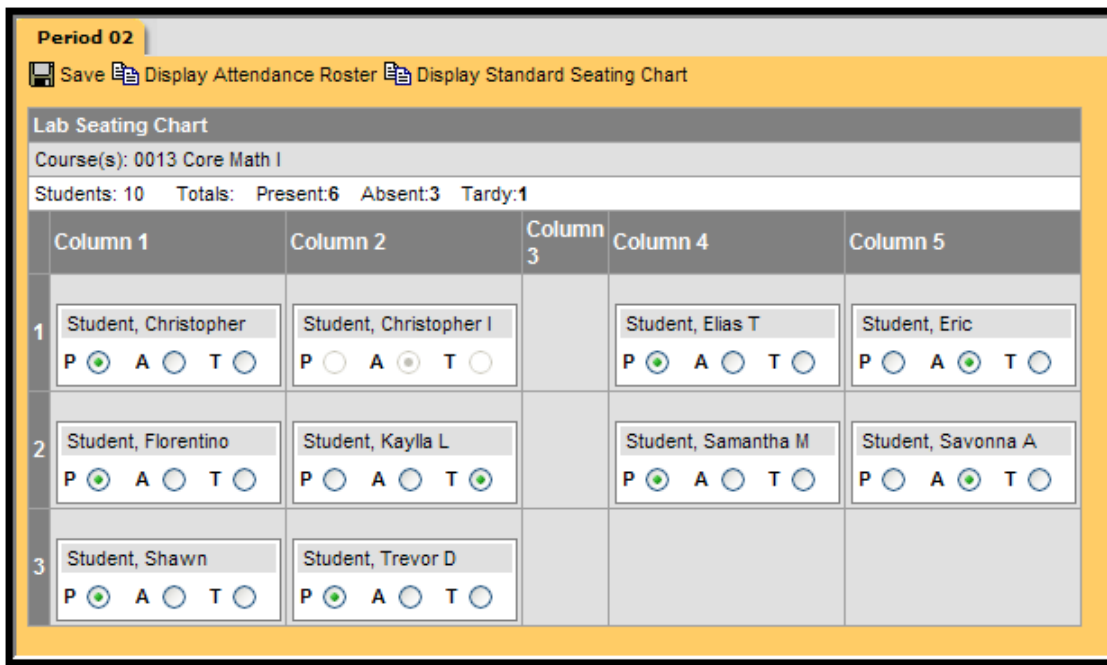


Image 9: Attendance - Lab Chart Display

## Recording Attendance Using the Process Inbox

### PATH: *Process Inbox*

When first logging into Campus, the Process Inbox will display any items the teacher should attend to, like recording attendance for the day. Selecting the link indicating attendance required will take the teacher to the roster for that period. Record attendance as usual.

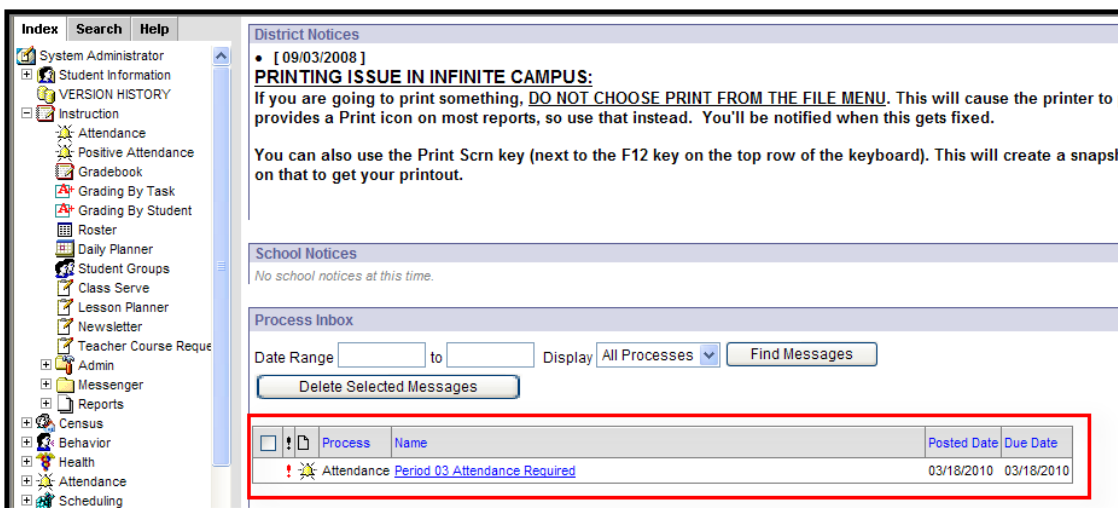


Image 10: Process Inbox - Attendance Required

Selecting the link indicating attendance required will take the teacher to the roster for that period. Record attendance as usual.



Period 02		Period 03			
<input type="button" value="Save"/> <input type="button" value="Display Standard Seating Chart"/> <input type="button" value="Display Lab Chart"/>					
Student Name	P	A	T	Excuse Comments	
0014-1 Core Math II					
Students: 11		Totals: 11	0	0	
09 Student, Ashley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
09 Student, Christopher	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
12 Student, Christopher I	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
10 Student, Elias T	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
11 Student, Eric	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
09 Student, Florentino	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
11 Student, Kaylla L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
10 Student, Samantha M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
09 Student, Savonna A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
12 Student, Shawn	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
10 Student, Trevor D	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>

Image 11: Period Attendance Roster