Accessing Attendance
To take attendance or view existing records, select Attendance under the Menu on the left.

The list of classes will display at the top. Classes where attendance has not yet been posted will display with a red exclamation point icon. In order for a class to show with the exclamation point icon the class must have taken place today and the first three minutes of the class period must have passed. Once three minutes of the class period has passed the class will display with an exclamation point icon if attendance has not yet been posted for the day.

Attendance Analytics
When the user selects the Attendance tab, an analytics screen will display.

- Exclamation = attendance not posted today
- Select class to take attendance
- Filter graph to absences or tardies
- Students with 3 or more absences display below in order of absences with highest number displaying first
- Hover over class to highlight it in graph below
- Hover over student to see student name, class and # of absences. Select to see their profile.
- **Sections**: Select a class to enter attendance for that class.
- **Absent/Late**: Select to filter graph below to display only Absent or only Late records.
- **Graph**: Each section’s attendance displays in a different color in the graph. Hover over the section number/name to highlight the attendance for the selected section. Hover over a line in the graph and the related class will display as highlighted in the list above.

![Graph Image]

- **Students**: Student pictures display at the bottom of the screen. If no picture is on file for the student, a male or female icon will display based on the gender designated in InformationNOW.
  - A student must have at least three absences to appear on the list below the graph.
  - Students display in the order of absences with the most absent student displaying first in the list.
  - Hover over a picture to view the student’s name and the class in which they are scheduled. The number of times the student has missed the class will display after the colon (:).

![Student Profile Image]

- Select the student picture to access the student profile screen for the selected student.
### Entering Attendance

To enter attendance, select the **Section** at the top of the screen for which attendance is to be posted.

Note: Admin Portal users may also view/enter attendance by selecting **Classes | School | Class | Attendance** tab.

The **Attendance** posting screen will display.

- **Class**: Displays the class already selected in dark gray. Select a different class to take attendance.
- **List/Seating Chart**: Take attendance via a **List** or **Seating Chart** from the option in the upper right hand corner.
- **Open Learning Earnings**: Award Learning Earning credits (option is available only if LE is integrated to **InformationNOW**). See the Learning Earnings Quick Reference Guide for more information.
- **Printer Icon**: Access the Attendance Reports (Attendance Profile, Attendance Register, and Seating Chart).
- **Present**: Shows the number of students who are currently marked absent for this class along with the number of currently enrolled students in the class.
- **Date**: Select the **Date** field to select a different date if needed.
- **Mark All Present**: If needed, the user may select **Mark All Present** to mark all students in the class as present.
- **Post**: Post attendance after marking students absent/late.
- **Student**: Students currently enrolled in the class will display in the list.
  - Select the student picture/icon to access the student profile screen for the selected student.
  - An indicator will display next to the student name if the student was marked absent on the previous day.
Taking Attendance by List

• To mark a student absent or late, select the green **Present** button to the right of the student’s name.

![Attendance screenshot]

• Select the < left or > right arrow to select **Absent** or **Late**.

![Arrow buttons]

• When **Absent** or **Late** is selected:
  
  o If the teacher does not have rights to change absence reasons only the default reason will display. The user will select the reason and the student will be marked **Absent or Late** with the selected reason. The student will display with a yellow (tardy) or red (absent) dot next to their name. Once the attendance has been posted the absence reason will display.
  
  o If the teacher has permission to assign absence reason codes, when the user selects **Absent or Late** a list of absence reasons will display. The user may select the appropriate **Reason** from the list.

![Reason selection screenshot]
• Once the reason is selected (if other than the default reason) it will display next to the yellow (tardy) or red (absent) dot.

- Students marked *Late* will display with a yellow dot to the right of their name.
- Students marked *Absent* will display with a red dot to the right of their name.
- Students marked *Present* will display with a green dot to the right of their name.
- Continue to mark appropriate students *Absent* or *Late*.

Note: If a user inadvertently marks the wrong student absent or late just select *Absent* or *Late* and select the < or > arrow to change their status to *Present*.

If needed, the user may select *Mark All Present* to mark all students in the class as present.

• When all late or absent students have been marked accordingly select *Post It*.

![Attendance screenshot](image)

• Once attendance is posted, the status and absence reason selected will display next to the student name.

• An indicator at the top of the screen shows the total number of students in the section and the total number of students currently marked present.

![Attendance indicator](image)

Note: If the teacher has permission to repost attendance, the *Post It* button will still display even though attendance has been posted. If the teacher does not have permission to repost attendance, the *Post It* button will disappear once attendance has been posted.
Taking Attendance by Seating Chart

Select the Seating Chart option in the upper left corner of the Attendance screen.

Note: If a seating chart has not been created the user is first prompted to create the grid. Select Create Grid. Set the number of rows and columns for the grid and select Save. Select Add Students. Use drag/drop to place students in the grid. If a student has already been marked absent, the absence level (absent/late) will display, along with the reason, over the student picture/icon.

- **Date**: Select to select the date if needed.
- **Edit Grid**: To edit the size of the seating chart (rows/columns), select Edit Grid. Enter the number of rows and columns.
- **Edit Students**: To modify the seating chart, select Edit Students. Tap and drag students to their appropriate location.
- **Mark Student Absent/Late/Present**: To mark a student absent or late, select their icon/picture.
  
  - **Late/Absent**: Select Late or Absent.
- **Reason**: If the user has rights to assign absence reasons they may select the reason from the list.

- Once the reason is selected, the reason will display when the user selects that student icon/picture.

  - Students marked as present will display with a green dot.
  - Students marked as late will display with a yellow dot.
  - Students marked as absent will display with a red dot.

- Repeat the steps for each absent or late student.

  *Note: To mark a student as Present, select Present from the list.*

- When all students have been marked accordingly, select **Post It**.
Attendance Reports

To access attendance reports, select the Printer icon to the right of the XX/YY Present graphic (on the list view for a specific class/section in Attendance.

Select the desired report by choosing the tab.
The Attendance Profile report shows the attendance history for the selected students.

- **Grouping**: Select the desired grouping (no grouping = student order, grade level, homeroom)
- **ID to Print**: Select the ID to include on the report including Student Number, State ID, Alt Student Number, SSNumber or None.
- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of academic session.
- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the academic session.
- **Include**:
  - **Period absences**: Check to include the periods that the student was absent.
  - **Reason totals**: Check to include a summary count by absence reasons.
  - **Check in/out**: Check to include check in check out information.
  - **Unlisted information**: Check to include the unlisted demographic information for the student.
  - **Notes**: Check to include the notes on the attendance transaction
  - **Withdrawn students**: Check to include students that have been withdrawn from school.
- **Absence Reasons**: Check the absent reasons you want to include on the report (default = all reasons selected).
- **Terms**: Check the terms to include transactions for (default = all defined terms)
- **Select**: Place a check next to the student(s) to include on the report or choose Select all.
• **Format**: Select *PDF*.
• Select to **Download** the report.

**Attendance Register**
The Attendance Register report shows the attendance for a specific reporting period for the selected students.

- **Absence Reasons**: Check the absent reasons you want to include on the report (default = all reasons selected).
- **ID to Print**: Select the ID to include on the report including *Student Number, State ID, Alt Student Number, SSNumber or None*.
- **Reporting period**: Select the desired reporting period (as defined in the school – academic session setup)
- **Report Type**: Select Detail, Summary or Both (default)
- **Show Local Reason codes**: If selected, the local reason code will show instead of the state code
- **Include Tardies**: Select to include tardy transactions on the report.
- **Format**: Select *PDF*.
• Select to **Download** the report.
Seating Chart Report

The Seating Chart report will print the seating chart as defined in the attendance screen.

- **Photograph**: Select to include student’s photograph in addition to the student name.
- **Format**: Select *PDF*.
- Select to **Download** the report.