

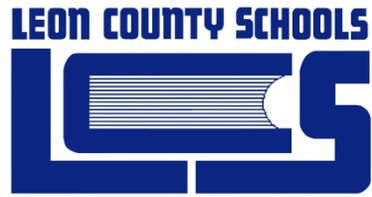


GRADE BOOK 15 – Attendance Manager Ref Guide

Technology Information Services

Attendance Manager v15.3.1.3





GRADEBOOK 15

Attendance Manager v15.3 Reference Guide and Procedures

Technology Information Services
520 S. Appleyard Drive
Tallahassee, Florida 32304
Revision Date 10.13.2014



Gradebook

LCS Instructional Education

Table of Contents

Starting Gradebook 15 Application & Logging In	1
Logging into Gradebook.....	1
Home Page - Navigation	2
Updating Daily School Attendance.....	3
Batch Attendance	3
Attendance Editor.....	3
Filtering Students	5
Attendance History.....	6
Reports.....	7
Attendance Tracking Report	8
Logging out	8
Appendix A	9
Approved Attendance Codes	9

This document is intended to assist Attendance Managers in using the Gradebook for attendance taking and attendance tracking purposes. The first part of this guide goes through the functionality of the Attendance Manager role.

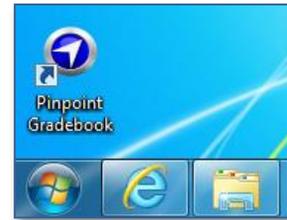
Attendance Managers must adhere to all policies set forth by the school district.

Starting Gradebook 15 Application & Logging In

To launch the Gradebook 15 application, start your Internet Browser (Firefox v10.0 or higher, Internet Explorer 8 or higher, Safari v5.x or higher, or Google Chrome)

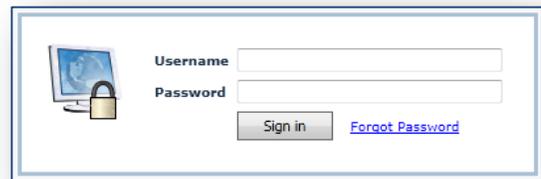


- ❖ Go to the LCS Home Page (www.leonschools.net).
- ❖ Click on the **A+** with Parent Portal below it.
- ❖ Or Double click the Gradebook Icon on your desktop.



Logging into Gradebook

- ❖ Type your Username: **LCS Network Username**
- ❖ Type your Password: **Last 5 numbers of your Social Security number then ! (Example: 12345!)**
Contact Helpdesk at 487-7524 if you have any password issues.



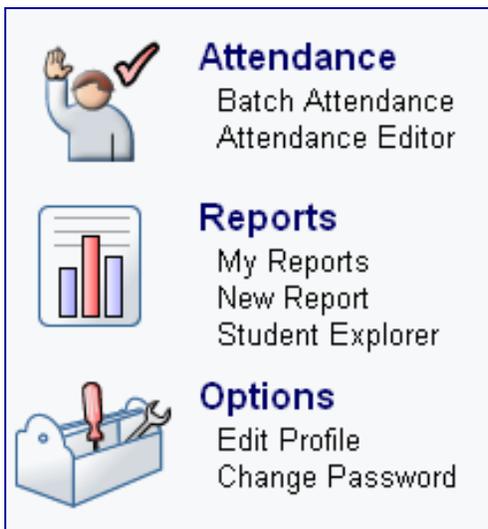
Home Page - Navigation

When logged in, the Gradebook home page is displayed. A message board on the right-hand side notifies all District staff of any useful Gradebook information.

In the upper right corner of this page is a notification of which user is currently logged in for this session and a **Sign out** link to log out of the Gradebook application.



The left-hand navigation frame displays 3 navigational icons and supported links.



The **Attendance** section:

Batch Attendance: **Not used by LCS**, will allow you to change class attendance for many students at a time.

Attendance Editor: will allow you to change the attendance code for multiple students

The **Reports** section: (All attendance reporting will continue to be ran in RSH)

My Reports: This is where Administrative Reports are stored once they are run.

New Report: A list of available reports and allows you to print or preview these reports.

Student Explorer: will allow you to view a student's schedule, grades and attendance totals.

The **Options** section:

Edit Profile: will allow a user to input contact information not imported

Change Password: use to update password

Updating Daily School Attendance

Batch Attendance

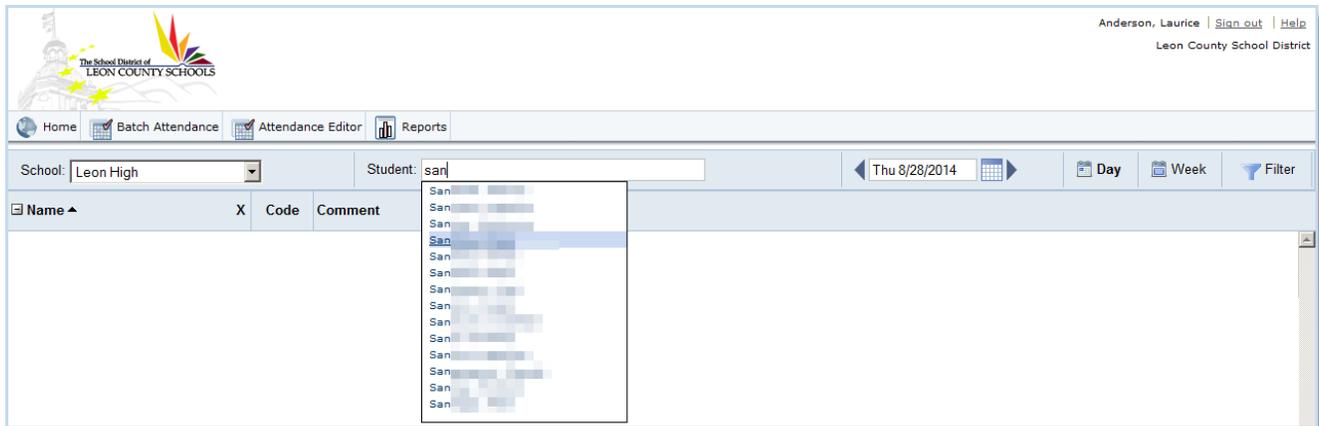
LCS Attendance Managers will not use the batch attendance feature. The Batch Attendance feature is used to mass update students' attendance for past, current or future attendance.

Attendance Editor

The Attendance Editor feature is used to manage attendance one student at a time to update the attendance code for past, current or future attendance. The only time to use attendance editor is when you need to immediately update an attendance code or to insert new attendance code such as leaving early.

To update the daily attendance code for one or more students:

- ❖ Log into the Gradebook 15.
- ❖ From the Gradebook Home page, click the **Attendance Editor link**.
- ❖ In the **Find Student** text box (upper left-hand corner), start typing the last name or the complete ID number of the student. When the student's name appears below, click it to select it. Repeat this step if more students are required.



- ❖ Verify that the correct date is selected. **Note:** Gradebook always defaults to the current date.
- ❖ Daily Attendance Schools only click the **Code** cell beside 00-Homeroom and then select the correct attendance code. Period Attendance Schools click the **Code** cell beside each listed class (to apply code for a single class only) and then select attendance code. Click the code cell beside the student name and select the correct attendance code from the list to copy the same code for all classes. Repeat this step for all listed students.

School: Fairview Middle Student: Tue 4/17/2012 Day Week Filter

Name	X	Code	Comment
Kaza, Koffi	X		
01(Y) MJJ INTENS READ (MC)		A	
02(Y) MJJ LANG ARTS 3		A	
03(Y) MJJ US HIST		A	
04(Y) MJJ COMPRE SCI 3		A	
05(Y) MJJ CRIT THINK		A	
06(Y) MJJ INTENS MATH (MC)		A	
07(Y) MJJ MATH 3		A	
Nelson, Jacob	X		
01(Y) HOMEROOM IB-6		T	
02(Y) MJJ MATH 1 IB			
03(Y) MJJ EXPLOR WHEEL 1			
04(Y) IB MYP MJJ ERT/SP SC			
05(Y) MJJ LANG ARTS 1-IB			
06(Y) IB MYP MJJ WRLD CLTR			
07(Y) MJJ CHORUS 1		Y	
Quetel, Corey	X		
01(Y) HOMEROOM			Clear
02(Y) MJJ US HIST			A
03(Y) MJJ LANG ARTS 3			E
04(Y) BIO 1			L
05(Y) MJJ PHYS FIT			R
06(Y) MJJ MATH 3, ADV			T
07(Y) MJJ EXPLO ART			V

Period Attendance Example

School: Apalachee Elementary Student: Wed 9/12/2012 Day Week Filter

Name	X	Code	Comment
Johnson, Devon	X		
DAILY			Clear
00(Y) HOMEROOM			A
Washington, Isaiah	X		
DAILY			R
00(Y) HOMEROOM			E
			T
			B
			C
			D
			F
			G
			H
			I
			K
			M
			O
			S
			U
			W
			X
			Z
			V
			Y

Daily Attendance Example

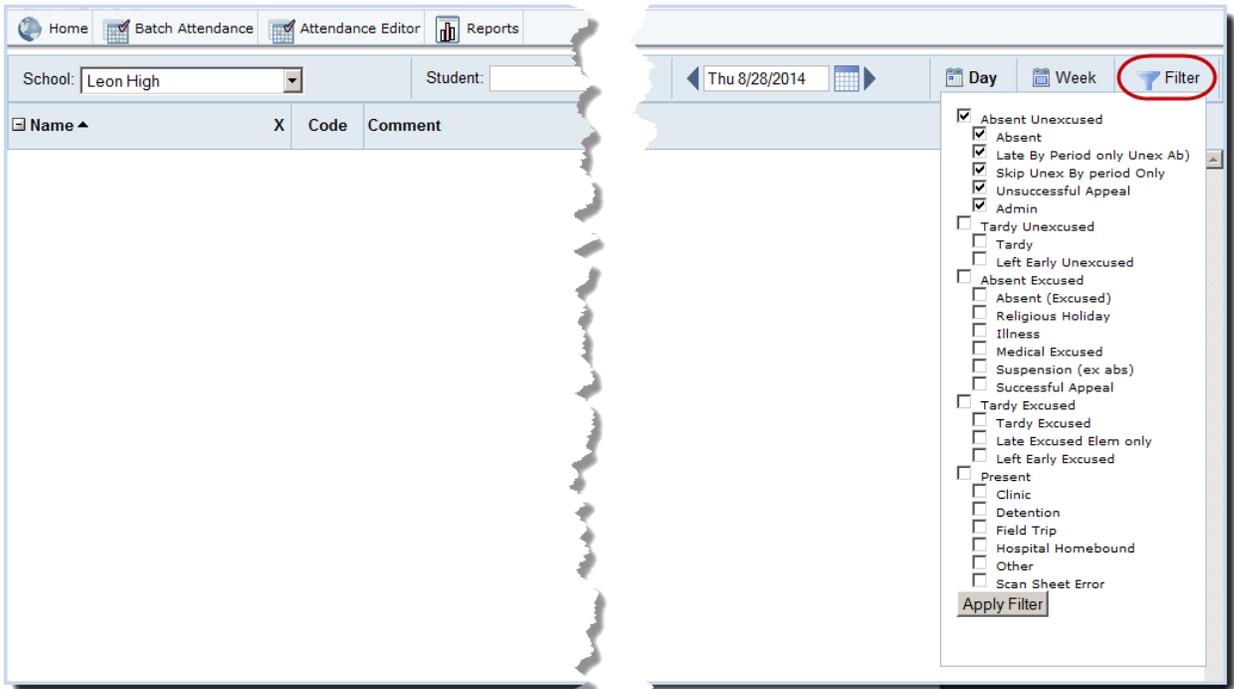
Important Notes:

- Verify date for past attendance recording. Gradebook always defaults to the current date.
- All codes and comments entered in RSH or Gradebook by attendance manager will lock the attendance cells for the teacher on that student, that date and that class.
- The attendance code entered by the attendance manager in RSH will be the attendance code of record.

Filtering Students

The filter function is used to find all students that match attendance code criteria coming from the teachers' gradebooks.

- ❖ From the Attendance Editor, click the **Filter** icon
- ❖ Verify the date. The **Filter** will only filter the date set.
- ❖ Select 1 or more attendance codes from the list to filter on, then click **Apply Filter**



- ❖ Update attendance code for any required student.

School: Fairview Middle			
Name	X	Code	Comment
Blair, Amir	X		
01(Y) HOMEROOM IB-8			
02(Y) IB MYP M/J US HIST			
03(Y) BIO 1 HON		A	Clear
04(Y) M/J PHYS FIT			A
05(Y) FRENCH 1-PRE IB			E
06(Y) M/J MATH 3, ADV			L
07(Y) M/J LANG ARTS 3-IB			R Absent (Excused)
Holton, Gelontae	X		T
01(Y) HOMEROOM - I.B.			V
02(Y) M/J EXPLOR ART			Y
03(Y) BIO 1 HON		R	
04(Y) CHINESE 2			
05(Y) IB MYP M/J US HIST			
06(Y) M/J LANG ARTS 3-IB			
07(Y) ALG 1 HON			

Attendance History

This feature in Gradebook gives the teacher and Attendance Manager the ability to view single student attendance history for a specific date, in a popup window.

On the Attendance Grid or Attendance Editor page, you can right-click a cell under a date in a student row to open a new window titled Attendance History for that date and student.

Attendance History

Teacher Name: Adair, Abigail **Course/Section:** 12040007/1
School Name: Fairview Middle **Class Title:** 01(Y)-M/J INTENS MATH (MC)
Room No.: 0049

◀ Thu 5/24/2012 ▶ ▶ Hopkins, Tyler ◀

Date & Time ▼	Timeslot ▲	Attendance Code	Comment	Modified by
07/12/2012 18:41:11	1	E	Parent emailed doctor's note	Sanders, Diana
07/12/2012 18:40:39	1	E		Sanders, Diana
07/12/2012 18:39:07	1	A		Adair, Abigail(0451001)

Reports

There are a few reports available from the Gradebook 15 application on school, class and student attendance, as well as schedules and tracking the taking of attendance from the teachers. All of these **Reports** may be accessed from the Home Page.

- ❖ From the Gradebook home page, click **New Report**
- ❖ Or...Click the **My Reports** link, then click **New**



Report defaults may include **Administrative**, **Attendance**, and **Other**. To view the reports in each category, expand the list by clicking the plus sign (+) to the left of the category title or you may click **Expand All** to show all of the reports available. Any of these reports maybe designated as a Favorite by clicking the star icon ★ next to the report. Clicking the star again ☆ will remove the designation. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

To run a report, click the title of the report. You will be presented with a parameters page. Each report will have a different set of parameters (or options) to fill in. Complete the required information and then click the Run Report button at the bottom of the page.

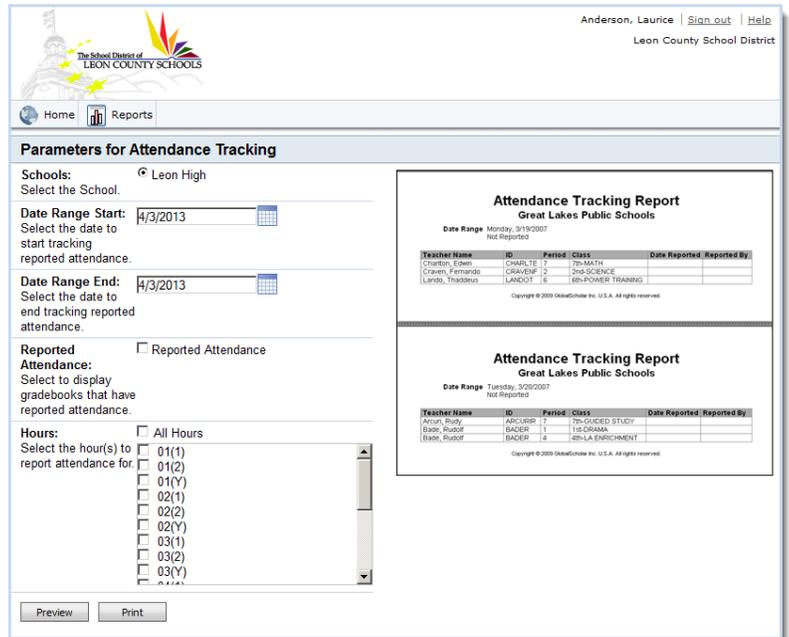
Important Note:

Gradebook reports are optional and do not offer a wide range of reporting options. We suggest that all Attendance Managers depend on the RSH for attendance reporting. We do suggest using the Attendance Tracking report in Gradebook to determine if your teachers have or have not recorded attendance for the day.

Attendance Tracking Report

Please run the Attendance Tracking report in Gradebook instead of the RSH attendance report ATD226. The Gradebook Attendance Tracking report gives you a current snap shot of teachers that have or have not recorded attendance in their gradebooks.

- ❖ From the Gradebook home page, click **New Report**
- ❖ Click the “+” next to Attendance category
 - Click the grey star beside the report so that the report displays under your Favorites.
- ❖ Click the Attendance Tracking report link
- ❖ Verify that the date range is set for today’s date
- ❖ Uncheck Reported Attendance if you want to know what teachers have not recorded attendance
 - *Checking Reported Attendance will report the teachers and the time in which each teacher has recorded attendance.*
- ❖ Verify that you have “All Hours” checked
- ❖ Click the **Print** button



The screenshot displays the 'Parameters for Attendance Tracking' form. The 'Schools' dropdown is set to 'Leon High'. The 'Date Range Start' is '4/3/2013' and the 'Date Range End' is '4/3/2013'. The 'Reported Attendance' checkbox is unchecked. Under 'Hours', 'All Hours' is selected. On the right, two preview reports are shown for 'Great Lakes Public Schools'.

Attendance Tracking Report - Great Lakes Public Schools
Date Range: Monday, 3/19/2007
Not Reported

Teacher Name	ID	Period	Class	Date Reported	Reported By
Charlton, Ewan	CHARLIE	2	7th-MATH		
Cohen, Fernando	CHAWHOP	2	7th-SCIENCE		
Lendo, Theodore	LANEOT	6	8th-POWER TRAINING		

Attendance Tracking Report - Great Lakes Public Schools
Date Range: Tuesday, 3/20/2007
Not Reported

Teacher Name	ID	Period	Class	Date Reported	Reported By
Arout, Ruby	AROURIB	2	7th-ONCED STUDY		
Bader, Susof	BADER	11	1st-GRAMA		
Bader, Susof	BADER	14	6th-LA ENRICHMENT		

Logging out

When you are finished working in your gradebook, be sure to click the **Sign out** link in the upper right corner of the screen. This will ensure that you’ve completely logged out of the gradebook. You will see a message similar to this:



Appendix A

Approved Attendance Codes

Code	Description	Who can enter this code?
A	Absent (unexcused)	All Teachers / Attendance Managers
R	Tardy (unexcused)	All Teachers / Attendance Managers
T	Tardy (excused)	All Teachers / Attendance Managers
L	Late (unexcused -sec only)	High School Teachers only / Attendance Managers
B	Skip (unexcused)	Attendance Managers
C	Clinic (present)	Attendance Managers
D	Detention (present)	Attendance Managers
E	Absent (excused)	Attendance Managers
F	Field Trip (present)	Attendance Managers
G	Religious Holiday (excused)	Attendance Managers
H	Hospital Homebound (Present)	Attendance Managers
I	Illness (excused)	Attendance Managers
K	Late (excused - elem only)	Attendance Managers
M	Medical (excused)	Attendance Managers
O	Other (present)	Attendance Managers
S	Suspension (excused)	Attendance Managers
U	Unsuccessful appeal (unexcused)	Attendance Managers
V	Early Dismissal (excused)	Attendance Managers
W	Admin (unexcused)	Attendance Managers
X	Present (Scan Sheet error)	Attendance Managers
Y	Early Dismissal (unexcused)	Attendance Managers
Z	Successful appeal (excused)	Attendance Managers