

Attendance

Post/View Attendance

The Attendance page allows you to record and post attendance for each period. You can also use the page to view attendance data that has already been posted. You can post the data only once for each period/course. If you discover an error after you have posted, you must contact the attendance clerk to correct the error.

The system checks for valid periods for the current date. If there are no valid periods for the date, the message “No attendance to post” is displayed.

Attendance > Post/View Attendance

The screenshot shows the txGradebook interface for the Attendance page. At the top, it displays the district (Lakeview ISD) and campus (Lakeview High School). The navigation menu includes Home, Attendance, Grades, Reports, and Settings. The current date is 10/21/11, Semester 1, and Period 04. Below the navigation, there is a PIN input field and a Post button. The main content area shows a table of student attendance data for the specified date and period. The table has columns for Student ID, Last name, First name, Attendance (with radio buttons for Absent, Tardy, and Present), Grade, and Course Section. All students listed are currently marked as Present. A summary row at the bottom indicates that there are 12 students in total.

Student ID	Last name	First name	Attendance	Grade	Course Section
013260	ANDERSON	ALEXANDER G	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
012833	BROWN	ZACHARY J	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
013118	BURY	TYLER A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
012942	FROST	ALEJANDRO ALEXAND J	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
012834	HANSEN	JOSHUA C	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
011188	JACKSON	AARON D	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
012094	LONG	ALEC T	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
012141	MEYER	RYAN G	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
011734	MILLS	CONRAD A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
012034	REICH	TUCKER W	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
008583	SMITH	FREDERICK A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
011991	SUAREZ-LUGO	CHASE C	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	04 BOYS ATHLE2AB (5423-04)
# Students: 12					

To select a posting date:

1. The page displays data for the current date by default. To enter another date, type the date in the MMDDYYYY format, or click  to open the calendar and select a valid date. To close the calendar, you must click a valid date on the calendar or click the calendar icon.

For multi-track campuses, the tracks are listed below the date and are highlighted with color-coding, when applicable.

March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	1 27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Track numbers shown for tracks not on a regular school day

Key

- Current selected school day
- Regular school day
- Weekend
- Holiday
- Inservice
- First day of cycle
- First day of school
- Last day of school
- Not a membership day

- You cannot select a date outside the current calendar year. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day for any track at the campus. If you type a date that is invalid according to the calendar, an error message is displayed next to the **Date** field. You must type or select a valid date.
 - Some campuses may not allow you to post attendance for a prior date. In this case, the **Post** button is not displayed for prior dates.
 - You can select a Saturday if Saturday is a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
 - Courses are only displayed on the days met. For example, a course that meets only on Monday is displayed only when the attendance date is a Monday.
2. The **Semester** field displays the semester of the selected date by default. Select another semester if necessary.

To select a posting period:

In the **Period** field, select the period/course for which you want to view or record attendance. Only valid attendance periods are displayed in the drop-down list. The drop-down list provides period numbers with the courses you teach at each period. By default, the page displays data for the first period for which you have not posted attendance.

The list of active students for the selected date and period/course is displayed. The student ID, name, grade level, and course section are displayed for each student.

- If you teach multiple courses for the selected period, all students in all courses are displayed.
- If you select a date/period combination for which no course is taught, an error message notifies you that no students are enrolled in the selected date and period.
- Attendance can be posted only once for each date/period. If you already posted attendance for the date/period, the period is shaded gray in the drop-down list.
- If you select the period, a message notifies you that attendance has been posted for the date/period, and a view-only list is displayed.

Gradebook District: Lakeview ISD Campus: Lakeview High School

Home Attendance Grades Reports Settings 227 - AXBERG, PETER J | logout

Date: 10/21/11 Semester: 1 Period: 01

Attendance

Date: 10/21/11 Semester: 1 Period: 01
Attendance has already been posted for this date in:

Student ID	Last name	First name	Grade	Course Section
007839	BROCK	LOUIS V	UNTIL NOTE	12 01 VIDEO TECH (8953-01)
012935	CARDENAS	JOHN T	PRESENT	12 01 VIDEO TECH (8953-01)
012112	CLARK	TYLER M	UNEXCUSED TARDY	12 01 VIDEO TECH (8953-01)
010844	COCKER	MUNAUM H	PRESENT	12 01 VIDEO TECH (8953-01)
010996	CURTIS	TERRY P	UNEXCUSED UNTIL NOTE	12 01 VIDEO TECH (8953-01)
010181	DAMIAN	RUBEN	PRESENT	12 01 VIDEO TECH (8953-01)
012101	ELKJER	ANDRE R	PRESENT	12 01 VIDEO TECH (8953-01)
009841	HARTMAN	DEVANTE J	UNEXCUSED TARDY	12 01 VIDEO TECH (8953-01)
009311	HILL	EBONY D	PRESENT	12 01 VIDEO TECH (8953-01)
012312	HILL	ERIN E	PRESENT	12 01 VIDEO TECH (8953-01)
012948	JENKINS	KIEFER C	PRESENT	12 01 VIDEO TECH (8953-01)
012541	KOLASA	NATALIE B	PRESENT	12 01 VIDEO TECH (8953-01)
013190	LOPEZ	DOMINIQUE A	PRESENT	12 01 VIDEO TECH (8953-01)
013241	MANNING	PATRICK G	UNEXCUSED TARDY	12 01 VIDEO TECH (8953-01)
012858	RITTER	ASHLYNN M	PRESENT	12 01 VIDEO TECH (8953-01)
011743	SANDE	ALEXUS	PRESENT	12 01 VIDEO TECH (8953-01)
012439	TARGETT	OLLIE J	PRESENT	12 01 VIDEO TECH (8953-01)
012106	WILLIAMS	MARK G	PRESENT	12 01 VIDEO TECH (8953-01)
# Students: 18			Absent 2 Tardy 3 Present 13	

To record attendance:

When you select the date and period, a class list is displayed. All students are set to **Present** by default. For students who are tardy or absent for the selected date/period, mark accordingly in the **Attendance** fields by clicking for **Absent** or **Tardy**.

- As you mark students absent or tardy, the rows change color. Tardy students are shaded yellow, and absent students are shaded red.
- The total number of students enrolled in the period is displayed at the bottom of the column.
- Students in self-paced and nongraded courses are included on the attendance list.
- You can click the student ID to view the student's profile.
- Some campuses may not allow students to be tardy during the ADA period. This is an option set by the campus. If the campus does not allow you to record tardies during the ADA period, the **Tardy** option is disabled.
- Some elementary campuses may not allow students to be absent during the elementary tardy period. This is an option set by the campus. If the campus does not allow you to record absences during the elementary tardy period, the **Absent** option is disabled.
- For TxEIS users, the **Tardy** field is disabled if the default tardy code field is blank in the Student system.
- For Midland ISD, the **Tardy** field is not available. Instructors may only mark students as **Absent** or **Present**.
- The **Absent** and **Tardy** buttons are enabled during the ADA period if the student has a withdrawal reason of 33 (status change).

- If the district allows tardies during the ADA period, the tardies may only be valid during a set number of minutes for the period. After this number of minutes has passed, the student should no longer be marked as **Tardy** and should be marked as **Absent**, although the program does not prevent you from marking a student as **Tardy** (except on the first day of semester 1). The number of minutes is determined by the district (and set in the confi file). If applicable, a message is displayed above the table indicating when tardies are valid.

Date: 10/10/12 Semester: 1 Period: 02

Attendance

PIN: Post

Date: 10/10/12 Semester: 1 Period: 02

Tardies are only valid during the first 10 minutes of the period. After that time the student should be considered absent.

Student ID	Last name	First name	Attendance	Grade	Course S
503762	AGUILAR	ASHLEE N	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	02 ENGLIS
503060	ANGUIANO	TIFFANY M	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	02 ENGLIS
502326	BUENO	SAADIA J	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	02 ENGLIS
502587	CARNES	NICOLE M	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	02 ENGLIS

- If a student’s absence is preposted (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the **Attendance** field displays the reason for his absence. Preposted absences are handled by the attendance clerk, so you cannot mark attendance for the student.
- Students whose attendance is excluded from reporting are included in the list, but you cannot record attendance for the students. This is a rare circumstance.
- Students who are on a track that does not meet on the selected date are displayed on the page; however, the **Absent/Tardy/Present** fields are replaced by a message indicating that the date is not a membership day for the student.
- If a student withdrew from the course, he is no longer listed.
- If the attendance clerk entered comments associated with a student’s preposted attendance for the date displayed, the comments icon  is displayed next to the preposted attendance. Click  to view the comments.
- The Star of Life icon  is displayed for any student who has medical circumstances you should be aware of. To view details, click  or the student ID. The Student Information page opens and displays relevant data in the **Medical Alerts** section. This feature is available for TxEIS districts only.

013156	CONNOLLY	GEORGE W	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 Printing Tech (8953-03)
010558	FOOTE	MACKENZIE G	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	12	03 Printing Tech (8953-03)
 012072	GAGE	VINCENT D	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 Printing Tech (8953-03)
008844	Gutierrez	Austin S	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 Printing Tech (8953-03)
012538	HOLBERT	LILLIAN M	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 Printing Tech (8953-03)

- (iTCCS only) An asterisk is displayed next to the student’s last name if the student has record status code 6 (i.e., temporarily enrolled at this campus (summer school, night school, or dual enrollment)). The total number of record status code 6 students is displayed at the bottom of the **Last name** column in the **Secondary** field.

To sort and rearrange columns:

The columns can be sorted and rearranged according to your preferences. An arrow  indicates the column and order by which the table is currently sorted. If a column can be sorted, a sort box  is displayed in the column heading.

- To resort the list by another column heading, click  in the column heading. The column is sorted in ascending order, as indicated by  in the column heading. To sort the column in descending order, click  again. The sort arrow changes direction.

If you sort by the **Last name** column, the table actually sorts by last name, then first name. If you sort by the **First name** column, the table actually sorts by first name, then last name.

- To rearrange the columns, click  on the left side of the column you want to move, and then drag the column to the desired location in the table. Before you drop the column in the new location, a red bar appears in the location in which it will drop.

To post attendance:

After you record attendance for the course, review your input carefully. You can post the data only once for each period/course. If you need to correct the attendance after you posted attendance, you must contact the attendance clerk to correct the error. Follow procedures established by the campus (e.g., print the posted attendance report, make any corrections, sign the report, and submit it to the campus administrators).

When you are satisfied with your attendance input, you must post the data.

1. Type your PIN in the **PIN** field.
2. Click **Post**. If your changes were saved successfully, the page reloads with a message indicating that the attendance was posted successfully.
 - If you indicated that all students are present (and no absences were previously entered by the attendance clerk), a message is displayed prompting you to confirm that all students are marked present.



- Click **Continue** to confirm. Attendance is posted, and the All Present flag in the database is set to Y (yes).
- Click **Cancel** not to confirm. Attendance is not posted.
- After posting is complete, the attendance list is view only.
- If the campus does not allow you to post attendance for a prior date, the **Post** button is not displayed for prior dates.

To post attendance for new students:

New students are indicated with **NEW** beside their student ID. The icon remains for that date only.

Note: Students whose first day (or reentry day) is not the official first day of school cannot be marked absent during the ADA period on their first day. The **Absent** option is disabled.

To print attendance data:

To print the attendance roster for one period or all periods, click **Print**. The Attendance Roster Report Selection page (described later in this guide) is displayed allowing you to make selections for printing the Attendance Roster report.

To perform an attendance inquiry:

If attendance was already posted for the selected date/period/course, the attendance data is view only.

- Student absences and tardies are highlighted, and you can click  to view any comments associated with the absence.
- If a student withdrew from the course since attendance was posted for the date, his attendance record is displayed.
- If a student's enrollment date is after the selected attendance date, his attendance record is not displayed.

To record attendance on the first day of school:

On the first day of school, instructors cannot use txGradebook to record or post attendance during the ADA period. You can only view and print data, and you must record attendance manually on the printed sheets.

1. Click **Print** to print the attendance list for each period/course.
2. Mark attendance on the list manually. If you have students in a period who are not on the attendance list, print their names and student IDs in the rows provided at the bottom of the list.
3. Sign and date the list on the lines provided.