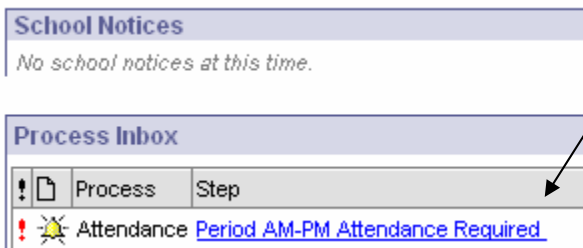


Accessing Instruction Attendance

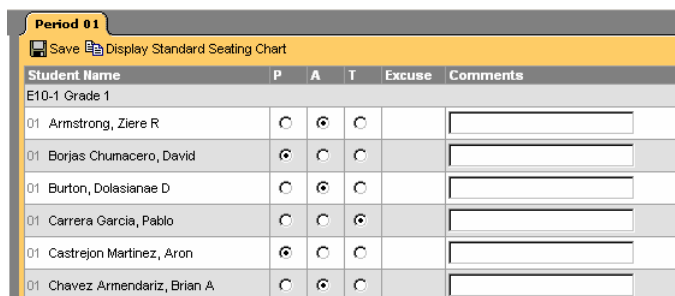


Click Period Attendance Required link in the Process Inbox.

General Notes on Recording Attendance

- Teachers can record attendance only for the current day, and can re-enter attendance as long as the office has not recorded an excuse.
- The teacher cannot override attendance taken by the office.

Recording Attendance Using the Standard Format



Student Name	P	A	T	Excuse	Comments
E10-1 Grade 1					
01 Armstrong, Ziere R	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
01 Borjas Chumacero, David	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
01 Burton, Dolasianae D	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
01 Carrera Garcia, Pablo	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
01 Castrejon Martinez, Aron	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
01 Chavez Armendariz, Brian A	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		

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 in the Comments field.
4. Click the Save icon when finished. Attendance has now been saved.

OR Recording Attendance Using the Seating Chart



1. After choosing the Attendance link from the Index tab, 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.
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.