



ASCENDER GUIDES



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Semester Select the semester you want to view attendance for.

Detailed Attendance

Detailed Attendance (All Attendance) is the default view.

Attendance

Semester: 1

Detailed View

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Legend

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

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	WOLFORD, YENI		E								
3	ALGEBRA II	VARGAS, OLGA		E								
4	US HIST	AGUILERA, L ADELA		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**.

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**.

Attendance

Semester: 1

Calendar View

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Legend

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

August 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	5	6	7

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	8

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 you were not present for the entire class for any period of the day, the code is listed in the calendar date for each period you were not fully present.

- ☐ Click or tap the date to view details for that date.

Attendance

Semester: 1

Detailed View

Calendar View

Totals View

Legend

- U: Unexcused Absences**
- T: Tardies**
- E: Excused Absences**
- S: School Related**

Calendar View

August 2019

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

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**.

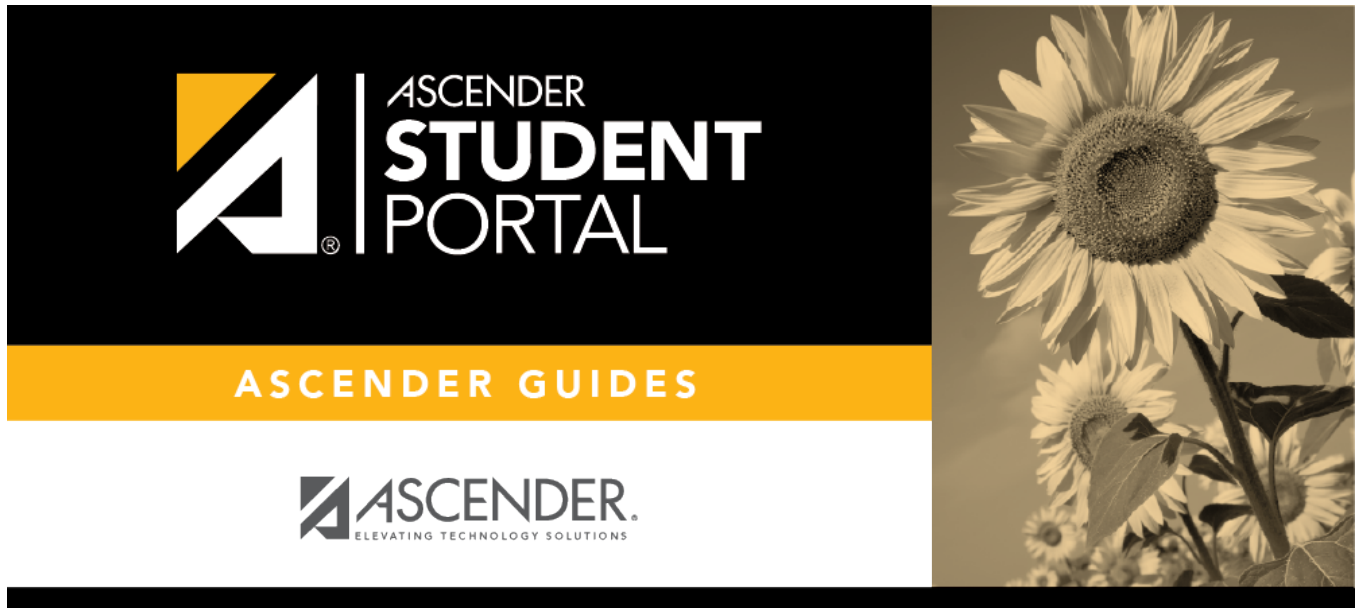
Your classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.



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



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