



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

Calendar View

Totals View

Legend

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

Period <sup>A</sup>	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**, including the following additional types:

- College/Military (C) (Excused)
- Suspended (S) (Unexcused)

The screenshot shows a 'Detailed View' interface. On the left, there is a sidebar with a 'Semester' dropdown set to '1', a 'Print' icon, and three view options: 'Detailed View' (selected), 'Calendar View', and 'Totals View'. Below these is a 'Legend' section with six colored buttons: 'U: UNEXCUSED(U)' (red), 'A: ABSENT(E)' (green), 'T: TARDY(T)' (orange), 'C: COLLEGE/MILITARY(E)' (green), 'B: SCHOOL RELATED(S)' (blue), and 'S: SUSPENDED(U)' (red). The main area is titled 'Detailed View' and contains a table with columns for 'Period', 'Course', 'Instructor', '8/30', and '9/19'. A blue button labeled 'Only Absences' is in the top right corner of the table area. The table lists 8 rows of data:

Period	Course	Instructor	8/30	9/19
1	PRINC AGFONARE	GONZALEZ, A HELENA	is	
2	ALGEBRA 1	WADDELL, SHAE TIA	is	
3	HEALTH	STEIN, JOSEPH SARAH	is	
4	BUSINFOMG1	EADS, R DONALD	is	
5	WORLD GEOGRAPHY	KNOX, SUE KAILEE	is	
6	READING LAB 2	SPARKS, LEE SAN JUANITA	is	
7	ENGLISH 1	VELASQUEZ, E TAMMY	is	
8	BIOLOGY I	WIEBER, VANESSA	is	

Click or tap the **Only Absences** to return to **original** 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

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



## Attendance

Semester: 1 ▼

Totals View

Detailed View

Calendar View

Totals View 

Legend

**U: Unexcused Absences**

**T: Tardies**

**E: Excused Absences**

**S: SCHOOL RELATED**

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, L ADELA	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 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.



## Back Cover