



# Attendance

## Taking Attendance (& Lunch Count)

Selecting a class on the left will display Attendance and the other applications. On the My Courses screen, selecting the icon for the class under the column Att will open the Attendance application for the class.

The screenshot shows the 'My Courses' interface. A table lists courses with columns for Period Information, Course Information, and Additional Information. The 'Att' column contains icons for each course, which are highlighted with a green arrow.

Period Information		Course Information				Additional Information							
#	MP	Period	Block	Course	Description	Group	Compl Atd	Att	Assign #	Last Plan Date	Students	Mst	JCC
1	S1	1		302-1.11 Math II		Math II	No		12	12/31/2019	15	N/D	
2	S1	2		364-1.2 AP Calculus			No		2	12/31/2019	29	N/D	
3	S1	3		302-1.3 Math II		Math II	No		15	12/31/2019	13	N/D	
4	S1	4		999-1.14 Study Hall			N/D		0	12/31/2019	0	N/D	
5	S1	5		362-1.5 AP Statistic 1st			No		2	12/31/2019	14	N/D	
6	S1	6		302-1.6 Math II		Math II	No		15	12/31/2019	15	N/D	

If a class is set to take a lunch count, a column will display with a circle icon for each student on each attendance day. Selecting the icon will give the lunch codes to assign. Selecting the menu for the day will give the option to Mass Assign Lunch Code to All Students. The code can then be changed for those that are different.

The screenshot shows the 'Student Attendance' application for Math II (302-1.11). It displays a grid of student names and attendance icons for various dates. A green arrow points to a menu icon in the '12/30' column, which has opened a dropdown menu with options: 'Select All', 'Mass Assign Attendance Code to All Students', and 'Mass Assign Lunch Code to All Students'.

Student Name	12/26	12/27	12/28	12/29	12/30	Total Absences	Total Tardies
19- Allen, Kala	A	A	A	A	A	4	0
16- Apple, Guylee	A	A	A	A	A	6	3
1- Bergsleker, Daniel	A	A	A	A	A	5	2
2- Boynton, Emily	A	A	A	A	A	4	1
3- Burris, Maci	A	A	A	A	A	4	1
5- Carter, William	A	A	A	A	A	1	2
6- Delashmit, Robert	A	A	A	A	A	2	0
7- Drew, Angelica	A	A	A	A	A		
8- Ervin, Mitchell	A	A	A	A	A	4	0
9- Hunt, Danica	A	A	A	A	A	2	1
10- Kendrick, Morgan	A	A	A	A	A		
11- Macounnels, Alexis	A	A	A	A	A		
12- Mazzarisi, Kelsi	A	A	A	A	A	1	4
14- Tetrick, Payton	A	A	A	A	A		
15- Thomas, Samantha	A	A	A	A	A		

Students are considered present unless marked absent or tardy. To mark a student absent or tardy, simply click on the space under the blinking red circle and choose the appropriate code. If it's Tardy, the number of minutes will default to 1. Enter the number and continue.

The screenshot displays the Bright Student Attendance interface for James Willard at High School (Admin. Mode). The main view is for 'Student Attendance / AP Calculus (364-1.2)'. The interface includes a sidebar with navigation options like 'Students Notes', 'Students Upload Materials', 'Reports', and 'Attendance (CP: 2)'. The central table lists 22 students with columns for dates from 12/26 to 12/30. A red circle with a blinking dot is present in the 12/29 column for student 7, Attig, Zachary. A callout box points to this red circle with the text 'Select to Enter Code'. Another callout box points to a menu icon in the 12/29 column for student 6, Anderson, Jayden, with the text 'Select for Details'. To the right of the student list is a summary table with columns for 'Total Absences' and 'Total Tardies'. Further right is a calendar for July 2019 and September 2019.

Other student information is available in Attendance:

**Student Information**

**Student (Last) Information**

Name	Liam Blair
ID	11759
School	High School
DOB	12/12
Home Phone	(919) 880-0288
Cell	(919) 880-0288
Teacher	Paula, Tom
Account #	458
Launch Period	LUNCH

**Student Enrollment Information (The most recent first)**

School Building	Classroom/Room	Section/Activity
High School	10	Mathematics
High School	10	Mathematics

**Student Course Enrollment**

Course Name	CR	SR	Instruction Status	CR	SR
AP Calculus 1 (AP 1.0)	0	0	Active	0	0
AP Statistics (AP 1.0)	0	0	Active	0	0

Go to course information for see 0 days

Date	CR	SR	0	1	2	3	4	5	6	7
12/12/2023										
12/13/2023										
12/14/2023										
12/15/2023										

Shows if Student and Parent are Online

Student has a Guardian Alert!  
Comment: Additional Internal Info Available

Liam, Liam

BL

Sarah, Sarah

BS

Student has: Medical Alert(s)

**Student information**

**Medical Alert(s)**

Has some trouble breathing with lots of exercise. She has an extra small nasal passageway. Medical note on physical form to take it easy and stop when breathing gets difficult for her.

Close

**Student Summary - Leah, Leah**

Attendance: 100% (100%) | See Details

Go to course information | Student Login

**Student Grades by Course (AP Calculus 1)**

Math 10

**Student Prior Grades (AP Calculus 1)**

Math 10

**Emergency Contacts**

Name	Leah
Relationship/Phone	
Cell	401
City	Atlanta GA
Address	1000 Hillside Avenue Drive
Home Phone	(404) 480-0000
Work Phone	(404) 480-0000
Work Email	leah.leah@brightstudies.com

Comment: Open Plan

**Grades by Year**

**Performance Groups**

Group Name	None
Student Name	Leah, Leah
Group Status	Completed
Start Date	12/12/2023
End Date	12/12/2023
Max Date	12/12/2023