

Teacher Access Center

Taking Attendance

Teachers in grades PK-6 will take attendance once per day. Attendance should be submitted before 9:30am.

Teachers in grades 7-12 will take attendance every class period. Attendance should be submitted no later than 15 minutes after the start of the period.

If a correction needs to be made, teachers can re-enter the attendance screen and make corrections on the same day on which the error was made. If an attendance error needs to be corrected from a previous day, please see your campus attendance clerk.

Teachers who do not submit attendance by the time established on their campus will receive an email reminder. The campus administrator(s) will receive an email with the names of teachers who have not submitted attendance.

From the **Home** screen – under **Attendance Courses**, click the **Att** link.

My Classes

Courses: Attendance Courses Attendance Date: 6/23/2008 RC Run: 6 IPR Date: 6/13/2008

Period	Course	Description	Room	Cycles	Marking Periods	Actions							
Building: 330 - Training High School		Staff: John Doe											
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	List	Att All P	Pic	Def	Score	IPR ✓	RC ✓	Comp

A = place a check if student is absent

T = place a check if student is tardy

P = place a check **ONLY** to make a correction (if student was incorrectly marked absent or tardy, but is present)

Student	Grade	A	T	P	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry
Dentley, Jackie Lynn	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="button" value="+"/>	
Casper, Jonathan Lewis	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="button" value="+"/>	
McGruffy, Jessica Rosemary	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="button" value="+"/>	
Simpson, John Bernard	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="button" value="+"/>	

A green checkmark on the Home screen indicates that attendance has been taken for that class



Click **Save** to submit attendance.

Code, Dismiss Time, Arrive Time, Add Entry, Clear Entry – for office use only

Student	Grade	A	T	P	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry
Bentley, Jackie Lynn	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			<input type="button" value="+"/>	

If *all students* are present, from the **Home** screen, click the **All P** link.

My Classes

Courses: [Current MP Courses](#) Attendance Date: 6/23/2008 RC Run: 6 IPR Date: 6/13/2008

Period	Course	Description	Room	Cycles	Marking Periods	Actions							
Building: 330 - Training High School Staff: John Doe													
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	List	Att All P	Pic	Def	Score	IPR ✓	RC ✓	Comp

To take **Picture** attendance, on the Home screen, click the **Pic** link. Place a check in the appropriate box.

My Classes

Courses: [Current MP Courses](#) Attendance Date: 6/23/2008 RC Run: 6 IPR Date: 6/13/2008

Period	Course	Description	Room	Cycles	Marking Periods	Actions							
Building: 330 - Training High School Staff: John Doe													
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	List	Att All P	Pic	Def	Score	IPR ✓	RC ✓	Comp

Casper, Jonathan Lewis

A

T

P