

Take Daily Attendance

Navigation**Student Information****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.

- 1 (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**.

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

School is not in session on the date selected

Date: 9/18/2020

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.

- 5 (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.

- 6 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.

- 7 (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

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

Date: ^{*} 9/20/2020







Period: 1 - 1

Course Section: WORLD HISTORY H: Section 1 - TIM

Go

Regular Lunch: ☐ PB/J Sandwich: ☐


Submit Attendance Cancel

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	 , ALICIA		<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	 , RANDY		<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	 , MICHELE		<input type="text"/>

Taking daily attendance by homeroom

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

Date: ^{*} 05/06/2020 

Homeroom: 10th Grade Homeroom

Go

Sack lunch: ☐ Tray lunch: ☐ Salad: ☐ Milk: ☐

Submit Attendance Cancel

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Ali, Santiago	984088231	<input type="text"/>
<input type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Student is on a Non-Attending day	Armstrong, Robin	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Ballard, Toya	252342839	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Barajas, June	223774140	<input type="text"/>

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.

Home » Teacher Menu » Daily Attendance

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

The Attendance changes were saved successfully

Date: 1/16/2008
Homeroom: A105
Go

sack lunch: ☐
tray lunch: ☐
salad: ☐
milk: ☐

Submit Attendance
Cancel

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	EYE, MAGNUM P.	00004001	<input type="text"/>
<input type="radio"/> Present <input checked="" type="radio"/> Late <input type="radio"/> Absent	FONT, ELLA JANE	00004002	<input type="text"/>
<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	JOHNSON, GEORGE EVAN	00004003	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	POTTS, JORDAN DANIEL	00004004	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	WELLS, JOBETH	00004005	<input type="text"/>

Submit Attendance
Cancel