Take Daily Attendance

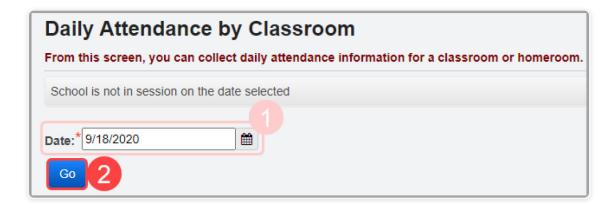
Navigation StudentInformation Teacher Menu Daily Attendance

Depending on your district's setup, you can take daily attendance by homeroom or classroom. You may also be able to take lunch counts.

(Optional) The **Date** field defaults to the current date on which you can take If needed, enter or select a different date.

Note: If your district's setup lets you take attendance for only the current date, the **Date** field defaults to the current date and you cannot change it.

2 Click Go.



- 3 Depending on your setup, confirm either the **Homeroom** or **Period** and **Course**Section for which you want to take attendance. If needed, you can make different selections.
- 4 Click **Go**.

The screen displays a list of students in the classroom or homeroom.

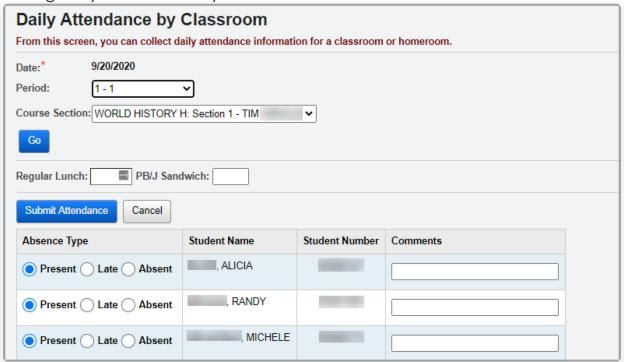
(Conditional) If your screen displays lunch options, enter the number of students who chose each option for the date on which you are taking attendance.

For each student who is not present, in the **Absence Type** column, select the **Late** or **Absent** radio button as appropriate.

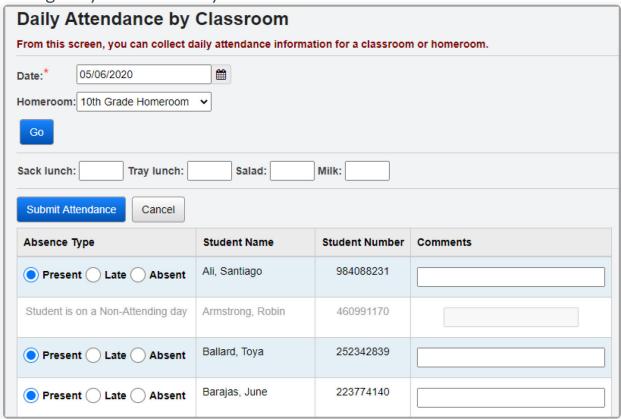
Note: Any student who is already marked late by the office displays in yellow, and any student marked absent by the office displays in orange. A second grid may display students marked absent for the day (for instance, if parents notified the office of the absences and the office marked the students absent prior to you taking homeroom attendance). You can remove students from the second grid only if you have the proper security permissions.

- (Optional) If you wish to add a comment related to an absence or tardy, enter it in the **Comments** column.
- 8 Click Submit Attendance.

Taking daily attendance by classroom



Taking daily attendance by homeroom



A confirmation message displays, and StudentInformation submits the attendance and

lunch counts to the office. In addition, the **Daily Attendance by Classroom** screen now displays any late students in yellow and any absent students in orange.

9 (Optional) If you need to make additional changes to the attendance or lunch counts, make the changes, and then click **Submit Attendance** again.

