

## Taking Attendance – Teachers (Post-Secondary)

The Take Attendance module allows teachers to record attendance codes for the current date and previous dates, as set by the district. Teachers can take attendance via the list display or seating chart display.

### Taking CURRENT DAY Attendance:

1. Select the correct course section from the course pull-down in the upper right corner of the screen.
2. Click the Attendance tab.
3. Select Take Attendance.

Note: You also have the option to click the Portal alert. Clicking the Portal alert will open the Take Attendance screen for the selected course.

4. The Take Attendance screen will display listing students who are actively enrolled in the selected course.

#### Alerts

You need to take attendance today:

- Period 2 - Aviation Maintenance Powerplant Technician 1
- Period 2 - AV POWERPLANT TECH 2
- Period 2 - AV POWERPLANT TECH 2
- Period 2 - AV MAINT AF TECH 2
- Period 2 - Reciprocating Engine Overhaul-Part I

5. Current day attendance is located on the right portion of the screen. All students listed will default with an attendance code of “Present”. The Hours Present column will default with the hours noted on the course section.
6. Edit the student’s attendance code and hours as needed. Teachers will only have the option to use the attendance codes of Present [P], Absent [A] or Leave of Absence [Z].
7. Click the Save button in the upper right portion of the screen to save your attendance.

### Taking PREVIOUS DAY Attendance:

From the Take Attendance screen:

1. Click the [X] next to today’s date to close the current date and display previous day’s attendance *only*.
2. Use the scroll bar to scroll to the left to view all attendance days.
3. Click the – (minus) sign to edit the attendance for the selected day.

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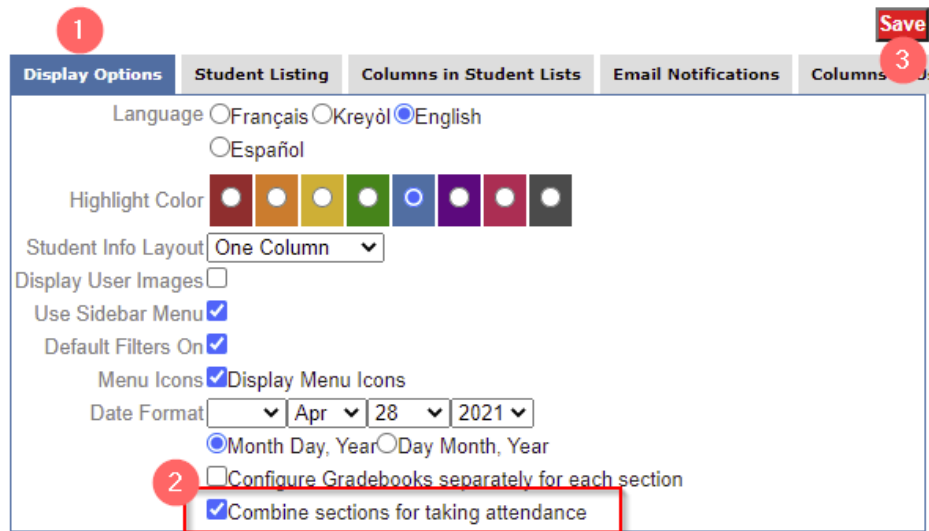
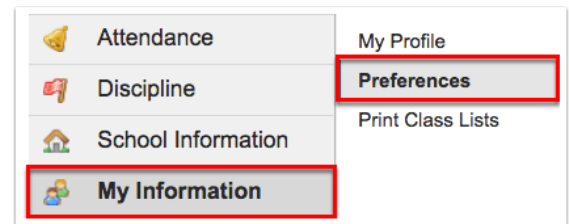
- Once you click the minus sign, the attendance code and hours fields will default.
- All students listed will default with an attendance code of “P” and the hours noted on the course section.  
Note: This will only occur for students which have the attendance code and/or hours fields blank. Edit the student’s attendance code and hours as needed. Teachers will only have the option to use the attendance codes of P, A and Z.
- Make sure an attendance code and hours are present. If the attendance code of P is used, then hours should be present.
- Click the Save button in the upper right portion of the screen to save your attendance.

<< screenshot >>

### Combining Sections for Attendance

You also have the option to combine different sections that take place during the same period in order to take attendance by period, as opposed to taking attendance for every section separately even though they take place during the same period.

- Click the My Information tab.
- Select Preferences.
- The preferences screen will display.
- Under the Display Options tab, Select the **Combine sections for taking attendance** check box to enable this function.
- Click Save in the upper right corner to update your settings.



The Course Title column displays when the preference **Combine sections for taking attendance** is enabled. The column displays the course the student is enrolled in for easier distinction.

Student Information								[x] Apr 28, 2021			
Student	Student ID	Grade	Course Title	Days Absent	Hours Attended	Scheduled Hours	Hours Present	Present	Absent	Leave of Absence	
		31	Aviation Maintenance Powerplant Technician 1	0	00:00	05:45	05:45	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		31	Reciprocating Engine Overhaul-Part I	0	21:30	05:45	05:45	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	