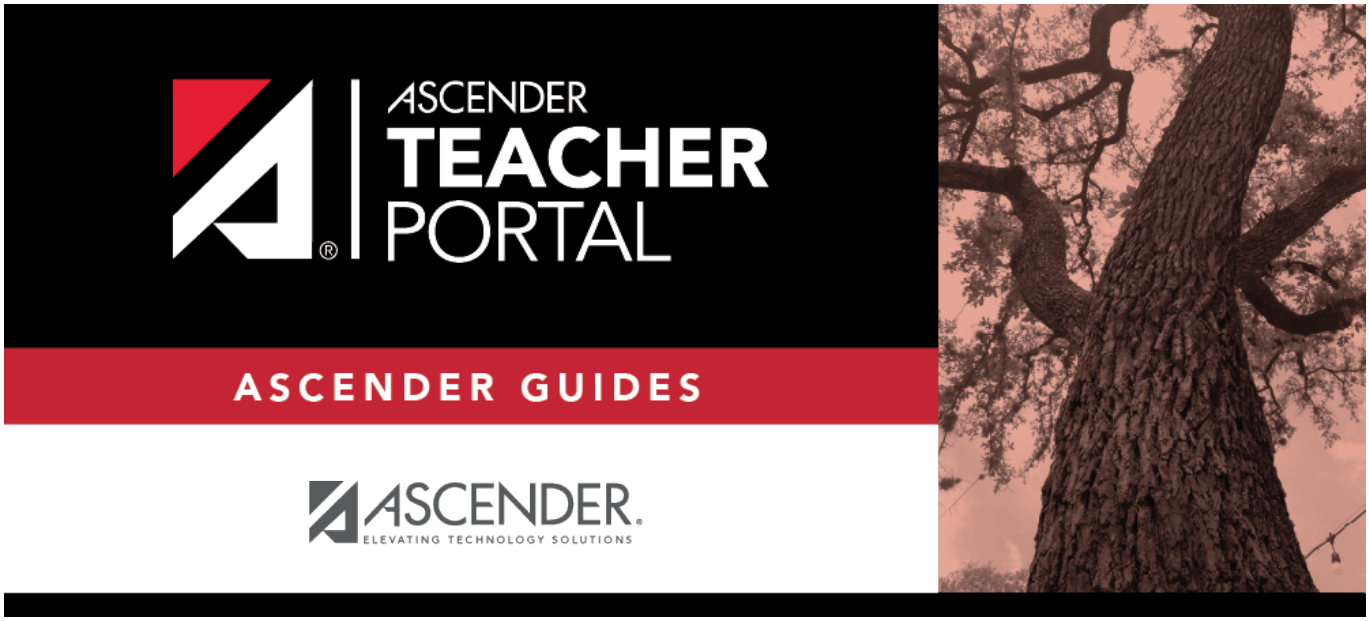

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Attendance

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Attendance

ASCENDER StudentPortal > Attendance

The Attendance page displays your daily attendance and semester totals.

- **Detailed Attendance** - 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.

ASCENDER StudentPortal Navigation Features

MOBILE DEVICE USERS: Your 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 Attendance

Detailed Attendance (Simple View) is the default view.



Your student's schedule is displayed. The date appears in the column heading *only* 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**.

Simple/Detailed View

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

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

❑ Click or tap the **Simple** button to toggle to **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 the **Detailed** button to return to **Simple** 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 your student was not present for the entire class for any period of the day, the day is shaded on the calendar according to the legend.

NOTE: If your student had multiple types of absences on the same date (such as a tardy and an unexcused absence), the date will be shaded according to the most severe absence type. For example, “Unexcused Absence” is the most severe (red), and “School Related” is the least severe (blue).

❑ Click or tap the date to view details for that date.

The detailed date view opens in place of the month.

For each period your student was absent or tardy, the attendance code and description are displayed and color coded according to severity of the absence. The period is only listed if your student was marked absent or tardy for that period.

❑ Click [X] to close the detail view.

The full month is again displayed.

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	

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