Teachers – Attendance Marking (by Period)

To schedule individual training for your district, contact SISTraining@tylertech.com.

Path: View/Maintain→ Attendance → Current Day by Class, click **Select** icon to select class

or

Click the ![icon] as shown in the example below:

Overview

Attendance marking in the classroom is generally a simple process.

- Teachers do the initial marking the first few minutes of each class period.
- The office staff verifies absences and deals with students signing in and out during the day.

Marking Absences

1. Click the attendance icon and the class roster is displayed, listing the student names alphabetically in the grid. The period of the opened class is available for absence marking.

2. Click the box for the current period and select the attendance code from the drop-down box.

An asterisk in any cell indicates that the student has no class scheduled for that period, example part-time students.

Existing absence codes were most likely entered by the attendance secretary and cannot be changed by a teacher.

3. Click in the open cell adjacent to the absent student. Select the appropriate code from the drop-down list. You may also type in the appropriate attendance code. If you enter a code and later want to remove the code, you will click on the blank space of the drop down list. This will delete the code that was entered.

4. Click Apply to save your work and continue and Done when all attendance has been entered.
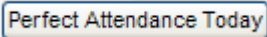
Teacher Codes are determined at the district level. Our example shows A and T codes for teacher use.

A = Unexcused Absence

T = Unexcused Tardy

Note: To view all attendance markings for your students in a day, even if the absence occurs in another teacher's class, click **Reports → Attendance → Summary Preview for Teachers**.

Mark Perfect Attendance

If the no students are absent, click on the , open the roster and select Perfect Attendance Today . This allows the office to see you have taken attendance.

NOTE: If a student has already been marked by the office, you cannot use the perfect attendance button.

Selecting Done will close the roster and send your data to the office.

OTHER AVAILABLE ICONS

These icons also appear on the attendance marking by class screen.

Selecting the grade book icon , takes you to the grade book for this class roster.

Selecting the seating chart icon , takes you to the seating chart for this class roster. You can also create the seating chart for this class from this icon.

Selecting the discipline referral icon , takes you to the discipline referral screen. Before clicking on this icon, select a student from your class list by clicking on the student's attendance row.

You may choose to have your student photos display on the attendance roster screen. To display student photos next to their names, click the box ☐ Show student photos. This will display your student photos on the attendance roster screen.

	L/E	Student	Gr	P1	P2	P3	P4	P5	P6	P7	Comment
◯ ✎		Klein, Christopher M	10	V	V	V	V	V	V	V	
◯ ✎		Martin, Ricardo M	10								

You may choose to view the Absence and Tardy counts for your students on the attendance roster screen. To display attendance counts for students, click the box ☐ Show Absent / Tardy counts for this class. This will display absence and tardy counts for your students to the left of the current period.

CURRENT DAY ATTENDANCE MARKING BY CLASS

Attendance Date: Thursday, 01/04/07 Semester: 2 Term: 3 Period: 1234567
H2110-02   Period: 4 (MTWHF) Y APPLIED MATH I #8/8 MATHMAN JIM 104

[Done] [Apply] [Cancel]   ▼ Actions

[Perfect Attendance Today]   ☐ Show student photos
                                ☑ Show Absent / Tardy counts for this class

			Student	Gr	P1	P2	P3	Abs	Trd	P4	P5	P6	P7	Comment
▤	◯	✎	Arkin, Alfred J	09				1						
▤	◯	✎	Barker, Jeanne Marie	09					1					
▤	◯	✎	Brown, Leonardo L	10				1						
▤	◯	✎	Carter, Jackie M	10					1					
▤	◯	✎	Crow, Roger O	09				1						
▤	◯	✎	Davis, Helen K	09				1						
▤	◯	✎	Jolie, Cindy R	09										

Click on the edit icon . This will take you to the attendance screen for that student.

SAMPLE CURRENT DAY ATTENDANCE MARKING BY STUDENT

Name: **Martin, Ricardo M** Grade: **10** Counselor: Enrollment Date: **08/23/06** Code: **11**
ID: **9992005208** Date Of Birth: **10/11/90(18-10)** Gender: **Male** Site: **ZZHS**

[Done] [Apply] [Cancel] |◀ ◀ ▶ ▶| 🔍   ▼Actions

Attendance Codes : [: Blank / Remove Code ▼]   Time: [   ]   [Check-In] [Check-Out]

Per	Start	Length	Code	L/E	Section	Term	Title	Teacher	Room	Days	A/B
1	8:00 AM	54			H5200-01	Sem2	PHYSICAL EDUCATION	Clives Hillary	GYM	MTWHF	Regular
2	8:54 AM	54			H2200-01	Sem2	ALGEBRA I	Mathman Jim	104	MTWHF	Regular
3	9:48 AM	54			H3110-02	Sem2	WORLD HISTORY	Wilson Earl	111	MTWHF	Regular
4	10:42 AM	55			H7110-01	Sem2	BUSINESS TECHNOLO	Curlin Jamie	113	MTWHF	Regular
5	11:37 AM	55			H1160-01	Sem2	CREATIVE WRITING	Schlick Fred	106	MTWHF	Regular
6	1:02 PM	54			H4120-03	Sem2	BIOLOGY I	Miller James	210	MTWHF	Regular
7	1:56 PM	54			H1120-02	Sem2	ENGLISH II	Schlick Fred	205	MTWHF	Regular

The Actions Button **▼Actions** displays other options for this screen.

Selecting **Create New Discipline Referral for Highlighted Student** will allow you to create a new discipline referral.

Selecting **Print Photo Roster** will allow you to print your photo roster.

Selecting **Print Manual Entry Roster** will allow you to print a manual entry roster. This roster can be used for substitute teacher attendance entry if you have a planned absence.

Grid View	▸	✓ Scroll In Grid
		Printer Friendly (No Edit)

Selecting will allow you to change the way your screen is displayed.