


SISK12: Teachers – Attendance Marking (by Period)

School Information Systems, Inc., Proprietary and Confidential

Path: View/Maintain→Attendance→Current Day by Class

OR

Click the  as shown in the example below:

MY CLASSES:

Keep **Update Display**

Today's Only Ignore Empty Sections Sort: Period

	Per	Term	Subject	Title	Teacher	#St
	1	S2	E0010-01	PK Homeroom	Moldan, Clay	2

Overview

Attendance marking in the classroom is generally a simple process.

- Teachers do the initial marking the first few minutes of each class period.
- The office staff verifies absences and deals with students signing in and out during the day.

Marking Absences

1. Click the attendance icon and the class roster is displayed, listing the student names alphabetically in the grid. The period of the opened class is available for absence marking.
2. You will click in the box for the current period and select the attendance code from the drop-down box.

Notes:

An asterisk in any cell indicates that the student has no class scheduled for that period, example part-time students.

Existing absence codes were most likely entered by the attendance secretary and cannot be changed by a teacher.

L/E	Student	Gr	P1	Comment
	Barker, Max Paul	03	<input type="text" value="P1"/>	
	Brasch, Allison Louise	03	<input type="text" value="A"/>	
	Bueller, Mark	03	<input type="text" value="T"/>	
	Campbell, Madison Suzann	03	<input type="text" value=""/>	
	Carton, Eleanor E	03	<input type="text" value=""/>	
	Derrick, Jared	03	<input type="text" value=""/>	

3. Click in the open cell adjacent to the absent student. Select the appropriate code from the drop-down list. You may also type in the appropriate attendance code. If you enter a code and later want to remove the code, you will click on the blank space of the drop down list. This will delete the code that was entered.

4. Click **APPLY** to save your work and continue and **DONE** when all attendance has been entered.


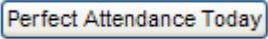
Teacher Codes are determined at the district level. Our example show A and T codes for teacher use.

A = Unexcused Absence

T = Unexcused Tardy

Note: To view all attendance markings for your students in a day, even if the absence occurs in another teacher's class, click **Reports** → **Attendance** → **Summary Preview for Teachers**.

Mark Perfect Attendance


If the no students are absent, you will still click on the  , open the roster and select  . This allows the office to see you have taken attendance.


NOTE: If a student has already been marked by the office, you cannot use the perfect attendance button. Selecting **DONE** will close the roster and send your data to the office.


OTHER AVAILABLE ICONS





These icons also appear on the attendance marking by class screen.

When you select this icon  , you will be able to access the grade book for this class roster.


When you select this icon  , you will be able to access the seating chart for this class roster. You can also create the seating chart for this class from this icon.

When you select this icon  , you will be able to access the discipline referral screen. Before clicking on this icon, select a student from your class list by clicking on the student's attendance row.


You may choose to have your student photos display on the attendance roster screen. To display student photos next to their names, click the box **Show student photos** . This will display your student photos on the attendance roster screen.

	L/E	Student	Gr	P1	Comment
		Mason, Oscar Jaye	03		
		McBeal, Harrison	03		


Teachers may add comments to the student attendance screen by double clicking in the comment box.

		Bueller, Mark	03		Mom called; he has chickenpox
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OR

Click on the . This will take you to the attendance screen for that student. You will then be able to type in the comment box for that student.

Name: Brasch Allison Louise Grade: 03 Tchr: Brooks Jo Enrld: 08/23/06 Cd: 10
 ID: 9990650717 DOB: 07/16/97(11-01) G: F Site: ZZEL

Done Apply Cancel  Actions

Attendance Codes: : Blank / Remove Code Mark All Day Time: Check-In Check-Out


Per	Start	Length	Code	L/E	Section	Term	Title	Teacher	Room	Days	A/B
1	08:00 am	380			E3050-01	Sem2	3rd Homeroom	Brooks John	130	MTWHF	Regular
2	*	*	*	*	*	*	*	*	*	*	*

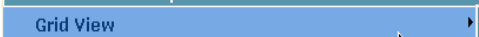
Comment:

The Actions Button  displays other options for this screen.

Selecting  will allow you to create a new discipline referral.

Selecting  will allow you to print your photo roster.

Selecting  will allow you to print a manual entry roster. This roster can be used for substitute teacher attendance entry if you have a planned absence.

Selecting  will allow you to change the way your screen is displayed.