



# Attendance



# Table of Contents

**Attendance** ..... 1



# 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  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  to expand the grades menu.

## Other Tools

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

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

## Top-right



- Click to view ASCENDER StudentPortal online Help.



 - 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.

## Attendance

The screenshot shows the 'Attendance' interface. On the left, there is a sidebar with a 'Semester: 1' dropdown, a 'Print' icon, and three view options: 'Detailed View' (selected), 'Calendar View', and 'Totals View'. Below these is a 'Legend' section with four colored boxes: 'U: Unexcused Absences' (red), 'T: Tardies' (orange), 'E: Excused Absences' (green), and 'S: SCHOOL RELATED' (blue). The main area is titled 'Detailed View' and contains a table with columns for 'Period', 'Course', 'Instructor', and dates from 8/26 to 9/24. The table shows attendance records for various classes and instructors, with colored icons indicating absence types. A red arrow points to the 'All Attendance' toggle in the top right corner.

Period	Course	Instructor	8/26	8/29	9/3	9/12	9/13	9/16	9/17	9/19	9/24	9/25
0	ADVISORY	WILLIS, ANTHONY VICTORIA		E	T				T			
1-2	HLTH SCIENCE TH	<a href="#">WOLFORD, YENI</a>		E								
3	ALGEBRA II	VARGAS, OLGA		E								
4	US HIST	AGUILERA, LADELA		E								
5	MATH MEDI PRO	VARGAS, OLGA		E			T					
6	ANATOMYPHYS	WEAVER, VALERIA		E					T			T
7	ENGLISH III	WILLIS, ANTHONY VICTORIA		E				T		T	T	
8	READING I	WILLIS, ANTHONY VICTORIA	U	E		U						

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**.

<b>Instructor</b>	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  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 View**

**Detailed View** **Detailed**

Calendar View

Totals View

**Legend**

- U:UNEXCUSED ABSENCES (U)**
- T:TARDY (T)**
- V:Unexcused Tardy (T)**
- 2:SUSPENDED FROM SCHOOL (E)**
- A:EXCUSED ABSENCES (E)**
- M:MEDICALLY EXCUSED (E)**

Period	Course	Instructor	8/29	9/4	9/11	9/19	9/20	1/14
0	MATH 5	CADENA, JOANIA BRIAN	U	M	2	T		
1	SCIENCE 5	SHAKIR, ROSA	U	M	2	T		
2	HOMEROOM GR 5	<a href="#">TRIBETT, NICOLE STEVEN</a>	U	M	2	V		
3	MATH INTERVEN5	JACKSON, T	U	M	2	V		
4	ELA 5	<a href="#">TRIBETT, NICOLE STEVEN</a>	U	M	2	V	A	
5	READING 5	<a href="#">TRIBETT, NICOLE STEVEN</a>	U	M	2	V	A	
6	SOCIAL STUD5	SHEGOG, CEDRIC	U	M	2	V	A	V
7	PE 5	SIMMONS, WILLIE ROSALYN	U	M	2	V	A	
7	SPANISH-5	SHAKIR, ROSA	U	M	2	V	A	

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 ▾

**Calendar View**

Detailed View  
**Calendar View** ←  
 Totals View

**Legend**

- U: Unexcused Absences**
- T: Tardies**
- E: Excused Absences**
- S: SCHOOL RELATED**

August 2019      September 2019      October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4			

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

October 2019

Sun	Mon	Tue	Wed	Thu
29	30	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
4	5	6	7	

November 2019

Sun	Mon	Tue	Wed
27	28	29	30
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
1	2	3	4

Attendance details for 08/29/2019

Period	Class	Attendance
0	ADVISORY	E
1	HLTH SCIENCE TH	E
3	ALGEBRA II	E
4	US HIST	E
5	MATH MEDI PRO	E
6	ANATOMYPHYS	E
7	ENGLISH III	E
8	READING 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 ▼

Detailed View

Calendar View

**Totals View** ←

Legend

**U: Unexcused Absences**

**T: Tardies**

**E: Excused Absences**

**S: SCHOOL RELATED**

### Totals View

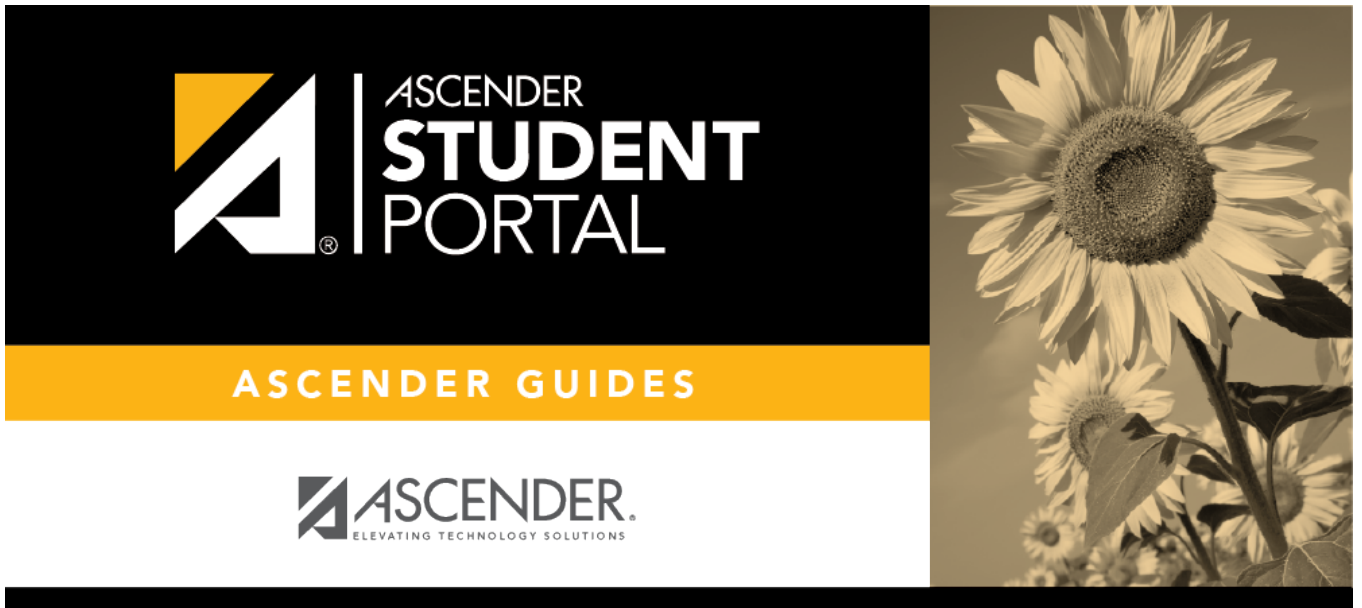
Period	Course	Instructor	Total Absences	E: Excused Absences	U: Unexcused Absences	S: SCHOOL RELATED	T: Tardies
0	ADVISORY	WILLIS, ANTHONY VICTORIA	1	1	0	0	2
1-2	HLTH SCIENCE TH	WOLFORD, YENI	2	2	0	0	0
3	ALGEBRA II	VARGAS, OLGA	1	1	0	0	0
4	US HIST	AGUILERA, LADELA	1	1	0	0	1
5	MATH MEDI PRO	VARGAS, OLGA	1	1	0	0	2
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.

<b>Instructor</b>	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.



## Back Cover