

# Attendance

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# Attendance

### ASCENDER StudentPortal > Attendance

The Attendance page displays your daily attendance and semester totals.

- **Detailed View** Displays attendance details in a table view.
- Calendar View Displays attendance details in a calendar view instead of a table view.
- Totals View Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, you must log out and log in again.

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

### ASCENDER StudentPortal Navigation Features

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

**MOBILE DEVICE USERS:** On a mobile device, tap  $\equiv$  to access the side menu.

### Selected Student

Your name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

## **Course Requests Units Remaining**

The number of units available for you for course requests is displayed.

### Navigation

You can access your data if enabled by the district.

About Me - Your name and current, campus, grade level, and team are displayed. Verify that this information is correct.

Attendance - You can view your detailed attendance, as well as a calendar view and totals.

**Grades** - You can view your semester, cycle, and assignment grades. Click **W** to expand the grades menu.

### **Other Tools**

= - Click to hide the left-side navigation bar. Click again to display the navigation bar.

A - Various sections throughout StudentPortal can be collapsed or expanded. Most data is expanded by default. Click  $\wedge$  to hide the section from view. Click  $\vee$  to show the section.

#### **Top-right**

Click to view ASCENDER StudentPortal online Help.



 $\Theta$   $\sim$  - Click to log out of ASCENDER StudentPortal.

#### **Bottom-left**



- Click to log out of ASCENDER StudentPortal.

Semester Select the semester you want to view attendance for.

## **Detailed View**

Detailed View (All Attendance) is the default view.

ttendance													
Semester: 1	Detail	ed View						_			All At	tendan	се
Detailed View	Period	Course	Instructor	8/26	8/29∳	9/3₿	9/12∳	9/13∳	9/16♦	9/17∳	9/19∳	9/24∳	9/
Calendar View	0	ADVISORY	WILLIS, ANTHONY VICTORIA		E								
Totals View	1-2	HLTH SCIENCE TH	WOLFORD, YENI		E								
Legend	3	ALGEBRA II	VARGAS, OLGA		E								
U: Unexcused Absences	4	US HIST	AGUILERA, L ADELA		E								
T: Tardies	5	MATH MEDI PRO	VARGAS, OLGA		E								
E: Excused Absences	6	ANATOMYPHYS	WEAVER, VALERIA		E								1
S: SCHOOL RELATED	7	ENGLISH III	WILLIS, ANTHONY VICTORIA		E							T	
	8	READING I	WILLIS, ANTHONY VICTORIA	V	E		V						
	4												F

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

If you were present and on time for the entire day, nothing appears for the date.

If you were 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 his Internet Options settings) opens with the teacher's address in the To field.
	<b>TIP:</b> 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 <sup>b</sup> 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.

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

The codes are color coded according to the main absence types (Unexcused, Tardy, Excused, and School Related).

Attendance										
Semester: 1 🔻 🖨	Detailed	l View								
Detailed View	Period A	Course	≜ Instructor	٨	8/29 🛔	9/4 🔺	9/11 🛦	9/19 🛦	Detaile	1/14 ≜
Calendar View	0	MATH 5	CADENA, JO BRIAN	ANIA	U	•	2	•	0.20	
Totals View	1	SCIENCE 5	SHAKIR, RO	SA	U	м	2	T		
Legend	2	HOMEROOM GR 5	TRIBETT, NI STEVEN	COLE	U	м	2	V		
U:UNEXCUSED	3	MATH INTERVEN5	JACKSON, T		U	м	2	v		
ABSENCES (U)	4	ELA 5	TRIBETT, NI STEVEN	COLE	U	м	2	V	A	
T:TARDY (T)	5	READING 5		COLE	U	м	2	V	A	
V:Unexcused Tardy (T)	6	SOCIAL STUD5	SHEGOG, C	EDRIC	U	м	2	v	A	V
2:SUSPENDED FROM SCHOOL (E)	7	PE 5	SIMMONS, V ROSLYN	VILLIE	U	м	2	V	A	
	7	SPANISH-5	SHAKIR, RO	SA	U	м	2	v	A	
(E)										
M:MEDICALLY EXCUSED (E)										

#### □ 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**.

Attendance																 				
Semester: 1 V	ale	nda	ar \	/ie	N															
Detailed View	Aug	gust 2	019						Sep	otemb	oer 20	)19				Oc	tober	2019	,	
Calendar View	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
	28	29		31	1	2	3		1	2	3	4	5	6	7	29		1	2	3
Totals View	4	5	6	7	8	9	10		8	9	10	11	<u>12</u>	<u>13</u>	14	6	7	8	9	10
Legend	11	12	13	14	15	16	17		15	<u>16</u>	<u>17</u>	18	<u>19</u>	20	21	13	14	15	16	17
	18	19	20	21	22	23	24		22	23	24	25	26	<u>27</u>	28	20	21	22	23	24
U: Unexcused Absences	25	<u>26</u>	27	28	<u>29</u>	30	31		29	30	1	2		4		27	28	29	30	31
T: Tardies	1	2	<u>3</u>		5		nda	nco	dat	aile	for	08	/20	/20	10		4	5		7
E: Excused Absences						itte	lua	nce	uer	.alis	101	00,	27	20						
SUSCHOOL RELATED	No	vemb	er 20	19	ſ	Peri	od	Clas	5				A	ttend	lance	ar	uary	2020		
	Sun	Mon	Tue	Wed		0		ADV	ISOR	(			E				Mon	Tue	Wed	Thu
	27	28	29	30		1		HLT	H SCIE	INCE	TH		E			2	30	31	1	2
	3	4	5	6		3		ALG	EBRA	Ш			E				6	7	8	9
	10	11	12	13		4		US F	IIST				E			2	13	14	15	16
	17	18	19	20		5		MAT	H ME	DI PR	10		E			2	20	21	22	23
	24	25	26	27		6		ANA	TOM	YPHY	S		E			5	27	28	29	30
	1	2				7		ENG	LISH	Ш			E					4	5	6
						8		REA	DING	I.			E							
					_															

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 date is shaded. Click the date to view the attendance details for each period. The period is only listed if your student was marked absent or tardy for that period.

## **Totals View**

### □ Click or tap **Totals View**.

Attendance								
Semester: 1 V	Totals	View						
Detailed View	Period	Course	Instructor	Total Absences	E: Excused Absences	U: Unexcused Absences	S: SCHOOL RELATED	T: Tardies
Calendar View	0	ADVISORY	WILLIS, ANTHONY VICTORIA	1	1	0	0	2
Legend	1-2	HLTH SCIENCE TH	WOLFORD, YENI	2	2	0	0	0
U: Unexcused Absences	3	ALGEBRA II	VARGAS, OLGA	1	1	0	0	0
T: Tardies	4	US HIST	AGUILERA, L ADELA	1	1	0	0	1
E: Excused Absences	5	MATH MEDI PRO	VARGAS, OLGA	1	1	0	0	2
S: SCHOOL RELATED	6	ANATOMYPHYS	WEAVER, VALERIA	1	1	0	0	2
	7	ENGLISH III	WILLIS, ANTHONY VICTORIA	1	1	0	0	3
	8	READING I	WILLIS, ANTHONY VICTORIA	3	1	2	0	0

Your 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.

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



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# **Back Cover**