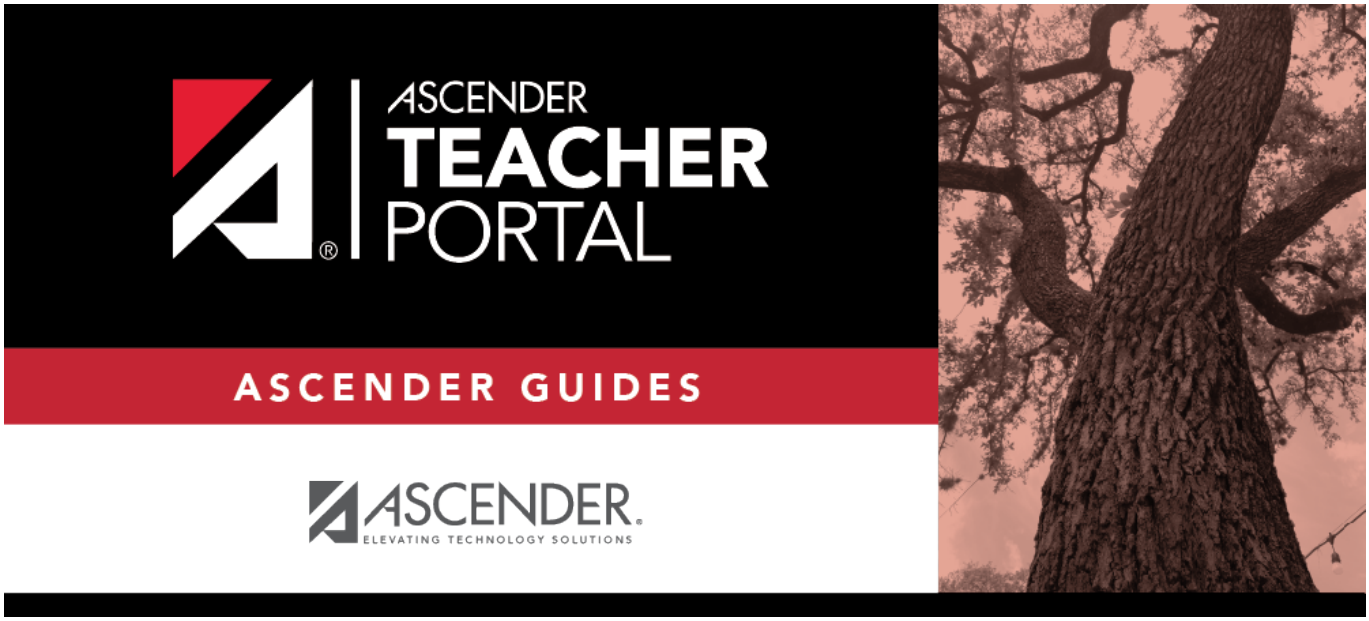

ASCENDER
TEACHER
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Attendance

# Table of Contents

**Attendance** ..... i
**Attendance** ..... 1

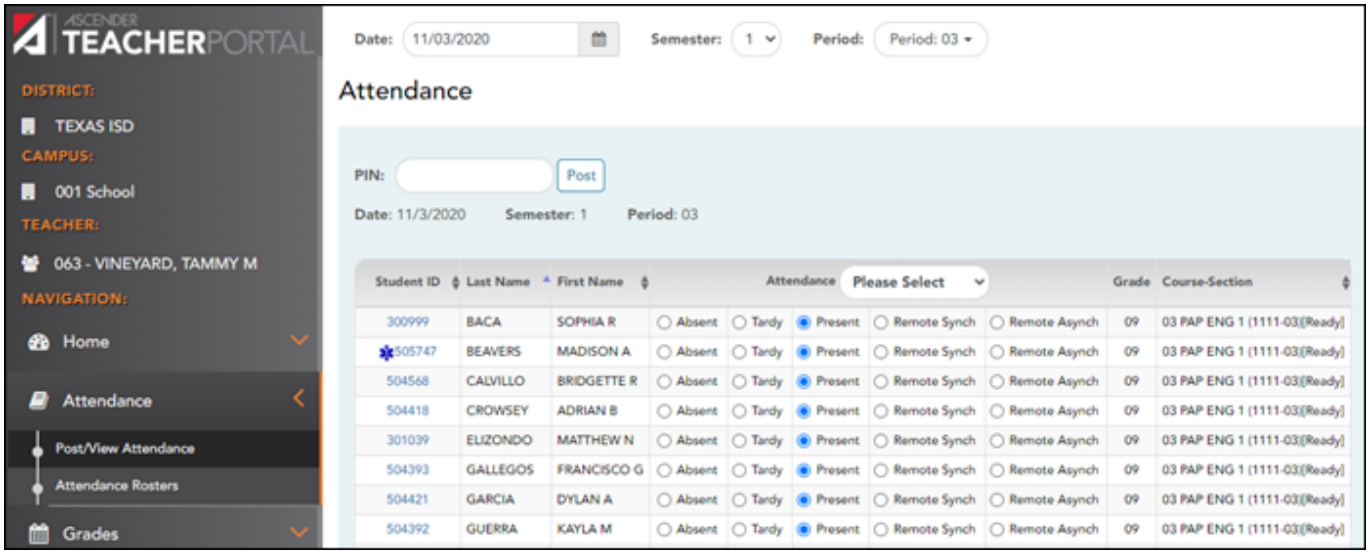
# Attendance

***ASCENDER StudentPortal > Attendance***

This page allows you to record and post attendance for each period. You can also view attendance data that has already been posted.

**NOTE:** You can post the data only once for each period-course. If you discover an error after you have posted, you must contact the attendance clerk to correct the record.

Flexible attendance cannot be posted from TeacherPortal.




ASCENDER StudentPortal Navigation Features

❑ Retrieve the students.

| | |
|---|---|
| **Date** | The current date is displayed by default. Type another date in the MMDDYYYY format, or click to select a date from the calendar.<br><br>Courses are only displayed on the days met. For example, if a course meets only on Monday, it is displayed only when the attendance date is a Monday.<br><br>You can select a Saturday if Saturday is a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.<br><br>**NOTE:** Some campuses may not allow you to post attendance for a prior date. In this case, the **Post** button is not displayed for prior dates.<br>**NOTE:** You will get an error message, *Attendance posting more than XX days prior not allowed.*, if the posting date is greater than the number of days entered in the **Days** field on Grade Reporting > Maintenance > TeacherPortal Options > Campus and the **Allow Prior Days Posting** field is checked. |
| **Semester** | The semester of the selected date is displayed by default. |
| **Period** | Select the period-course for which to view or record attendance. By default, the first period for which you have not posted attendance is selected.<br><br>Attendance can be posted only once for each date-period. If you already posted attendance for this date-period, the period is shaded in the drop-down list.<br><br>If you select a shaded period, a message indicates that attendance has been posted for this date-period, and a view-only list is displayed. |

The list of active students for the selected date and period-course is displayed.

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box is displayed in the column heading.
- To resort the list by another column heading, click in the column heading. The column is sorted in ascending order, as indicated by in the column heading.
- To sort the column in descending order, click again. The sort arrow changes direction.

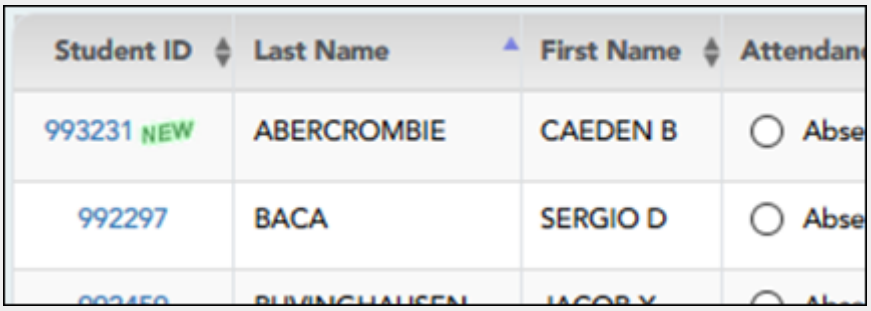
If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

- If attendance is already posted for the selected date-period-course, the attendance data is view only.

- Student absences and tardies are highlighted, and you can click the comments icon to view any comments associated with the absence.
- If a student withdrew from the course since attendance was posted for the date, his attendance record is displayed.
- If a student's enrollment date is after the selected attendance date, his attendance record is not displayed.

- If you teach multiple courses for the selected period, by default, all students in all courses are listed. This setting can be changed using the **Combine Courses in Attendance** field on Settings > Update Profile.
- New students are indicated with the “new” icon next to their student ID. The icon remains for one day only.




- Attendance-only courses are included in the class list.
- Students whose attendance is excluded from reporting are listed, but you cannot record attendance. (This is a rare circumstance.)
- Students who withdrew from the course are no longer listed.

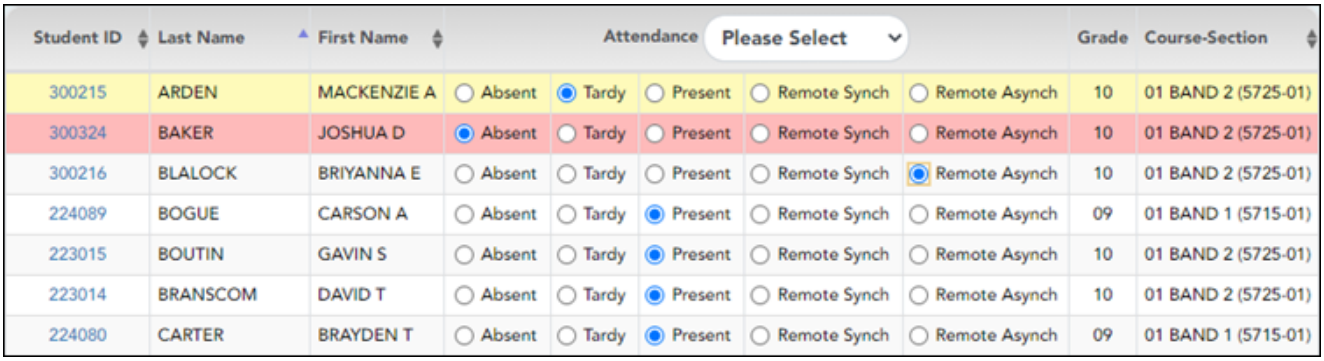
| | |
|---|---|
| **Student ID** | The student's ID is displayed. Click the student ID to view the student's profile. |
| | The Star of Life icon is displayed for any student who has medical circumstances you should be aware of. To view details, click the student ID to view the student's profile (**Medical Alerts** section). |
| **Last Name**<br>**First Name** | The first and last names of the students in the selected course-period are listed. |

❑ Under **Attendance**:

By default, all students are set to **Present**. You will see these options if your campus chooses to use **Remote Asynch** attendance, **Remote Sync** attendance, or **Both**.

*Present* - physically present in the classroom
*Remote Synch* - online at the time of class
*Remote Asynch* - will complete the assignment at a later time

As you mark students **Absent** or **Tardy**, the rows change color.



| Student ID | Last Name | First Name | Attendance: Please Select | | | | | Grade | Course-Section |
|---|---|---|---|---|---|---|---|---|---|
| 300215 | ARDEN | MACKENZIE A | Absent | Tardy | Present | Remote Synch | Remote Asynch | 10 | 01 BAND 2 (5725-01) |
| 300324 | BAKER | JOSHUA D | Absent | Tardy | Present | Remote Synch | Remote Asynch | 10 | 01 BAND 2 (5725-01) |
| 300216 | BLALOCK | BRIYANNA E | Absent | Tardy | Present | Remote Synch | Remote Asynch | 10 | 01 BAND 2 (5725-01) |
| 224089 | BOGUE | CARSON A | Absent | Tardy | Present | Remote Synch | Remote Asynch | 09 | 01 BAND 1 (5715-01) |
| 223015 | BOUTIN | GAVIN S | Absent | Tardy | Present | Remote Synch | Remote Asynch | 10 | 01 BAND 2 (5725-01) |
| 223014 | BRANSCOM | DAVID T | Absent | Tardy | Present | Remote Synch | Remote Asynch | 10 | 01 BAND 2 (5725-01) |
| 224080 | CARTER | BRAYDEN T | Absent | Tardy | Present | Remote Synch | Remote Asynch | 09 | 01 BAND 1 (5715-01) |

• Tardy students are shaded yellow.
• Absent students are shaded red.

If a student's absence is pre-posted (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the **Attendance** field displays the reason for the absence. Pre-posted absences are handled by the attendance clerk, so you are not able to mark attendance for the student.

The icon is displayed next to the attendance, if the attendance clerk entered comments associated with a student's attendance for the date and period displayed.

Click the icon to view the comments. The Comments window opens, and the comments are displayed. The date-time and user ID of the person who entered the comments are also displayed.

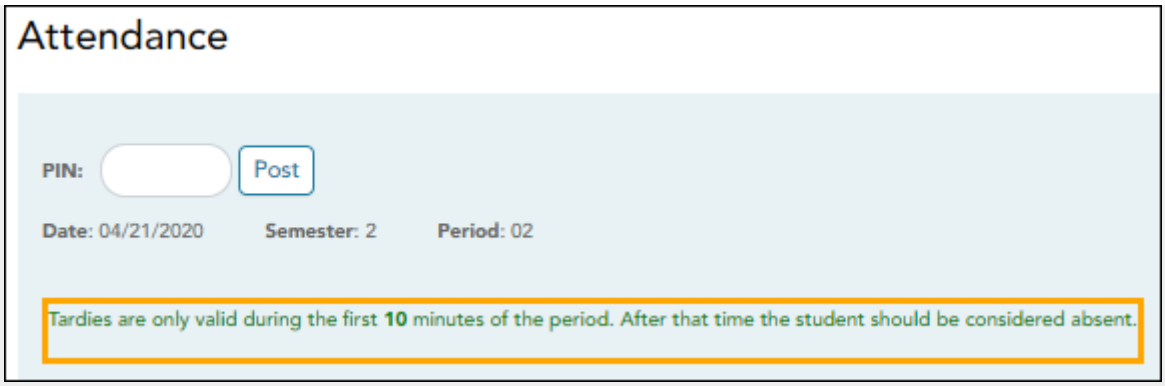
Click **Close** to close the Comments window.

• The **Absent** and **Tardy** fields are disabled during the ADA period, on the first day of school, and on the first day of enrollment.

• The **Absent** and **Tardy** fields are enabled during the ADA period if the student has a withdrawal reason due to a status change.

The **Tardy** field may not be displayed depending on campus attendance settings.

If the district allows tardies during the ADA period, the tardies may only be valid during a set number of minutes for the period. After this number of minutes has passed, the student should no longer be marked as **Tardy** and should be marked as **Absent**, although the program does not prevent you from marking a student as **Tardy** (except on the first day of semester 1). The number of minutes is determined by the district. If applicable, a message is displayed above the table indicating when tardies are valid.




Students who are on a track that does not meet on the selected date are listed; however, the **Absent**, **Tardy**, and **Present** fields are replaced by a message indicating that the date is not a membership day for the student.

Students whose first day (or re-entry day) is not the official first day of school cannot be marked absent during the ADA period on their first day. The **Absent** option is disabled.

| | |
|---|---|
| **Grade** | The student's grade level is displayed. |
| **Course Section** | The course-section is displayed. |
| **# Students** | The total number of students enrolled in this period is displayed at the bottom of the **Student ID** column. |
| **Print** | Click to print the attendance roster for one period or all periods. The Attendance Roster Report Selection page opens allowing you to make selections for printing the Attendance Roster report. |

## Post attendance:

❑ After you have recorded attendance for the course, review your input carefully.

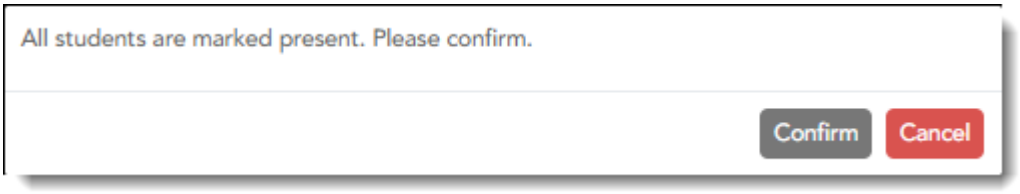
Be sure to follow procedures established by the district for recording attendance.

When you are satisfied with your attendance input, you must post the data.

| | |
|---|---|
| **PIN** | Type your four-digit personal identification number (PIN).<br>For your convenience, the **PIN** box and **Post** button are displayed at the top and bottom of the attendance list. You can use either box to post attendance.<br><br>**NOTE**: Once attendance is posted the **PIN** box and **Post** button will be disabled. |

❑ Click **Post**.

If you indicated that all students are present (and no absences were previously entered by the attendance clerk), you are prompted you to confirm that all students are marked present.




❑ Click **Confirm** to confirm.

Attendance is posted.