

The **Education** EdgeTM

Attendance Guide

102411

©2011 Blackbaud, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic, or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of Blackbaud, Inc.

The information in this manual has been carefully checked and is believed to be accurate. Blackbaud, Inc., assumes no responsibility for any inaccuracies, errors, or omissions in this manual. In no event will Blackbaud, Inc., be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect or omission in this manual, even if advised of the possibility of damages.

In the interest of continuing product development, Blackbaud, Inc., reserves the right to make improvements in this manual and the products it describes at any time, without notice or obligation.

All Blackbaud product names appearing herein are trademarks or registered trademarks of Blackbaud, Inc.

All other products and company names mentioned herein are trademarks of their respective holder.

EE-AttendanceGuide-102411

Contents



ATTENDANCE 1

Accessing Attendance 3

Entering Attendance 4

Displaying Attendance 17

INDEX 23

Attendance



Accessing Attendance	3
Attendance Entry Tasks.....	3
Search Tasks.....	4
Entering Attendance	4
Entering Class Attendance	4
Entering Daily Attendance	7
Entering Attendance By Student	10
Globally Adding Attendance.....	14
Globally Deleting Attendance	15
Displaying Attendance	17
Displaying Attendance by Date	17
Displaying Attendance by Student.....	18

The Attendance page in *Registrar's Office* is the central location for entering and viewing student attendance. Before entering attendance, there are several areas to consider when establishing attendance methods and planning your attendance processes.

Attendance tracking methods. How you enter attendance depends on how you set up each academic year to track attendance. In the **Track attendance by** field on an academic year record in *Configuration*, you select how to track attendance for the year. If you select "Class or Day", you can enter both class and full day attendance in the academic year in *Attendance*. If you select "Day only", you can enter half day and full day attendance in the academic year in *Attendance*, and class attendance is disabled.

With "Class or Day" attendance, you can enter attendance entries in each class and also enter day attendance to reflect in all classes on a day. For example, you usually enter attendance in each class when a student is not present, but if a parent calls the school to say their child will be out sick, you can enter day attendance for the student to appear in all of the student's classes on that day. Tracking attendance for each class is common in an upper school or high school.

If you need only to record one attendance entry for a student per day, you can allow "Day only" attendance. Tracking day attendance for a student is common in a lower school or elementary school.

For classes of a course to appear in *Attendance*, mark **Track class attendance** on the restrictions record for the academic year and session on the course record.

For more information about academic year records, see the *Configuration Guide for Registrar's Office*. For more information about course records, see the *Records Guide for Registrar's Office*.

Attendance codes. On the Attendance Codes page in *Configuration*, you define attendance codes to use in attendance entry. You define both absence and tardy codes, including how many tardies add up to one absence. You designate which codes to include in attendance calculations. For more information about attendance codes, see the *Configuration Guide for Registrar's Office*.

Sessions. Attendance can be entered only on dates in session. You designate days in session on the General tab of session records. Special days when classes are not in session, such as holidays or snow days, are marked on the Scheduling Calendar tab of session records. You cannot change a date to not be in session after attendance exists on that date. Be sure to define these dates as soon as possible before attendance can be entered for the date. For more information about sessions, see the *Configuration Guide for Registrar's Office*.

Class attendance versus period attendance. If you are tracking attendance by class, keep in mind that *Registrar's Office* stores attendance by class, not period. However, you can synchronize your periods and meeting times. To require that all meeting times match the start and end time of periods defined in the timetable, mark **Only allow class meetings to occur using periods** on the timetable. This setting is important for breakdowns on reports and for viewing trends. For more information about timetables, see the *Configuration Guide for Registrar's Office*.

Business rules. You set business rules in *Configuration* related to attendance entry. You can mark the statuses of students to include in attendance. You can designate what should happen when entering day attendance and class attendance already exists, and vice versa. For day attendance, you can designate whether users mark attendance taken in homeroom or in a class meeting at a specific time. You can also designate how to calculate day attendance from class attendance on reports, either by relative length of classes or number of classes. For more information about business rules, see the *Configuration Guide for Registrar's Office*.

Student progression entries. Before you can enter attendance in an academic year, students need a student progression entry for the academic year. The student progression contains the school, grade level, and homeroom teacher, for each academic year. Student progression entries affect the availability and filtering of students throughout *Attendance*. For more information about student progression entries, see the *Records Guide for Registrar's Office*.

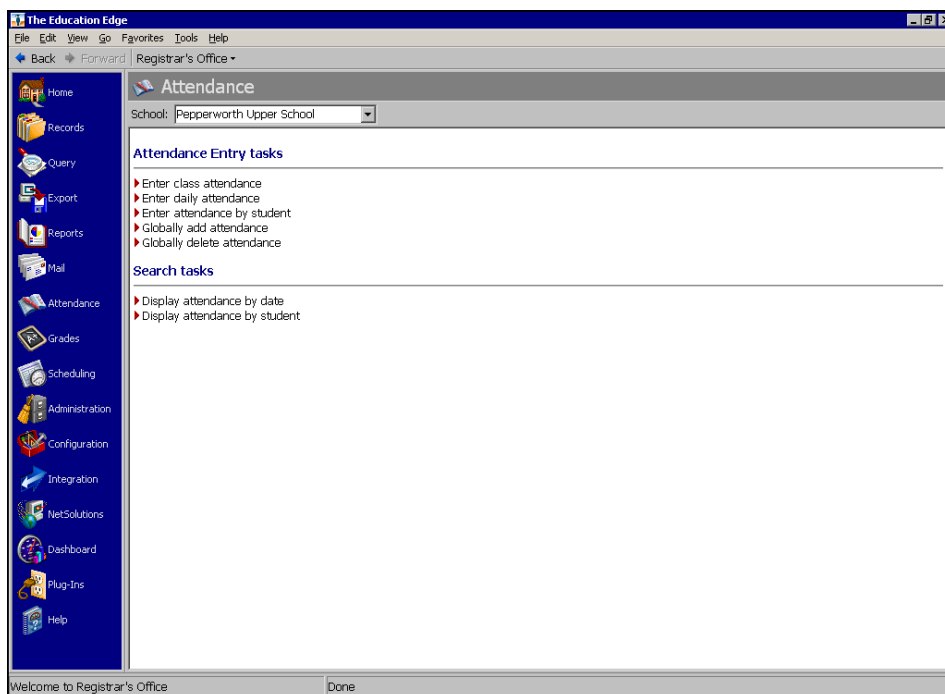
Options. You can set user options related to attendance entry, including default date settings. Other options include receiving a message to save attendance when switching views, showing withdrawn students when entering class attendance, showing comment indicators in the attendance entry grid, and showing the cycle day, day of week, or both in the column headers in the attendance entry grid. You can also set color options for the attendance grid. For more information about attendance options, see the *Program Basics Guide*.

Faculty Access for the Web. Teachers can enter attendance through the optional module *Faculty Access for the Web*. Attendance entered in *Faculty Access for the Web* also appears in *Attendance* in **Registrar's Office**. For more information about *Faculty Access for the Web*, see the *Administration Guide for Faculty Access for the Web* and the *User's Guide for Faculty Access for the Web*.

Accessing Attendance

To access *Attendance*, on the navigation bar in **Registrar's Office**, click **Attendance**. The Attendance page appears.

In the **School** field on the action bar, select the school in which you are currently working. This selection defaults to the attendance entry screens when you open an attendance entry task. If you have only one active school or rights to only one school, the **School** field does not appear.



The Attendance page organizes attendance tasks into categories: *Attendance Entry tasks* and *Search tasks*.

Attendance Entry Tasks

There are several ways in which you can enter attendance: entering class attendance, entering day attendance, entering attendance by student, or globally adding attendance.

- Click **Enter class attendance** to enter class attendance by class. For more information, see “Entering Class Attendance” on page 4.
- Click **Enter daily attendance** to enter day attendance by class, course, grade level, homeroom teacher, or student query. For more information, see “Entering Daily Attendance” on page 7.
- Click **Enter attendance by student** to enter class or day attendance by student. For more information, see “Entering Attendance By Student” on page 10.
- Click **Globally add attendance** to enter a class or day attendance code for a group of students. You can also globally delete attendance. For more information, see “Globally Adding Attendance” on page 14 and “Globally Deleting Attendance” on page 15.

Search Tasks

You can search for attendance entries by date or by student.

- Click **Display attendance by date** to search for attendance by date. For more information, see “Displaying Attendance by Date” on page 17.
- Click **Display attendance by student** to search for attendance by student. For more information, see “Displaying Attendance by Student” on page 18.

Entering Attendance

Under *Attendance Entry tasks* on the Attendance page, links appear so you can enter attendance using a method that best fits your needs. You can enter attendance in each class or you can enter attendance for a day by class, course, grade level, homeroom teacher, or student query. You can also enter class or day attendance by student.

For each attendance code, you can also enter additional details, including comments and an associated phone call or letter.

Note: The **Weight** column appears only in academic years set to track day attendance only.

From any attendance entry grid, you can view a list of attendance codes, including attendance code types and descriptions, by clicking **Code List** on the action bar.

Type	Code	Description	Use in Attendance Calculations	Weight
Absence	ABS-X	Excused absence	<input checked="" type="checkbox"/>	Full day
Absence	ABS-U	Unexcused absence	<input checked="" type="checkbox"/>	Full day
Absence	FLD	Field trip	<input checked="" type="checkbox"/>	Full day
Absence	COL	College visit	<input checked="" type="checkbox"/>	Full day
Absence	SICK	Went home sick	<input checked="" type="checkbox"/>	Full day
Absence	EARLY	Early dismissal	<input type="checkbox"/>	
Tardy	TRANS	Unavoidable traffic problems	<input type="checkbox"/>	
Tardy	BUS	Late bus	<input type="checkbox"/>	
Tardy	LTMIN	Late less than 15 minutes	<input type="checkbox"/>	Full day
Tardy	LTMAX	Late more than 15 minutes	<input checked="" type="checkbox"/>	Full day

The attendance entry grids contain certain common shortcut menus. To search for specific attendance information in the grid, right-click and select **Find**. To print the grid, right-click and select **Print Attendance Grid**. To export the grid, right-click and select **Export Attendance Grid** or **Export Attendance Grid to Excel**.

Under *Attendance Entry tasks* on the Attendance page, there are also links so you can globally add or delete attendance.

Entering Class Attendance

When entering class attendance, you select the class and enter attendance for students in each class meeting. You can select from classes that are scheduled in the selected term and have **Track class attendance** marked on the course record.

You can display multiple days in the grid at once, and each class meeting on those days appears as a separate column. For each class meeting, you can mark an **Attendance Taken** checkbox to indicate that attendance is complete.

If a class is included in more than one term and term dates overlap, you still enter attendance per term and class, the class attendance is not shared between terms on an overlapping date when entering attendance. However, when displaying class attendance by date or student, you see the attendance entries in both terms in which an overlapping date occurs.

When entering attendance by class, students from other schools taking the class appear in the grid. You can also set an option for withdrawn students to appear in the grid.

If a student transfers from one class to another, you can view and edit their attendance in the previous class when entering attendance by student. For more information about entering attendance by student, see “Entering Attendance By Student” on page 10.

► Entering class attendance

Note: When you open an attendance entry screen, the current or most recent academic year, session, and term appear by default.

1. On the Attendance page, click **Enter class attendance**. The Attendance page appears.

2. In the **School** field, select the school for which to enter attendance.
3. In the **Academic year**, **Session**, and **Term** fields, select the year, session, and term for which to enter attendance.

Warning: You cannot enter class attendance if you set up the academic year to track day attendance only.

4. In the **Enter attendance by** field, “Class” appears by default. The **Show students by** field is locked. In the **Class** field, click the binoculars to select the class for which to enter attendance.
5. In the calendar panel at the left of the screen, you can select the dates to appear in the attendance entry grid.

Note: You can set user options for default attendance dates.

- To go to the current date, click **Go to Today**.

- Click **View by** and select **Day**, **Week**, **Month**, or **Range**. If you select **Range**, enter the specific range in the **From date** and **To date** fields.
 - You can click a specific date on the calendar to go to that date. You can use the scroll buttons to scroll between months.
6. In the **Sort by** field, you can sort the students in the grid by first name or last name. Students enrolled in the class during the selected term appear as rows in the attendance entry grid. Class meetings on the selected dates appear as columns.

Note: To see a list of attendance codes with descriptions, click **Code List** on the action bar or press **F7**.

7. Click the down arrow in a cell to select an attendance code for a student in a class meeting.
- To enter more details for an attendance code, including call type, comments, and attendance letter to send, click **Show Details** on the action bar. For more information about entering attendance details, see “Entering attendance code details when entering class attendance” on page 6.
8. To copy attendance codes and details from one student to the remaining students in the column, right-click and select **Fill down**. This replaces all existing information in the column below the selected student.

Note: You can mark **Attendance Taken** when entering attendance by class or day, but not by student.

9. When you finish entering attendance for a class meeting, mark the checkbox in the **Attendance Taken** row under the class meeting.

The screenshot shows the 'Attendance' application window. At the top, there are fields for 'Schgol:' (Island High School), 'Academic year:' (2004-2005), 'Session:' (Regular), and 'Term:' (Fall). Below these are 'Enter attendance by:' (Class) and 'Show students by:' (Class) dropdowns, and a 'Class:' field containing 'Calculus - 1'. The main area is divided into 'Go to Today', 'View by: Week', and 'Show Details' sections. The 'Show Details' section includes a 'Sort by:' dropdown set to 'Last name' and a 'Code List' icon. A calendar for 'October 2004' is visible on the left. The main grid shows attendance for the week of 10/04/2004, with columns for 'E Monday 10/04 10:40AM', 'F Tuesday 10/05 12:00PM', 'A Wednesday 10/06 7:00AM', and 'C Friday 10/08 8:50AM'. The grid lists students and their attendance codes: Michael Richard Andre... (ABS-X), Monique Karin Brede (SICK), Allison S. Davis (SICK), Patricia Ann Garrett (ABS-U), Lisa Green, Janet Mai (LTMIN), Sean Thomas McTeer Jr, and Kerry Pringle. There are 'Attendance Taken' checkboxes for each day. At the bottom, there are 'Save', 'Save and Close', and 'Cancel' buttons, and a status bar showing '# of Students: 11'.

10. To save the attendance for the class, click **Save**. You can select a different class in the **Class** field. To save the attendance for the class and return to the Attendance page, click **Save and Close**.

► Entering attendance code details when entering class attendance

Note: If you mark **Only allow class meetings to occur using periods** on the associated timetable, the **Period** column appears. If not, the **Time** column appears.

1. To open the Attendance Details screen for an attendance code, select the code in the attendance entry grid and click **Show Details** on the action bar. The Attendance Details screen appears. The date, cycle day, class, and time/period appear for informational purposes only.

Date	Cycle Day	Class	Time
Tuesday, September 14, 2004		Calculus-1	08:50-09:40

Code: Unexcused absence

Call type:

Comments:

Letter: Letter sent on

2. In the **Code** field, you can select the attendance code.
3. In the **Call type** field, you can select a type of phone call associated with the attendance code. For example, you may call a parent about a student's unexcused absence.
4. In the **Comments** field, you can enter comments about the attendance code.
5. You can print a letter for the student with information about the attendance code.

Note: You create attendance letters in *Configuration*. For more information, see the *Configuration Guide for Registrar's Office*.

- To print a predefined attendance letter, in the **Letter** field, select a letter format and click the **Letter** button. A processing screen appears as the letter merges and then *Word* opens displaying the merged letter.
 - To print a quick letter, click the **Letter** button. *Word* opens to a document with student information merged into the heading. The rest of the document is blank so you can create a custom letter "on the fly". For more information about quick letters, see the Students chapter of the *Records Guide for Registrar's Office*.
6. To close the letter and return to the attendance record, click **Return to Attendance Details for <Student>**.
 7. Once you send the letter, you can mark **Letter sent on** and enter the date.
 8. To save the attendance details and return to the Attendance screen, click **OK**.

Entering Daily Attendance

When entering day attendance, you select a group of students by class, course, grade level, homeroom teacher, or query for which to enter day attendance codes. You can display multiple days in the grid at once. When you enter a day attendance code for a student, the day attendance code appears in all of the student's classes on that day.

If the academic year is set up to track day and class attendance, you should enter tardy codes for class attendance, but not for day attendance.

If grouping by class, you can select from classes that are scheduled in the selected term and have **Track class attendance** marked on the course record. If grouping by course, this includes all classes of a course. If grouping by grade levels or homeroom teacher, the program refers to this information on students' progression entries for the academic year.

If you are entering day attendance by class or homeroom, the **Attendance Taken** row appears based on an attendance business rule to indicate attendance taken by either class or homeroom. If the **Attendance Taken** row appears, when you finish entering attendance for the class or homeroom, mark the checkbox in the **Attendance Taken** row under the class meeting or homeroom to indicate that attendance is complete.

If a student is enrolled in more than one school, entering day attendance for that student appears for all schools in which the student is enrolled.

If a day is included in more than one term, entering attendance for the day in one term also appears in the other terms in which the day is included. However, keep in mind that day attendance appears in classes of the day, so when displaying class attendance by date or by student, you see the attendance entries in both terms in which an overlapping date occurs.

When entering day attendance by class or course, students from other schools taking the class appear in the grid. You can also set an option for withdrawn students to appear in the grid.

► Entering daily attendance

Note: When you open an attendance entry screen, the current or most recent academic year, session, and term appear by default. If terms overlap, and the current date is in more than one term, the first term appears.

1. On the Attendance page, click **Enter daily attendance**. The Attendance page appears.

2. In the **School** field, select the school for which to enter attendance.
3. In the **Academic year**, **Session**, and **Term** fields, select the year, session, and term for which to enter attendance.
4. In the **Enter attendance by** field, “Day” appears by default. If you set up the academic year to track attendance by day only, this field is locked.
5. In the **Show students by** field, select the group of students for which to enter attendance. You can select “Class”, “Course”, “Grade Level”, “Homeroom Teacher”, or “Query”.
6. Depending on your selection in the **Show students by** field, a field appears so you can select the specific class, course, grade level, homeroom teacher, or query.

Note: You can set user options for default attendance dates.

7. In the calendar panel at the left of the screen, you can select the dates to appear in the attendance entry grid.

- To go to the current date, click **Go to Today**.
 - Click **View by** and select **Day**, **Week**, **Month**, or **Range**. If you select **Range**, enter the specific range in the **From date** and **To date** fields.
 - You can click a specific date on the calendar to go to that date. You can use the scroll buttons to scroll between months.
8. In the **Sort by** field, you can sort the students in the grid by first name or last name. Students appear as rows in the attendance entry grid. Days appear as columns.

Note: To see a list of attendance codes with descriptions, click **Code List** on the action bar or press **F7**.

9. To select an attendance code for a student on a day, click the down arrow in a cell.
- To enter more details for an attendance code, including call type, comments, and attendance letter to send, click **Show Details** on the action bar. For more information about entering attendance details, see “Entering attendance code details when entering day attendance” on page 10.
10. To copy attendance codes and details from one student to the remaining students in the column, right-click and select **Fill down**. This replaces all existing information in the column below the selected student.
11. To copy the student’s attendance code and details from the previous day to the current cell, right-click and select **Copy previous day’s attendance**.

Note: Whether you mark **Attendance Taken** by class or homeroom when entering day attendance depends on a business rule set in *Configuration*.

12. If you are entering day attendance by class or homeroom and the **Attendance Taken** row appears, mark the checkbox in the row when you finish entering attendance for the class or homeroom.

The screenshot shows the 'Attendance' application window for Island High School, Academic year 2004-2005, Session Regular, Term Fall. The class is 'Calculus - 1'. The view is set to 'Week' for the week of 09/20/2004. The grid shows the following attendance data:

Student Name	A Monday 09/20	B Tuesday 09/21	C Wednesday 09/22	D Thursday 09/23	E Friday 09/24
Attendance Taken	<input checked="" type="checkbox"/>				
Allison S. Davis				ABS-X	
Daryl Albert Ships					
Janet Mai					
Kerry Pringle					
Linda Kay Queen					
Lisa Green					
Michael Richard And...	LTMAX	ABS-U			
Monique Karin Brede			ABS-X		
Patricia Ann Garrett	SICK				

13. To save the attendance for the students, click **Save**.
- To save the attendance for the students and return to the Attendance page, click **Save and Close**.

► **Entering attendance code details when entering day attendance**

1. To open the Attendance Details screen for an attendance code, select the code in the attendance entry grid and click **Show Details** on the action bar. The Attendance Details screen appears. The date and cycle day appear for informational purposes only.

The screenshot shows a dialog box titled "Attendance Details for Michael Richard Andrews". It contains the following fields and controls:

- Date:** Wednesday, October 20, 2007
- Cycle Day:** E
- Code:** A dropdown menu showing "ABS-U" with the text "Unexcused absence" to its right.
- Call type:** A dropdown menu showing "Unexcused absence call".
- Comments:** A text area containing "This is Mike's first unexcused absence."
- Letter:** A dropdown menu and a checkbox labeled "Letter sent on" followed by a text input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

2. In the **Code** field, you can select the attendance code.
3. In the **Call type** field, you can select a type of phone call associated with the attendance code. For example, you may call a parent about a student's unexcused absence.
4. In the **Comments** field, you can enter comments about the attendance code.
5. You can print a letter with information about the attendance code.

Note: You create attendance letters in *Configuration*. For more information, see the *Configuration Guide for Registrar's Office*.

- To print a predefined attendance letter, in the **Letter** field, select a letter format and click the **Letter** button. A processing screen appears as the letter merges and then *Word* opens displaying the merged letter.
 - To print a quick letter, click the **Letter** button. *Word* opens to a document with student information merged into the heading. The rest of the document is blank so you can create a custom letter "on the fly". For more information about quick letters, see the Students chapter of the *Records Guide for Registrar's Office*.
6. To close the letter and return to the attendance record, click **Return to Attendance Details for <Student>**.
 7. Once you send the letter, you can mark **Letter sent on** and enter the date.
 8. To save the attendance details and return to the Attendance screen, click **OK**.

Entering Attendance By Student

Warning: You cannot mark **Attendance Taken** to indicate complete attendance when entering attendance by student.

When entering attendance by student, you can enter class attendance or day attendance. When entering class attendance, you can enter attendance for each of the student's classes on a selected date. When entering day attendance, you can enter the student's attendance for selected dates. Keep in mind that you cannot mark **Attendance Taken** to indicate complete attendance when entering attendance by student. You can mark **Attendance Taken** only when entering attendance by class or homeroom.

▶ Entering class attendance by student

Note: When you open an attendance entry screen, the current or most recent academic year, session, and term appear by default.

1. On the Attendance page, click **Enter attendance by student**. The Student Attendance page appears.

2. In the **School** field, select the school for which to enter attendance.
3. In the **Academic year**, **Session**, and **Term** fields, select the year, session, and term for which to enter attendance.

Warning: You cannot enter class attendance if you set up the academic year to track day attendance only.

4. In the **Enter attendance by** field, select “Class”.
5. In the **Enter for** field, select a group of students. You can select all students or a query.

To create a new query, click the binoculars to open the Open Query screen, then click **Add a New Query**. For more information about creating queries, see the *Query Guide*.

Note: If a student has more than one name as a first name, such as Mary Jane, you must enter the full first name to find the student.

6. In the **Student name** field, enter the student name. You can also click the binoculars to search for a student.
7. In the calendar panel at the left of the screen, you can select the dates to appear in the attendance entry grid.

Note: You can set user options for default attendance dates.

- To go to the current date, click **Go to Today**.
- You can enter the date in the **Date** field.
- You can click a specific date on the calendar to go to that date. You can use the scroll buttons to scroll between months.

8. The selected student's class meetings on the selected date appear in the attendance entry grid. You cannot edit the **Class** and **Meeting Time** columns. In the **Code** column, click the down arrow to select an attendance code. The attendance code's description appears in the **Description** column.
9. In the **Call Type** column, you can select a type of phone call associated with the attendance code. For example, you may call a parent about a student's unexcused absence.
10. In the **Comments** column, you can enter comments about the attendance code.
11. You can print a letter with information about the attendance code.

Note: You create attendance letters in *Configuration*. For more information, see the *Configuration Guide for Registrar's Office*.

- To print a predefined attendance letter, in the **Letter** column, select a letter format and click the **Letter** button. A processing screen appears as the letter merges and then *Word* opens displaying the merged letter.
 - To print a quick letter, click the **Letter** button. *Word* opens to a document with student information merged into the heading. The rest of the document is blank so you can create a custom letter "on the fly". For more information about quick letters, see the Students chapter of the *Records Guide for Registrar's Office*.
12. To close the letter and return to the attendance record, click **Return to <Student>**.
 13. Once you send the letter, you can mark the checkbox in the **Letter Sent** column and enter the date in the **Letter Sent Date** column.
 14. To copy the currently selected attendance code to remaining classes, you can click **Autofill Remaining Classes** on the action bar. This replaces all existing information in the remaining classes.
 15. To copy the currently selected attendance code to the next cycle day, you can click **Autofill Next Day** on the action bar. This replaces all existing information in the next cycle day.
 16. To save the attendance for the student, click **Save**. You can use the scroll buttons to the right of the **Student name** field to alphabetically scroll to other students in the group selected in the **Enter for** field.
To save the attendance for the student and return to the Attendance page, click **Save and Close**.

► **Entering day attendance by student**

Note: When you open an attendance entry screen, the current or most recent academic year, session, and term appear by default.

1. On the Attendance page, click **Enter attendance by student**. The Student Attendance page appears.

2. In the **School** field, select the school for which to enter attendance.
3. In the **Academic year**, **Session**, and **Term** fields, select the year, session, and term for which to enter attendance.
4. In the **Enter attendance by** field, select “Day”.
5. In the **Enter for** field, select a group of students. You can select all students or a query.
To create a new query, click the binoculars to open the Open Query screen, then click **Add a New Query**. For more information about creating queries, see the *Query Guide*.
6. In the **Student name** field, enter the student name. You can also click the binoculars to search for a student.

Note: You can set user options for default attendance dates.

7. In the calendar panel at the left of the screen, you can select the dates to appear in the attendance entry grid.
 - To go to the current date, click **Go to Today**.
 - Click **View by** and select **Day**, **Week**, **Month**, or **Range**. If you select **Range**, enter the specific range in the **From date** and **To date** fields.
 - You can click a specific date on the calendar to go to that date. You can use the scroll buttons to scroll between months.
8. The selected dates appear as rows in the attendance entry grid. You cannot edit the **Date** and **Day** columns. In the **Code** column, click the down arrow to select an attendance code. The attendance code’s description appears in the **Description** column.
9. In the **Call Type** column, you can select a type of phone call associated with the attendance code. For example, you may call a parent about a student’s unexcused absence.
10. In the **Comments** column, you can enter comments about the attendance code.
11. You can print a letter with information about the attendance code.

Note: You create attendance letters in *Configuration*. For more information, see the *Configuration Guide for Registrar’s Office*.

- To print a predefined attendance letter, in the **Letter** column, select a letter format and click the **Letter** button. A processing screen appears as the letter merges and then *Word* opens displaying the merged letter.
- To print a quick letter, click the **Letter** button. *Word* opens to a document with student information merged into the heading. The rest of the document is blank so you can create a custom letter “on the fly”. For more information about quick letters, see the Students chapter of the *Records Guide for Registrar’s Office*.

To close the letter and return to the attendance record, click **Return to <Student>**.

12. Once you send the letter, you can mark the checkbox in the **Letter Sent** column and enter the date in the **Letter Sent Date** column.
13. To copy the currently selected attendance code to the next cycle day, click **Autofill Next Day** on the action bar. This replaces all existing information in the next cycle day.
14. To save the attendance for the student, click **Save**. You can use the scroll buttons to the right of the **Student name** field to alphabetically scroll to other students in the group selected in the **Enter for** field.
To save the attendance for the student and return to the Attendance page, click **Save and Close**.

Globally Adding Attendance

You can globally add an attendance code to a selected group of students on specific dates. For example, you can add attendance for a group of students on a field trip.

► Globally adding attendance

Note: When you open the Globally Add Attendance screen, the current or most recent academic year, session, and term appear by default.

1. On the Attendance page, click **Globally add attendance**. The Globally Add Attendance page appears.

Filters	Include	Selected Filters
Students	All	<All Students >
Student Grade Levels	All	<All Student Grade Levels>
Student Current Statuses	All	<All Student Current Statuses>
Student Homeroom Teachers	All	<All Student Homeroom Teachers>
Student Attributes	All	<All Student Attributes>

2. In the **School** field, select the school for which to enter attendance.
3. In the **Academic year**, **Session**, and **Term** fields, select the year, session, and term in which to add attendance.
4. In the **Code** field, select the code to add.

If the academic year is set up to track attendance by day only, you can select only codes marked for daily entry.

5. In the **Call type** field, you can select a type of phone call associated with the attendance code. For example, you may call a parent about a student's unexcused absence.
6. In the **Comments** field, you can enter comments about the attendance code.
7. In the **Date from** and **to** fields, enter the date range for the attendance.
8. Depending on whether you selected an absence or tardy code in the **Code** field, the **Period absent for each day** or **Period tardy for each day** field appears. In this field, select "All Day" to add day attendance or "<specific times>" to add class attendance.

If the academic year is set up to track attendance by day only, "All Day" is automatically selected and the field is locked. If the selected attendance code is not allowed for daily entry, "<specific times>" is automatically selected and the field is locked.

9. If you selected "<specific times>" in the **Period absent for each day** or **Period tardy for each day** field, enter the starting and ending times or periods.

If the **Allow class meetings to occur only use periods** checkbox is marked on the associated timetable, the **Start period** and **End period** fields appear. If this checkbox is not marked on the timetable, the **Start time** and **End time** fields appear.

10. To replace any existing attendance entries, mark **Overwrite existing entries**.
11. In the filters grid, you can filter the students to which to add the attendance code. For more information about filtering, see the *Program Basics Guide*.
12. To create a query of the included students with attendance successfully added, mark **Create an output query of students with attendance added**.
13. To create a query of the included students without attendance added, mark **Create an output query of students with exceptions**.
14. In the **Print report on** field, select a printer to send the control report to.
15. When you are ready to add attendance, click **Add Attendance Now**.

Globally Deleting Attendance

You can globally delete an attendance code, or all attendance codes, from a selected group of students on specific dates. For example, if you had previously added attendance for a field trip that was cancelled.

► Globally deleting attendance

Note: When you open the Globally Delete Attendance screen, the current or most recent academic year, session, and term appear by default.

1. On the Attendance page, click **Globally delete attendance**. The Globally Delete Attendance page appears.

2. In the **School** field, select the school in which to delete attendance.
3. In the **Academic year**, **Session**, and **Term** fields, select the year, session, and term in which to delete attendance.
4. In the **Code** field, select the code to delete.
5. To delete attendance taken for a specific time period, mark the **Delete attendance taken** and enter a date in step 6.
6. In the **Date from** and **to** fields, enter the date range for the attendance.
7. Depending on whether you selected an absence or tardy code in the **Code** field, the **Period absent for each day** or **Period tardy for each day** field appears. In this field, select “All Day” to delete day attendance or “<specific times>” to delete class attendance.

If the academic year is set up to track attendance by day only, “All Day” is automatically selected and the field is locked. If the selected attendance code is not allowed for daily entry, “<specific times>” is automatically selected and the field is locked.

8. If you selected “<specific times>” in the **Period absent for each day** or **Period tardy for each day** field, enter the starting and ending times or periods.

If the **Allow class meetings to occur only use periods** checkbox is marked on the associated timetable, the **Start period** and **End period** fields appear. If this checkbox is not marked on the timetable, the **Start time** and **End time** fields appear.

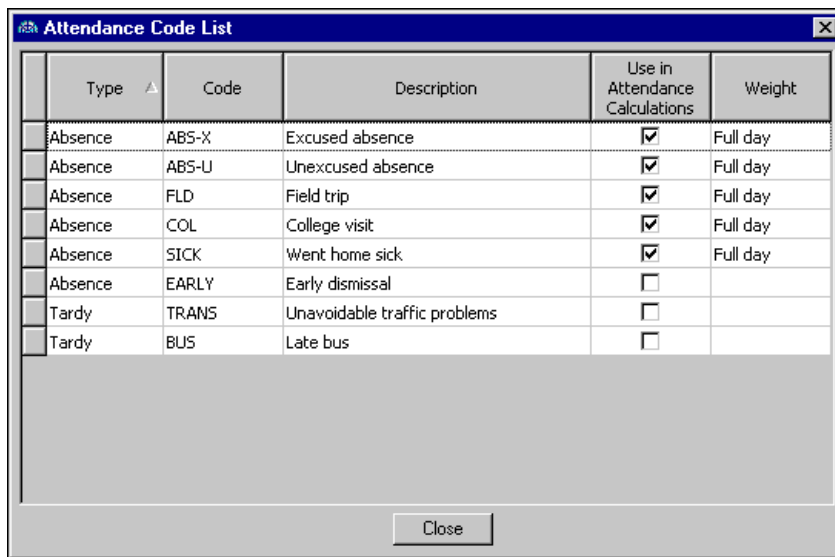
9. In the filters grid, you can filter the students for which to delete the attendance code. For more information about filtering, see the *Program Basics Guide*.
10. To create a query of the included students with attendance successfully deleted, mark **Create an output query of students with attendance deleted**.
11. To create a query of the included students without attendance deleted, mark **Create an output query of students with exceptions**.
12. In the **Print report on** field, select a printer to send the control report to.
13. When you are ready to add attendance, click **Delete Attendance Now**.

Displaying Attendance

Under *Search tasks* on the Attendance page, links appear so you can display attendance by date or by student. The Display Attendance by Date and Display Attendance by Student screens are for informational purposes only. You cannot edit attendance on these screens.

Note: The **Weight** column appears only in academic year set to track day attendance only.

From any attendance grid, you can view a list of attendance codes, including attendance code types and descriptions, by clicking **Code List** on the action bar.



Type	Code	Description	Use in Attendance Calculations	Weight
Absence	ABS-X	Excused absence	<input checked="" type="checkbox"/>	Full day
Absence	ABS-U	Unexcused absence	<input checked="" type="checkbox"/>	Full day
Absence	FLD	Field trip	<input checked="" type="checkbox"/>	Full day
Absence	COL	College visit	<input checked="" type="checkbox"/>	Full day
Absence	SICK	Went home sick	<input checked="" type="checkbox"/>	Full day
Absence	EARLY	Early dismissal	<input type="checkbox"/>	
Tardy	TRANS	Unavoidable traffic problems	<input type="checkbox"/>	
Tardy	BUS	Late bus	<input type="checkbox"/>	

The attendance display grids contain certain common shortcut menus. To search for specific attendance information in the grid, right-click and select **Find**. To print the grid, right-click and select **Print Attendance Grid**. To export the grid, right-click and select **Export Attendance Grid** or **Export Attendance Grid to Excel**.

Displaying Attendance by Date

When you click **Display attendance by date** under *Search tasks*, you can view attendance for a selected school and academic year. You can view attendance for the entire academic year, a specific session and term, or a specific date or date range. You can view class or day attendance.

If attendance is entered in overlapping terms, students may appear multiple times if attendance exists on an overlapping date.

► Displaying attendance by date

1. On the Attendance page, click **Display attendance by date**. The Display Attendance by Date screen appears.

Date	Student	Cycle Day	Code	Description	Call Type
09/24/2003	Drew Ash Abernethy	5	ABS-X	Excused absence	
10/21/2003	Drew Ash Abernethy	2	ABS-U	Unexcused absence	
11/03/2003	Drew Ash Abernethy	5	ABS-X	Excused absence	
11/04/2003	Drew Ash Abernethy	6	ABS-X	Excused absence	
11/20/2003	Drew Ash Abernethy	6	ABS-X	Excused absence	
11/21/2003	Ellis Armstrong	1	ABS-X	Excused absence	
12/19/2003	Drew Ash Abernethy	3	ABS-X	Excused absence	
01/09/2004	Ellis Armstrong	5	ABS-X	Excused absence	
01/13/2004	Michael Richard Andrews	1	ABS-X	Excused absence	
01/20/2004	Ellis Armstrong	6	ABS-X	Excused absence	
01/30/2004	Michael Richard Andrews	2	ABS-X	Excused absence	
01/30/2004	Ellis Armstrong	2	ABS-X	Excused absence	

2. In the **School** field, select the school for which to view attendance.
3. In the **Academic year** field, select the academic year for which to view attendance.
4. In the **Show for** field, select “Entire academic year”, “Specific session/term”, “<Specific date>”, or “<Date range>”.

If you select “Entire academic year”, the **From date** and **To date** fields contain the date range of the academic year for informational purposes only.

If you select “Specific session/term”, the **Session** and **Term** fields appear so you can select the session and term.

If you select “<Specific date>”, the **From date** field appears so you can enter a date.

If you select “<Date range>”, the **From date** and **To date** fields appear so you can enter a date range.

5. Attendance entries for the selected dates appear in the grid. In the **Show** field, you can select “Day Attendance” or “Class Attendance”. If the selected academic year is set to track attendance by day only, “Class Attendance” is not available.

Note: You can right-click the grid to export or print information. You cannot edit the grid.

6. To close the Display Attendance by Date screen and return to the Attendance page, click **Close**.

Displaying Attendance by Student

When you click **Display attendance by student** under *Search tasks*, you can view attendance for a selected school and academic year in all sessions and terms or specific sessions and terms. You can view all students or selected students.

If the year is set to track class and day attendance, you can view class attendance in detail or summary or view day attendance in summary. If the year is set to track day attendance only, you can view day attendance in detail or summary.

When viewing in detail, a separate row appears for each attendance entry. When viewing in summary, a row appears for each attendance code along with a count of how many times the code exists for the student.

When summarizing by day and viewing in summary on the Display Attendance by Student screen, a **Day Equivalent** column appears so you can see how class attendance translates to day attendance. How the program calculates day attendance from class attendance is set in attendance business rules. If the result is a fraction, the decimal precision is set at three decimal places on the Display Attendance by Student screen.

A tardy code does not translate to a day equivalent unless the tardy code has added up to an absence. You define the number of tardy codes that equal an absence on the Attendance Codes page in *Configuration*.

By filtering attendance, you can select the attendance dates and codes to appear in the grid.

► Displaying attendance by student

1. On the Attendance page, click **Display attendance by student**. The Display Attendance by Student screen appears.

Code	Description	Count	Day Equivalent	Type
COL	College visit	0	0	Absence
EARLY	Early dismissal	0	0	Absence
FLD	Field trip	0	0	Absence
ABS-U	Unexcused absence	1	1	Absence
ABS-X	Excused absence	5.12	5.12	Absence
SICK	Went home sick	0	0	Absence
TRANS	Unavoidable traffic problems	0	0	Tardy
BUS	Late bus	0	0	Tardy
LT-U	Unexcused tardy	0	0	Tardy
LT-X	Excused tardy	0	0	Tardy
LTMAX	Late more than 15 minutes	0	0	Tardy
LTMIN	Late less than 15 minutes	0	0	Tardy

2. In the **School** field, select the school of the students for which to view attendance. If a student is enrolled in more than one school, class attendance appears based on the selected school and day attendance appears regardless of school.
3. In the **Academic year** field, select the academic year for which to view attendance.
4. In the **Session** field, select the session to appear in the grid or select "<All sessions>".

Note: If terms overlap, dates appear twice in the grid if the dates are in both terms.

5. In the **Term** field, select the term to appear in the grid or select "<All terms>". You can select a specific term only if you selected a specific session.
6. In the **Include** field, select "<All students>" or "<Selected students>".

If you select "<Selected students>", the **Query** field appears. In the **Query** field, click the binoculars to search for the student query to use. For more information about queries, see the *Query Guide*.

7. In the **Student name** field, enter the student name. You can click the binoculars to search for a student. The student's grade level and status in the selected academic year appear below the **Student name** field for informational purposes only.

Note: You can right-click the grid to export or print information. You cannot edit the grid.

Attendance entries for the selected student appear in the grid.

8. On the action bar, you can make selections controlling what appears in the grid.
 - If the year is set to track class and day attendance, you can select “Day” or “Class” in the **Summarize by** field. If you select “Class”, you can mark **Detail** or **Summary**. If you select “Day”, attendance appears in Summary only.
 - If the year is set to track day attendance only, “Day” appears in the **Summarize by** field. You can mark **Detail** or **Summary**.
9. To control the attendance dates and attendance codes appearing in the grid, click **Filters** on the action bar. The Attendance Display Filters screen appears.

Note: Your date selections on the Attendance Display Filters screen affect the **Session** and **Term** fields on the Display Attendance by Student screen.

10. In the **Attendance Dates** frame, select the dates to appear on the grid. Information about the academic year appears for informational purposes only. In the **Show attendance for** field, select “Entire academic year”, “Specific session/term”, “<Specific date>”, or “<Date range>”.

If you select “Entire academic year”, the **From date** and **To date** fields contain the date range of the academic year for informational purposes only.

If you select “Specific session/term”, the **Session** and **Term** fields appear so you can select the session and term.

If you select “<Specific date>”, the **From date** field appears so you can enter a date.

If you select “<Date range>”, the **From date** and **To date** fields appear so you can enter a date range.
11. In the **Attendance Codes** frame, mark **All Attendance Codes** or **Selected Attendance Codes**. If you mark **Selected Attendance Codes**, select the codes in the **All attendance codes** box and use the right arrow to move the codes to the **Include these attendance codes** box.

Note: To reset your filters to the default settings, click **Clear Filters** on the action bar.

12. To save your filters and return to the Display Attendance by Student screen, click **OK**.

13. You can use the scroll buttons to the right of the **Student name** field to scroll to other students in the group selected in the **Include** field.
14. To close the Display Attendance by Student screen and return to the Attendance page, click **Close**.

Index



A

- accessing attendance 3
- adding *see* entering
- Attendance*
 - accessing 3
 - attendance entry tasks
 - globally add attendance 14
 - globally delete attendance 15
 - enter attendance by student 10
 - enter class attendance 4
 - enter daily attendance 7
 - overview 4
 - search tasks
 - display attendance by date 17
 - display attendance by student 18
 - overview 17
- attendance code
 - defining 2
 - entering details
 - with class attendance 6
 - with day attendance 10
- attendance entry grid 4
- attendance entry task
 - entering attendance by student 10
 - entering class attendance 4
 - entering daily attendance 7
 - globally adding attendance 14
 - globally deleting attendance 15
- attendance options 2
- attendance task
 - attendance entry tasks 4
 - search tasks 17
- attendance tracking method 2

B

- business rule 2

C

- class attendance
 - contrasted with period attendance 2
 - entering 11
 - overview 4

D

- day attendance
 - entering 8
 - overview 7
 - with attendance code details 10
- deleting attendance globally 15
- displaying attendance
 - by date 18
 - by student 19
 - overview 17

E

- entering
 - attendance code details
 - with class attendance 6
 - with day attendance 10
 - attendance globally 14
 - attendance, overview 4
 - class attendance 5
 - class attendance by student 11
 - day attendance
 - by class or homeroom 8
 - by student 12

F

- Faculty Access for the Web* 3

G

- globally adding attendance 14
- globally deleting attendance 15

O

- options 2

P

- period attendance 2

S

search task

- display attendance by date 17

- display attendance by student 18

student

- attendance, overview 10

- entering attendance 12

V

viewing *see* displaying