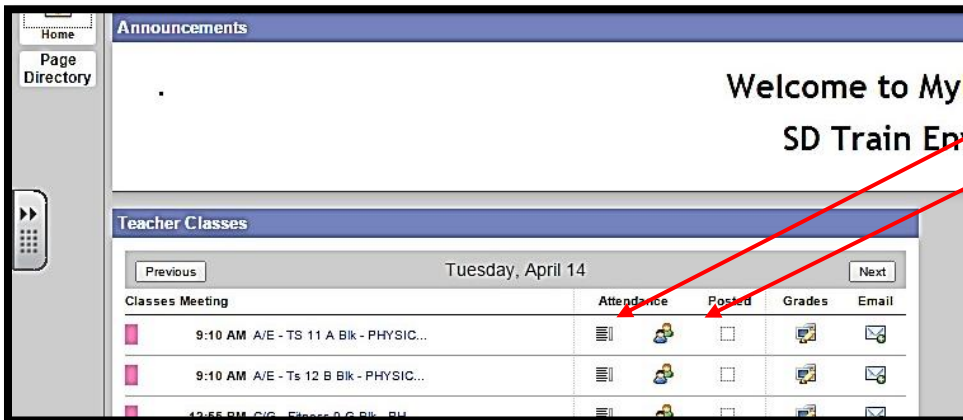


## Attendance

There are **two ways** to access the attendance screen.

## Teacher Class Widget

Click on **Pages Top-Tab** to access the “Teacher Class Widget”. (This is the default page that is displayed upon login).



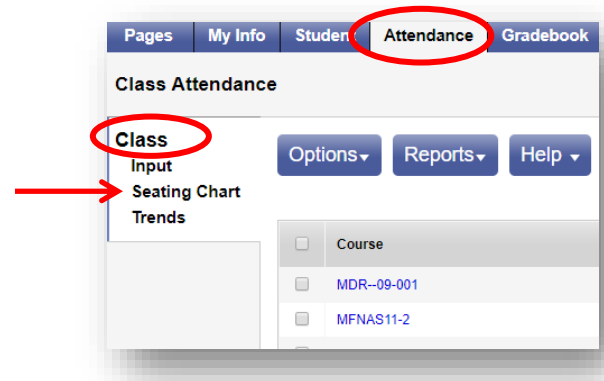
Click on the attendance icon for the course attendance is to be taken.

There is the “list option” or a “seating chart” option.

## Attendance Rosters

Additionally, attendance rosters can also be accessed using the **Attendance Top-Tab** and **Class Side-Tab**.

To use the **Seating Chart**, click on the **Seating Chart Sub-Side-Tab**.



## Taking Attendance:

Students are **P**resent by default. Click on the **A** if student is absent and **L** if the student is late.

Be sure to click **Post** (at the top or bottom of the page) to save your attendance and send the completed attendance to the office.

*NOTE: The **A** or **L** can be changed by either clicking the **P** OR clicking on the “Edit” link at the far right of the table.*

Post when done

Attendance for: 17/09/2019

Pupil #	Name	Code	Class Attendance	Daily Attendance
2340935	Shrek, Shrek	A L P	Not in session	Not in session

Post

## Seating Chart

The seating chart can be used to take attendance and can also use it or organize your classroom. To create a chart, click on **Design Mode**. Options for the grid will be provided – drag and drop the student images located on the left to the assigned seat on the right, to create the actual seating chart. When finished, click on **Exit Design Mode** in the top right.

Attendance for: 17/09/2019

Click here to create/edit seating chart | Design Mode >>

The screenshot shows the 'Seating Positions' interface. On the left, there are controls for 'Grid Dimensions' (width and height) and 'Auto Fill' (Alphabetical, Random, Insert). Below that is a list of 'Unseated Students' including Hesami, Thanleanna, Tomarovshchenko, Rosemaryorsid, Wasyluk, Aqeel, and Wolczikowsky, Hanseock. The main area is a grid of 'Seating Positions' with student names. A callout for 'Shrek, Shrek Present' is shown with a selection menu containing 'A', 'L', and 'P'. Arrows point to 'A for Absent' and 'L for Late'.

Attendance can be taken from this view using the above set of directions. This is a great option for TOCs.

## Multiple Courses in One Block

Where a **Classes** (combined class) grouping exists, a checkbox: **Show all students in class** will display at the top right.

Click the *Quick Change* buttons to navigate through each “course” to complete attendance.

**NOTE:** Be sure to click **POST** for each **Period** **BEFORE** clicking on the next arrow.

Pages My Info Student Attendance Gradebook Planner Tools

Class Attendance :: 2016-2017 - MPHE-09G-02 - PHYSICAL AND HEALTH EDU

Quick Change Buttons

Options Reports Help Search on Name a-z

Class
 

- Input
- Seating Chart
- Trends

Period 1

Post

21 records Attendance for: 11/17/2016

Pupil #	Name	Code	Class Attendance	Daily Attendance
609506	Abdulhao, Jocelyndustin	A L P	Present	Present
566049	Abercrombiedundas, Metareinart	A L P	Present	Present

Show all students in class