

Taking Attendance – Elementary Teacher – Twice Daily

Elementary attendance is taken twice daily, in the AM and in the PM.

Staff > Attendance > Class > Select and open your AM or PM class.

On the right side of the page is ‘Attendance for’ date which defaults to today’s date. Check the date and change it if necessary.

Attendance for: 6/5/2019

This screen lists all of the students in your class. Make sure you have the correct period. Beside each student is the attendance codes as set by your school office. All students default to **Present**. To change from **Present** click on the appropriate code. Once you have finished entering attendance for your class you **MUST** click on the **Post** button (under the Period at the top left).

If you need to change a Code for a student (i.e. from **Absent** to **Late**) after you have already posted the class you **MUST** click **Present** for that student and click **Post** again, **THEN** change the Code and click **Post** again.

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
		Present	Present	Present	Present
		Present	Present	Present	Present
		A [edit]	A	Present	Present