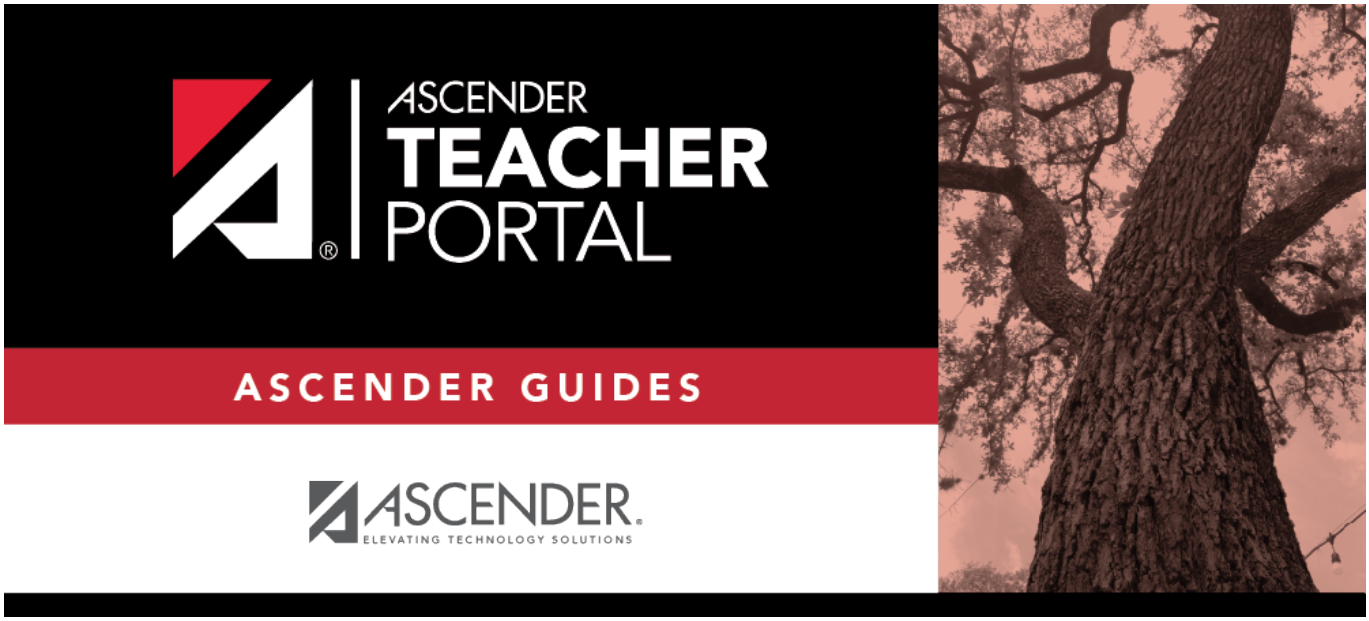

ASCENDER
TEACHER
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Attendance

Table of Contents

Attendance i
Attendance 1
Detailed Attendance 1
Calendar View 2
Totals View 3

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 (All Attendance) is the default view.



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

All Attendance/Only Absences View

The **Only Absences** 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 **All Attendance** button to toggle to see all types.

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 you were 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 you 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 you were 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 you were 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 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. If you click the name, the default email client (as specified in his Internet Options settings) opens with the instructor'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 instructor 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.