






Enter Attendance

Enter attendance using a list of students in the class.

If attendance has already been entered for the student by the office,  displays in the Office column. Move your pointer over the  to see the attendance information. If there is an office entry that is incorrect, contact the attendance clerk so the clerk can correct absence information.

To show or hide students at specific learning locations, click .

Enter attendance for students

1. From  **Attendance**, select **List** to display the Entry by List page.
2. Enter attendance information as needed.
 - To mark a student absent, enter a check in the A box.
 - To mark a student tardy, enter a check in the click the T box.
 - To mark a student present, enter a check in the P box. Typically, you only need to mark a student present to remove an incorrect absence. But, some building attendance policies may require that you mark all students who are present.
 - To mark all students absent, tardy, or present, enter a check in the checkbox in the appropriate column heading.
 - To enter a specific attendance code, use the drop-down field. Your building administrator chooses whether this option is available for you.
 - To remove a checkmark from the A or T box, you must enter a check in the P box which removes the absence and marks the student present.
3. If the attendance code for a student requires an arrival and/or dismissal time, enter the appropriate time information. You may need to scroll to the right to display the Dismiss Time and Arrive Time columns.
4. To record information related to the student's attendance, enter a comment up to 255 characters. You can only record a comment if you are reporting attendance for the student.
5. To add another attendance line for a student, click **Add Entry**. If you add a line, you must enter arrival or dismissal times. For example, you would enter the time that the student arrived for a tardy code and the time that the student was dismissed for an early dismissal. You may need to scroll to the right to display the Add Entry and Clear Entry columns.
6. To remove an attendance line for a student, click **Clear Entry**.
7. Click **Save**.

Note:

Did the P box change from checked to unchecked after you clicked **Save**?

Your school does not store an attendance code for the P box. In this case, you only need to mark a student present if you are correcting attendance that you previously entered for the student. For example, assume that you had marked a student absent and saved attendance. When the student showed up to class a few minutes later, you would check the P box if you wanted to remove the absence code you had entered. After you save, the student will have no box checked on the Entry by List page.



Note: Depending on how TAC is configured, you may not be able to record a comment for students you have marked present. If TAC is configured so that no present code is recorded when teachers select the P (present) box, then the Comment field will not be enabled when you select the P box.

Enter Attendance Using Photos

Use this procedure to enter attendance for individual students using the Attendance by Photo page. If you need to mark groups of students absent, tardy, or present, you can assign the same code to large groups of students (or to the entire class) more quickly on the Entry by List attendance page.

If the office entered an attendance code, a red  displays above the photo. Move your cursor over it to see the entered code.


Enter attendance for students

1. From  **Attendance**, select **Photo** to display the Attendance by Photo page.
2. Enter attendance information as needed on the student's photo. If a student has not been placed in the seating chart, you can record their attendance in the Unplaced Students drawer.
 - To take attendance with all students marked present, click  (All Present) on the toolbar.
 - To mark a student absent, click **A**.
 - To mark a student tardy, click **T**.
 - If you click A or T, the fields displayed on the student's photograph may change to let you enter Arrive or Dismiss times.
 - To mark a student present, click **P** on the student's photo. Typically, you only need to mark a student present to remove an incorrect absence, but some building attendance policies may require that you mark all students who are present.
3. Your building administrator may allow you to select attendance codes. To enter an attendance code for a student:
 - Click on the student's name.
 - Enter the code or search for the code.
4. Click **Save**.

Note: If there is an office attendance entry that is incorrect, contact the attendance clerk so the clerk can correct absence information.

Record Attendance With All Present

Even when all students are present, you must indicate that you have taken attendance. Otherwise, you will be listed on the Missing Submissions report.

To indicate that you took attendance **and** no students are missing, click  in the Attendance column on the Home page. After you click that icon or save attendance for the class, the (Attendance was taken) icon displays.

Note that this option does not record the students as present; it simply records that you have taken attendance.

Entry by List Page

Use the Entry by List page (**Attendance > List**) to add and view attendance information for students in your classes.

If attendance has already been entered for the student by the office, **O** displays in the Office column. Move your pointer over the **O** to see the attendance information. If there is an office entry that is incorrect, contact the attendance clerk so the clerk can correct absence information.

Entry by List grid fields

Office

Displays **O** (Letter O in red text) in this column if an office entry exists for the student for this period. Move your pointer over the O to see the attendance information that was entered.

A (Absent)

Indicates if the student was absent.

Click this box to insert or remove a check. Checking the Absent checkbox marks the selected student as absent for the specified date.

To check the Absent checkbox for all students, enter a check in the checkbox in the A column heading

Note: To remove a checkmark from the A box, you must enter a check in the P box which removes the absence and marks the student present.

T (Tardy)

Indicates if the student was tardy. This field displays only if your building administrator selected a default code to enter as tardy.

Click this box to insert or remove a check. Checking the Tardy checkbox marks the selected student as tardy for the specified date.


To check the Tardy checkbox for all students, enter a check in the checkbox in the T column heading.

Note: To remove a checkmark from the T box, you must enter a check in the P box which removes the absence and marks the student present.

P (Present)

Indicates if the student was present. Your school determines whether an attendance code is stored when you mark a student present.

Typically, it is not necessary to check this box unless you are clearing attendance that you previously entered. Refer to your building attendance policies to determine if you are required to mark students who are present.

Did the P box change from checked to unchecked after you clicked Save  ?
Your school does not store an attendance code for the P box. In this case, you only need to

mark a student present if you are correcting attendance that you previously entered for the student. For example, assume that you had marked a student absent and saved attendance. When the student showed up to class a few minutes later, you would check the P box if you wanted to remove the absence code you had entered. After you save, the student will have no box checked on the Entry by List page.

Code

Used to enter a specific absence code for a student. This is an optional field and may not display on your page.

Dismiss Time

The dismissal time, if a student left the class early. Enter time in HH:MM AM or HH:MM PM format.

This field is disabled if a dismissal time is not allowed for the selected attendance code.

Arrive Time

The arrival time, if a student came to class late. Enter time in HH:MM AM or HH:MM PM format.


This field is disabled if an arrival time is not allowed for the selected attendance code.

View the Attendance Bulletin

View the Attendance Bulletin to see a list of students who have attendance entered for the date.

Note: Your district administrator can set up the attendance package to use **Alternate Accountability** so that unlawful absences are not entered for students in certain grades or students over a minimum age. For example, your district administrator may have defined that students age 17 and older cannot be marked absent with a U (for unexcused), but should be marked absent with a code of E (for excused). In this case, the Attendance Bulletin may list a different absence code than the code you selected for a student who is 17 or more years of age.

View the Bulletin

1. From  **Attendance**, select **Bulletin** to display the Bulletin page.
2. To change the view, change the fields as needed:
 - Building** - select All Buildings, or select the building of the students you want to include.
 - Sort** - select the sort you want to use.
 - Student Name by Building - to sort by student name and then period.
 - Period - to sort by period and then student name.
 - Grade - to sort by grade and then student name.
 - Team - to sort by house/team.
 - Grade and Team - to sort by grade and then house/team.

- Student Name by Student - to include absences from all buildings for a student grouped together. Sorts by student name and then period.

Students to Show- select the students to display.

- All Students - to display all students in the selected buildings. If unchecked, display only students you teach. This option may not display depending on the Teacher Access Center configuration.
- My Students - to display for students in any of my classes that are absent for any period on the Attendance Date.
- My Students in Period - to display for students in any of my classes meet in the scheduling period selected in the drop-down field. This field is inaccessible, if any selected building does not support period scheduling.

Show Attendance Entered For - for the students selected in Students to Show, choose what attendance information to display.

- All Classes - to display absences from all of the students' classes.
- My Classes - to display students absent for my classes.
- Period - to display only students' attendance for this period. This field is inaccessible if any selected building does not support period scheduling.

3. Click **Refresh Bulletin**.

Attendance Detail Page

Use the Attendance Detail page (**Attendance > Attendance Detail**) to view student class attendance codes over a marking period. The toolbar at the top of the page lets you choose a different class or marking period.

The page displays the class list, summary totals columns, and a grid with cells for each attendance date in the selected marking period. The summary totals columns are optional and only display if configured by your administrator. If displayed, summary totals columns are fixed, but you can scroll horizontally for dates and vertically for students.

Summary Totals Columns

If configured to display by your administrator summary totals columns display marking period totals for specific absence codes. The labels for each column display in the top two rows.


Dates

Each day the course or homeroom meets during the marking period displays. For each date a student has an attendance concurrence, the attendance code displays.

Print Attendance Detail

You can print a report including any summary columns configured to display on the page and detail date columns for either the full marking period or for a date range. You can save the report as a PDF or Excel file.

Print attendance details

1. From **Attendance**, select **Attendance Detail** to display the Attendance Detail page.
2. If you need to update the class or marking period, click **Change**, and make your selections.
3. Click  Run Attendance Detail Report).
4. In the **Show Student Names** field, select whether to print the student name, the alphabetic order, or no name. If you display aliases, the students display in order based on the Alias Display Order. If you display none, the students display in student ID order.
5. Specify the detail columns to include.
 - To print detail columns for all dates in the marking period, select **Show Details**.
 - To print detail columns for selected dates, select **Date Range** and specify the start and end dates.
 - To not print any detail columns, do not select **Show Details** or **Date Range**.
6. To print the Summary Totals columns, select **Show Totals**.
7. Click **Run**. The report will open. You can then view, print, or save to your computer. Additionally, the PDF file is saved automatically to your report directory and can be accessed from the Home page.
8. If you need to change selections for the report, click the **Prompts** tab.