



Using Attendance for Today

Purpose: Administration – Instructions for using the Attendance for Today pages loaded on Grant Wood AEA supported sites.

The Attendance for Today module provides you with a launching point to accomplish all your daily attendance functions. From this one page you can view all students counted absent for the day; link to their demographic page; see quick link, which opens a new window to change their attendance; phone number, mother and father information for making calls to verify absence; link to a new window to enter attendance for a student you just found out is absent.

To use Attendance Today for taking DAILY attendance:

1. Click on **Attendance Today** on your Start Page (under Functions in left menu)
2. The Attendance Today appears

This part of the page is where you enter search criteria to bring up students who are absent, or who match another attendance code you request.

Attendance for Today: 2/3/2008

Attendance Code	Period(s) To View	Days To View	Hide Meeting	Hide Daily
A	All Periods	Today Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please Note: Updating attendance will **Not remove the students from this list until you refresh the screen. If you have updated at least one student's attendance please refresh the screen to update the list.**

This section of the page is where data is listed for the search you have done in the above section

Meeting Attendance

Student	Grade	Attendance Date	Day	In Rotation	Period	Attendance Code	Comment	Teacher
Adams, Jade P (2)								

[Open Meeting for This Student](#)

Use this link to open the meeting attendance page for the selected student

Daily Attendance

Student	Grade	Attendance Date	Day	In Rotation	Attendance Code	Comment	Total Minutes	Home Phone	Mother	Father
New Daily Attendance for 2/3/2008										

Use this link to open a new daily attendance window where you can enter daily attendance for any student.



A typical scenario for taking Daily attendance follows:

1. Teachers mark students absent using PowerTeacher.
2. Secretary opens Attendance Today and starts a search.
3. Use the drop down to find the "A" code for absent.
4. Click "Hide Meeting" to hide any meeting attendance information from results.
5. Click **Submit**

Attendance for Today: 2/3/2008

Attendance Code Period(s) To View Days To View Hide Meeting Hide Daily

A All Periods Today Only

Submit

6. All students that have been marked absent, "A", today will appear in a list.

Please Note: Updating attendance will **Not remove the students from this list until you run the search again! After you have updated at least one student's attendance please refresh the screen to update the list.**

Daily Attendance

Student	Grade	Attendance Date	Day In Rotation	Attendance Code	Comment	Total Minutes	Home Phone	Mother	Father
Adams, Jade P	2	2/3/2008	A	A		0.0	916-555-1084	Adams, Kylie	Adams, Brett
Bergseth, Jacee D	2	2/3/2008	A	A		0.0	916-555-2633	Annalee Bergseth	Kanenwisher, Bergseth
Brush, Ashley G	2	2/3/2008	A	A		0.0	916-555-1460	Brooke Brush	Justin Brush
Larson, Greta C	5	2/3/2008	A	A		0.0	916-555-2718	Blair Larson	Bendewald, Larson
Laughlin, Connie L	4	2/3/2008	A	A		0.0	319-627-2255	Whiteside, Jo	Richards, Joe
Lock, Amanda M	4	2/3/2008	A	A		0.0	916-555-1818	Brooke Lock	Joshua Lock
Moore, Ryan T	1	2/3/2008	A	A		0.0	916-555-2021	Camron Moore	Blake Moore
Nelson, Marissa S	5	2/3/2008	A	A		0.0	916-555-2747	Britney Nelson	Johnson, Nelson
Noorda, Brandon G	1	2/3/2008	A	A		0.0	916-555-2389	Candace Noorda	Justin Noorda
Olsen, Bradley R	4	2/3/2008	A	A		0.0	916-555-1743	Carolann Olsen	Jared Olsen
Peterson, Anthony H	2	2/3/2008	A	A		0.0	916-555-1159	Kenzi Peterson	Garrett Peterson

[New Daily Attendance for 2/3/2008](#)

7. If you do not know why a student is absent, use the listed phone number to call the mother or father to determine the reason for the absence.



8. If you know that a student has an excuse for his/her absence, click the "A".
9. An Edit Daily Attendance page will come up where you can change the attendance code and enter a comment for that student.

10. Click **Submit**.

Edit Daily Attendance \$

Hale, Joshua M 2 840000357 WE

Date 2/3/2008 Student is not enrolled on this date.

Attendance Code

Total Time 0 (calculated on submit)

Comment

Time In (Example entry: 8:00 AM)

Time Out (Example entry: 2:00 PM)

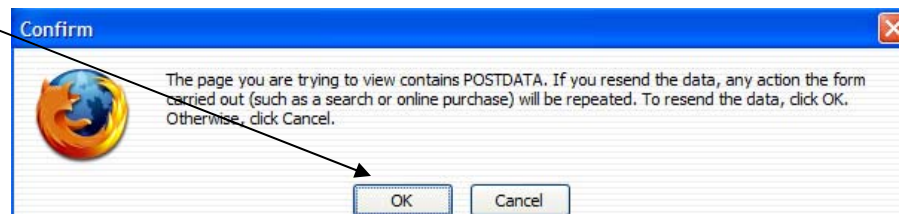
Exclude from Total Time Calculation

Time Comment

Time In	Time Out	Comment	Exclude
No time records			

11. Click the refresh button on your browser (Explorer or Firefox or Safari)

12. If you get a confirm page, click OK
13. The student you just updated will disappear from your list.
14. Repeat the process for all students listed.





Student Name	Count	Date	Code	Code	Time	Phone	Parent Name	Teacher Name
Brandon G	4	2/3/2008	A	A	0.0	916-555-2007	Noorda	Josiah Noorda
Olsen, Bradley R	4	2/3/2008	A	A	0.0	916-555-1743	Carolann Olsen	Jared Olsen
Peterson, Anthony H	2	2/3/2008	A	A	0.0	916-555-1159	Kenzi Peterson	Garrett Peterson

[New Daily Attendance for 2/3/2008](#)

If you are notified that a student not on your list will not be attending school today, click the New Daily Attendance link at the bottom of the page. This link will bring up a new window where you can input attendance information for the student.

Click **Submit**.

New Daily Attendance

Date	2/3/2008		
Student	Black, Dan (5) <input type="button" value="v"/>		
Attendance Code	PHDE (Parent Half Day Excused) <input type="button" value="v"/>		
Total Time	0 (calculated on submit)		
Comment	<input type="text" value="Mother called and said Dan will be in at 11:30. He has a doctor appointment this AM."/>		
Time In	<input type="text"/>	(Example entry: 8:00 AM)	
Time Out	<input type="text"/>	(Example entry: 2:00 PM)	
Exclude from Total Time Calculation	<input type="checkbox"/>		
Time Comment	<input type="text"/>		
	<input type="button" value="Time In"/>	<input type="button" value="Time Out"/>	<input type="button" value="Comment"/>
	<input type="button" value="Exclude"/>		
	No time records		



To use the Attendance for Today when using Meeting or Period attendance:

1. Open the **Attendance Daily** page
2. Enter the **code, period** and **days**
3. Check **Hide Daily**

Attendance for Today: 2/3/2008

Attendance Code	Period(s) To View	Days To View	Hide Meeting	Hide Daily
A	Period 1	Today Only	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Submit

4. Click **Submit**
5. A list of students absent for period 1 (in this example) will show including the Teacher, Mother, Father and Home phone number.

Meeting Attendance

Student	Grade	Attendance Date	Day In Rotation	Period	Attendance Code	Comment	Teacher	Home Phone	Mother	Father
Adams, Corby L	11	2/3/2008	A	1	A		Benson, Jay	916-555-1084	Adams, Kylie	Adams, Brett
Burns, Austin P	9	2/3/2008	A	1	A		Potter, Justin Z	916-555-3475	Kelly Burns	Devon Burns
Bushman, Joshua C	10	2/3/2008	A	1	A		Potter, Justin Z	916-555-2423	Laura Bushman	Brandon Bushman
Butler, Holly C	10	2/3/2008	A	1	A		Potter, Justin Z	916-555-2134	Angela Butler	Keith Butler
Ham, Kendall K	10	2/3/2008	A	1	A		Mitchell, Sean V	916-555-1947	Amber Ham	Daniel Ham

Aarnold, Jenna T (10)

Current attendance code:
SE (Sports Excused)

Week of 2/3/2008

	Sunday February 3, 2008 Set All
9:00 AM	Computer Applications Benson, Jay 8:30 AM - 11:35 AM SE 1(A)
10:00 AM	
11:00 AM	
12:00 PM	AP American Lit and Comp Bowe, Sheldon K 118 12:15 PM - 1:45 PM SE 3(A)
1:00 PM	
2:00 PM	AP History Mitchell, Sean V 400 1:50 PM - 3:20 PM SE 4(A)
3:00 PM	

6. To modify a code click on the code.
 7. A new window will open with the change meeting page where you can modify the code for the student
- Remember to refresh your screen after you change a student's information to update your list.
8. To set attendance for someone not on the list, click on Open meeting for this student.

Submit