Attendance - Study Guide

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The Attendance tools are used to properly enter student attendance information, maintain historical records and generate reports and letters.

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Attendance Overview

The video below provides an overview of the attendance tool.

+ **Video**

Classroom Monitor

The Classroom Monitor shows which teachers have submitted attendance for their course sections and can be used to view and enter attendance for course sections. The Incomplete Teacher Attendance Report shows which teachers have not submitted attendance.

Monitor Teacher Attendance Submission Status

Classroom Monitor shows whether attendance has been taken for individual course sections.

+ **Documentation**

+ **Video**

+ **Simulation**

Record Attendance Using The Classroom Monitor

Classroom Monitor allows attendance clerks to manually enter attendance for a teacher, for example when a sub takes attendance on paper.

+ **Video**

+ **Simulation**

Daily Attendance

The Daily Attendance tool is used to view and edit groups of students' attendance events for a particular date.

+ **Documentation**

+ **Video**

Attendance Entry Wizard

The Attendance Wizard tool allows the attendance office to quickly create or change attendance data for a group of students using a variety of modes. Follow the document link for an overview of the tool. Follow the video link to see a demonstration of how all the attendance mode options available in the tool are used.

+ **Documentation**

+ **Video**

Daily Mode

Daily Mode is useful for marking a group of students absent for all periods of the day.

+ **Documentation**

Period Mode

Period Mode records an individual student or a groups' attendance for a selected period.

+ **Documentation**

Batch Mode

Batch Mode records an individual student or a group of students' attendance for an entered date and time range.

+ **Documentation**

Edit Mode

Edit Mode is used to modify existing attendance records.

+ **Documentation**

Batch Edit Mode

The Batch Edit Mode is used to create attendance marks for groups of students for specific class periods over a range of dates.

+ **Documentation**

Check In Mode

The Check In Mode marks students PRESENT if they have already been marked ABSENT for part of the current day.

+ **Documentation**

Check Out Mode

The Check Out mode is used to check out students for the rest of the day from the current time forward.

+ **Documentation**

Individual Student Attendance

Manage Individual Student Attendance

Attendance can be entered and edited for individual students.

+ **Documentation**

+ **Video**

+ **Simulation**

Positive Attendance (Individual Student)

Positive Attendance can be used to record student attendance using time present.

+ **Video**

+ **Simulation**

Reports

Use this link to access an article describing available attendance office reports.

Attendance Office Reports