attendance_body

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MOBILE DEVICE USERS: Your student's attendance data is *below* the legend. You may need to scroll down to view data.

Semester	Select the semester you want to view attendance for.

Detailed View

Detailed View (All Attendance) is the default view.

Your student's schedule is displayed. The date appears in the column heading <u>only</u> if your student was marked absent or tardy for any period during that day.

If your student was present and on time for the entire day, nothing appears for the date.

If your student was not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

Instructor	If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in your Internet Options settings) opens with the teacher's address in the To field.
	TIP: If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.

📄	If the teacher has provided additional notes, click 📄 to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.

All Attendance/Detailed Toggle

All Attendance:

The **All Attendance** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

Detailed:

❑ Click or tap **All Attendance** to toggle to the **Detailed** view where you can see more specific information for an absence, such as whether a doctor note or field trip notice is on file for that absence.

All applicable codes are listed in the **Legend**.

❑ Click or tap **Detailed** to return to **All Attendance** view.

MOBILE DEVICE USERS: On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

Calendar View

❏ Click or tap **Calendar View**.

All months for the selected semester are displayed.

If the student was not present for the entire class for any period of the day, the code is listed on that calendar date for each period that student was not fully present. A description of each code is displayed in the **Legend**.

Totals View

Click or tap **Totals View**.

Your student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

Instructor	If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in your Internet Options settings) opens with the teacher's address in the To field. **TIP:** If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.
📒	If the teacher has provided additional notes, click 📒 to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.

MOBILE DEVICE USERS: Tap a row to view semester totals for the class.

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