

Take Daily Attendance – Teacher Access

Teachers have several ways to navigate to the Take Daily Attendance Screen. In this document we will cover two ways of navigation.

Option 1:

1. On your Home Screen, if you have the Teacher Quick Access widget enabled, you can click the Bell next to the course you wish to take attendance for:

Teacher Quick Access				Post Daily Attendance	
Trm	Prd	Class	Description		
1-4	1	00001 / 001	K - LANG ARTS		
1-2	2	30015A / 01	Comp English I		
1-4	2	00001 / 001	K - LANG ARTS		
1-2	4	0995A / 01	Chorus A		
1-2	4	3102A / 11	Algebra I A		

2. Once the Bell is clicked, you will see the Take Daily Attendance – By Name Screen.
3. All students will default to “Present.” Select Absent or Tardy next to the student name(s) as applicable and click Save:

Alerts	Student Indicators	Last Name↑	First Middle	GR	MOI	Absent Select All	Tardy Select All	Present Select All
		abcd	Erica	11	V	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	W	Agardscr	Ramon Y	10		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	W	Bellahscr	Sandy H	12		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	W	Deloshscr	Olin T	11		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	W	JONES	Linda	11		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

4. If all students are present, do not make any changes and click save. You will be prompted to confirm perfect attendance. Click Yes to confirm or No to return to the Take Daily Attendance screen and modify attendance.

Confirm Perfect Attendance

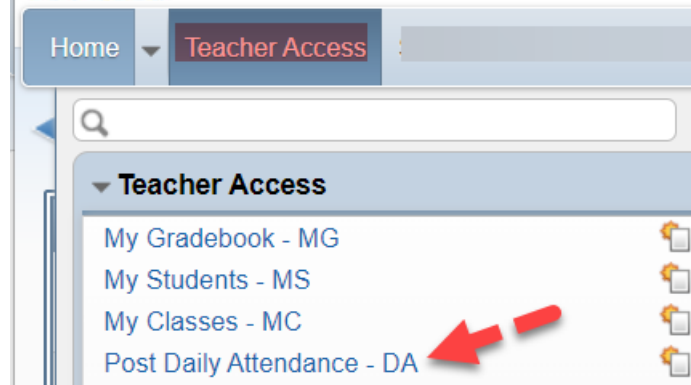
An Absence has not been set for any students.
 Click Yes to confirm 100% Attendance/Perfect Attendance.
 Click No to return to Attendance entry.

5. Once attendance is saved, if you navigate back to your home screen, you will notice the bell in your Teacher Quick Access bar is Gray.

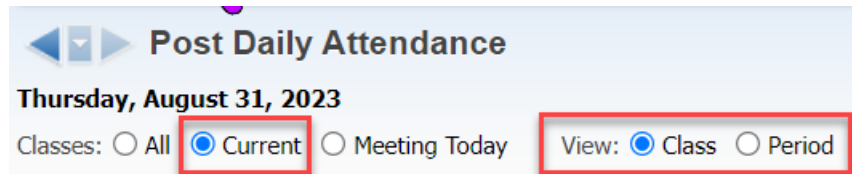
Teacher Quick Access				Post Daily Attendance	
Trm	Prd	Class	Description		
1-4	1	00001 / 001	K - LANG ARTS		
1-2	2	30015A / 01	Comp English I		

Option 2:

1. Navigate to Teacher Access -> Post Daily Attendance:



2. Select the "Current" radio button to see courses in the current term. You can choose to view by Class or by Period.



3. Click "By Name" under Attendance options for the course you wish to take attendance for.

005 Elementary Grades K to 4

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 4	1	MTWRF	00001 / 001	K - LANGUAGE ARTS	By Name By Seating Chart Assign Seats
		1 - 4	2	MTWRF	00001 / 001	K - LANGUAGE ARTS	By Name By Seating Chart Assign Seats

010 High School Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
SE	E	1 - 2	2	MTWRF	30015A / 01	Comp English I A	By Name By Seating Chart Assign Seats
FA	FA	1 - 2	4	MTWRF	0995A / 01	Chorus A	By Name By Seating Chart Assign Seats
MA	M	1 - 2	4	MTWRF	3102A / 11	Algebra I A	By Name By Seating Chart Assign Seats

Attendance Taken: 11:32 AM by User Training

4. You will now see the Take Daily Attendance – By Name Screen. All students will default to "Present." Select Absent or Tardy next to the student(s) names as applicable and click Save:

Take Daily Attendance - By Name
Thursday, August 31, 2023

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Rost](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	MOI	Absent Select All	Tardy Select All	Present Select All
	I V W F	abcd	Erica	11	V	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	W	Agardscr	Ramon Y	10		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	W	Bellahscr	Sandy H	12		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	W	Deloshscr	Olin T	11		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	W	JONES	Linda	11		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

5. If all students are present, click save. You will be prompted to confirm perfect attendance. Click Yes to confirm or No to return to the Take Daily Attendance screen and modify attendance.

Confirm Perfect Attendance

An Absence has not been set for any students.
Click Yes to confirm 100% Attendance/Perfect Attendance.
Click No to return to Attendance entry.

6. Once attendance is saved, you will notice the time and name of staff that took attendance is indicated below the attendance options.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
SE	E	1 - 2	2	MTWRF	30015A / 01	Comp English I A	By Name By Seating Chart Assign Seats Attendance Taken: 11:32 AM by User Training