

# attendance\_body

## **Table of Contents**

Semester Select the semester you want to view attendance for.

### **Detailed View**

Detailed View (All Attendance) is the default view.

tendance													
Semester: 1	Detail	ed View						_	_		All Att	tendan	ice
Detailed View	Period	Course	Instructor	8/26≑	8/29⋕	9/3₿	9/12⋕	9/13∳	9/16∳	9/17∳	9/19∳	9/24∉	5
Calendar View	0	ADVISORY	WILLIS, ANTHONY VICTORIA		E								
Totals View	1-2	HLTH SCIENCE TH	WOLFORD, YENI		E E								
egend	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								
S: SCHOOL RELATED	7	ENGLISH III	WILLIS, ANTHONY VICTORIA		E								
	8	READING I	WILLIS, ANTHONY VICTORIA	U	E		V						

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**.

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, such as whether a doctor note or field trip notice is on file for that 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).

endance											
Semester: 1 🔻 🖨	Detailed	l View								Detaile	
Detailed View	Period *	Course		Instructor		8/29 \$	9/4 🌢	9/11 \$	9/19 \$	9/20 \$	
Calendar View	0	MATH 5	¥	CADENA, JOANIA	Ŧ	0/23 🖕	514 ¥	2	9/19 🌲	5/20 👳	1/14
				BRIAN		_	<u> </u>		_		
Totals View	1	SCIENCE 5		SHAKIR, ROSA		U	M	2	1		
Legend	2	HOMEROOM GR 5		TRIBETT, NICOLE		U	м	2	V		
U:UNEXCUSED	3	MATH INTERVEN5		JACKSON, T		U	м	2	V		
ABSENCES (U)	4	ELA 5		TRIBETT, NICOLE		U	м	2	V	A	
T:TARDY (T)	5	READING 5				U	м	2	V	A	
V:Unexcused Tardy (T)	6	SOCIAL STUD5		SHEGOG, CEDRIC		U	м	2	V	A	۷
2:SUSPENDED FROM SCHOOL (E)	7	PE 5		SIMMONS, WILLIE ROSLYN		U	м	2	V	A	
A:EXCUSED ABSENCES	7	SPANISH-5		SHAKIR, ROSA		U	M	2	V	A	
(E)											
M:MEDICALLY EXCUSED											

□ 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.

SP

### **Calendar View**

### □ Click or tap **Calendar View**.

Semester: 1	Cale	nda	ar \	/iev	v																
Detailed View	Au	gust	2019						Sep	otemb	ber 20	019					Oct	tober	2019	,	
Calendar View	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	S	iun	Mon	Tue	Wed	1
-	28	29		31	1	2	3		1	2	3	4	5	6	7	1			1	2	
Totals View	4	5	6	7	8	9	10		8	9	10	11	<u>12</u>	<u>13</u>	14		6	7	8	9	
egend	11	12	13	14	15	16	17		15	<u>16</u>	<u>17</u>	18	<u>19</u>	20	21		13	14	15	16	
-	18	19	20	21	22	23	24		22	23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28	:	20	21	22	23	
U: Unexcused Absences	25	26	27	28	22	30 m	31		29	30	1	2		4	5	-	27	28	29	30	
T: Tardies E: Excused Absences		2 ovemb	-	4				nce		ails	for	08,				×	an	uary	5		
S: SCHOOL RELATED						Peri		Class	-		_	_		ttend	lance	_	ł	-			
	Sun	Mon	Tue	Wed		0			SOR				E				n	Mon	Tue	Wed	1
	27	28	29	30		1		HLTH			TH		E				2			1	
		4	5	6		3		ALGE					E					6	7	8	
	3					- 4		US H		-			E				2	13	14	15	
	3 10	11	12	13		-							E								
			12 19	13 20		5		MAT									2	20	21	22	
	10	11				5		ANA ENG	TOM	YPHY			E				9 5	20 27	21 28	22 29	

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**.

tendance								
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

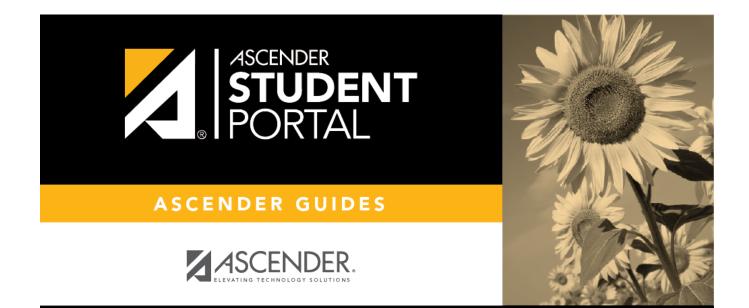
Your classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

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

**Instructor** If the instructor has provided an email address, his name is displayed as a link to his email address.

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



## **Back Cover**