



Teacher Attendance

There are three ways to access attendance:

1. The Attendance Portal Alert
2. The Attendance Menu
3. The Featured Programs Link

List View



The Attendance Portal Alert

STEP 1: Click on a class period **Alert** on the portal home page.

STEP 2: Choose **Attendance code** for each student that is NOT PRESENT.

STEP 3: Click the **Save** button (even if ALL students are PRESENT).



The Attendance Menu

STEP 1: Select class period from the drop-down menu.

STEP 2: Click **Attendance** → **Take Attendance**

STEP 3: Choose **Attendance code** for each student that is NOT PRESENT.

STEP 4: Click the **Save** button (even if ALL students are PRESENT).



The Featured Programs Link

STEP 1: Select class period from the drop-down menu.

STEP 2: Click **Take Attendance** in the **Featured Programs** box on the portal home page.

STEP 3: Choose **Attendance Code** for each student that is NOT PRESENT.

STEP 4: Click the **Save** button (even if ALL students are PRESENT).



Seating Chart View



Info: Seating chart must be setup prior to taking attendance for the first time.



Setting Up the Seating Chart

STEP 1: Select class period from the course drop down menu.

STEP 2: Click **Attendance menu**→**Take Attendance**

STEP 3: Click on **Seating Chart**.

STEP 4: Locate the **What do you want to do** heading and click **Move Pictures**.

STEP 5: Click on the pictures and drag to reflect seating arrangement in room.

STEP 6: Choose a format for **Names**, **Attendance Codes**, and the **Alignment** of student pictures (horizontal, vertical, both or reset).

STEP 7: Click the **Save** button.



Taking Attendance Using the Seating Chart

STEP 1: Select class period from the course drop down menu.

STEP 2: Click **Attendance menu**→**Take Attendance**

STEP 3: Click **Seating Chart**.

STEP 4: Locate **What do you want to do** heading and click **Enter Attendance**.

STEP 5: If **ALL students are PRESENT**: click the link "**All students Present**".

For non-Present students: click on the applicable Attendance Code above student picture.

STEP 6: Click **Save**.



Attendance Verification (based on district decision)

STEP 1: Click on the **Attendance** menu and select **Attendance Verification**.

STEP 2: Select the **Date Range** (should be the 11-day FTE window).

STEP 3: Choose which **Periods** to display.

STEP 4: Check the box to **Choose page breaks to be inserted between sections**.

STEP 5: Check the box to **Display a signature line for each period**.

STEP 6: Select **Print**.

STEP 7: Click the **Print** icon in the upper right corner.