

Attendance by Homeroom

Path: My Classes (Classroom Summary) > Attendance Today > Status Icon

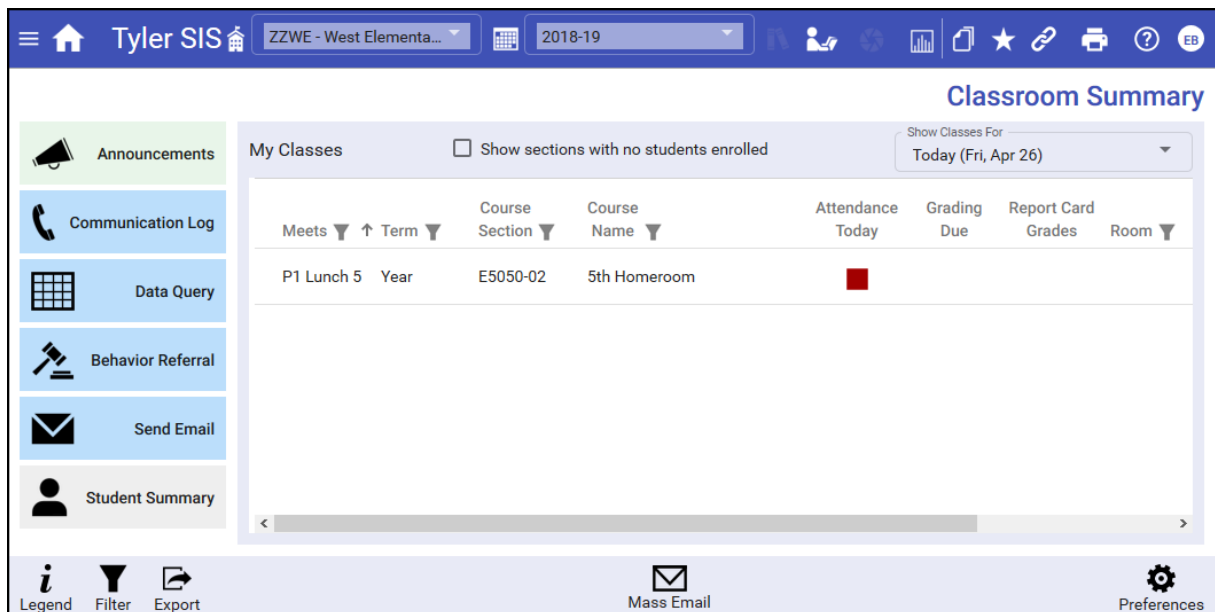
Or My Classes > Actions menu > Attendance

Or Menu Icon > My Classes > Attendance > Select Class

Overview

Teachers can take attendance by homeroom if attendance is taken once a day or in each period if attendance is taken by class, throughout the day. When the classes for Today are being displayed on the home page, the attendance icons initially display in red. This changes as attendance is marked for each class period. Click the **Legend** icon in the bottom bar for descriptions of their statuses.

As a teacher, your method of taking attendance is configured as determined by the office. You may take attendance either by period or homeroom.



The screenshot shows the Tyler SIS Classroom Summary interface. The top navigation bar includes the Tyler SIS logo, school name (ZZWE - West Elementa...), and school year (2018-19). The main content area is titled "Classroom Summary" and displays a table of "My Classes". The table has columns for "Meets", "Term", "Course Section", "Course Name", "Attendance Today", "Grading Due", "Report Card Grades", and "Room". A single row is visible for "P1 Lunch 5 Year" with "Course Section" E5050-02 and "Course Name" 5th Homeroom. The "Attendance Today" column shows a red square icon. The interface also includes a sidebar with navigation options like Announcements, Communication Log, Data Query, Behavior Referral, Send Email, and Student Summary. A bottom bar contains icons for Legend, Filter, Export, Mass Email, and Preferences.

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Room
P1 Lunch 5	Year	E5050-02	5th Homeroom	■			

User Permissions

In the **Attendance area**, the **Current Day Marking (Office & Teachers)** permission is necessary. This allows teachers to take attendance in the current day.

Marking Today's Attendance

5th Homeroom (E5050-02) M: P1 Lunch 5
Enrolled 3 Eligible 3 Present 0 Absent 0

Attendance for 04/26/19
West Elementary School - 2018-19

Student Name	Alerts	Attendance		P1	Comment
		A	T		
Burgoyne, Aaron R	2	0			
Jackson, Cole L	8	0			
Olsen, Alexis E	4	0			

Gradebook Seating Chart Legend Maximize Mass Add Perfect Attendance Student Photos Preferences Save

NOTE: An asterisk in any cell indicates the student has no class scheduled for that period, e.g., part-time students. Also, any existing absence codes and comments were most likely entered by the attendance secretary and cannot be changed by a teacher.

1. The Attendance screen displays the current day attendance for the selected homeroom. The class, course number, period, and lunch period display at the top of the screen. The class roster lists students for this class.
2. Use the drop-down menu next to each student's name to indicate the student is absent or tardy.

NOTE: The available attendance codes that a teacher can enter are determined at the district level.

Student Name	Alerts	Attendance		P1
		A	T	
Burgoyne, Aaron R	2	0		

- No mark indicates the student is present.
- Click the drop-down list to arrow to select an absence code.
- Click **Legend** in the bottom bar for assistance with codes used for attendance.

Legend	
Code	Description
*	Student has no course scheduled for this period on this date
A	Absent
C	Checked In
E	Excused
L	Left School (checked out)
M	Medical on File
T	Tardy

Close

3. A **comment** may appear if the office staff has entered a reason for a student absence.

Student Name	Alerts	Attendance		P1	Comment
		A	T		
Burgoyne, Aaron R		2	0		
Jackson, Cole L		8	0	G	Nurse's office for hearing check

4. To save the marks for the selected class, click **Save** in the bottom bar.

Marking Perfect Attendance

NOTE: If a code for any student has already been entered by the office, the perfect attendance button cannot be used.

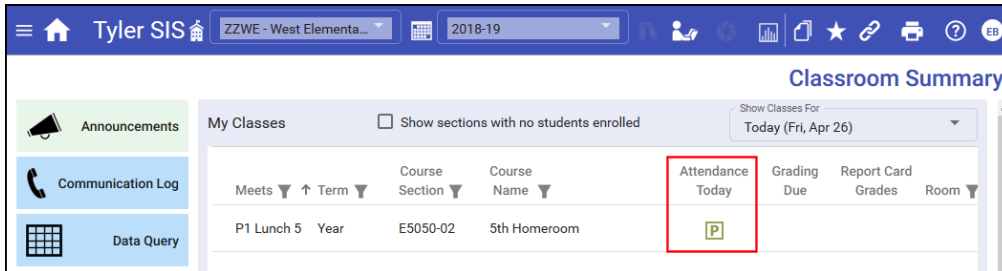
1. If all students are present in the Homeroom period, click the **Perfect Attendance** icon in the bottom bar. A confirmation dialog box displays.

The screenshot shows the Tyler SIS interface for '5th Homeroom (E5050-02) M: P1 Lunch 5'. A 'Perfect Attendance' dialog box is displayed in the center, asking for confirmation to mark all students as present. The dialog box has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The background shows a student list with attendance counts.

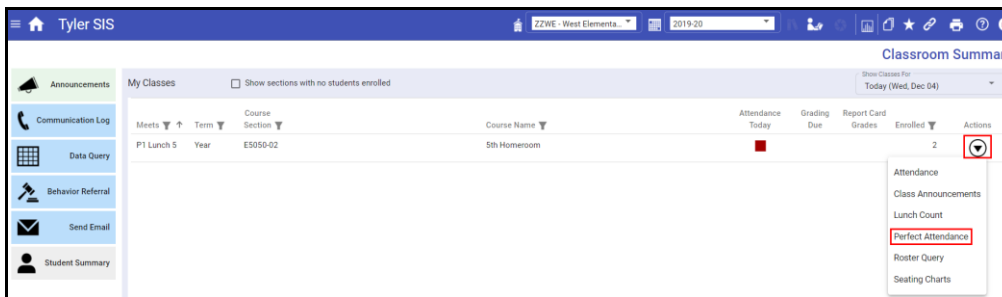
2. Click **OK** to continue. The screen refreshes and a checkbox indicating attendance has been submitted is displayed at the top of the screen:

The screenshot shows the Tyler SIS interface after clicking 'OK'. The 'Attendance Submitted' checkbox in the bottom bar is now checked and highlighted with a red box. The background shows the same student list as the previous screenshot.

- When you return to the home screen, Period 1 shows the perfect attendance icon under **Attendance Today:**



- Perfect Attendance** can also be marked from **Classroom Summary** by selecting **Actions > Perfect Attendance**.



Viewing Previous Attendance

The **Attendance** column (based on preferences) shows the year-to-date number of absences and tardies for the student for this class.

GEOMETRY (H3010-01) P1			
Enrolled 18	Eligible 18	Present 18	Absent 0
Student Name	Alerts	Attendance	
		A	T
Barker, Michelle Kay		5	1
Bryan, Savana V		7	0

Click a number in the column to view the year-to-date attendance dates, codes and comments.

Attendance for Bryan, Savana V			
Date	Code	Description	Comment
2/22/19A		Absent	
1/18/19E	Excused	MOF	
1/17/19E	Excused	MOF	
1/16/19E	Excused	MOF	
1/10/19E	Excused	Received absence note on 1/21/14.MOF	

Close

Viewing Student Photos

Student photos can be displayed next to each student's name. To do so, click **Student Photos** in the bottom tool bar.

The screenshot shows the Tyler SIS interface for the 5th Homeroom (E5050-02) M: P1 Lunch 5. The attendance for 04/26/19 is displayed, showing 3 enrolled, 3 eligible, 3 present, and 0 absent students. The attendance has been submitted. The table below shows the attendance for three students:

Student Name	Alerts	Attendance A	Attendance T	P1	Comment
Burgoyne, Aaron R	1	2	0		
Jackson, Cole L	1	8	0		
Olsen, Alexis E		4	0		

The bottom toolbar contains several icons: A+ Gradebook, Seating Chart, Legend, Maximize, Mass Add, Perfect Attendance, **Student Photos** (highlighted with a red box), Preferences, and Save.




The screen refreshes displaying photos and the tool bar icon changes to **Hide Photos**. Click **Hide Photos** to stop viewing student photos.

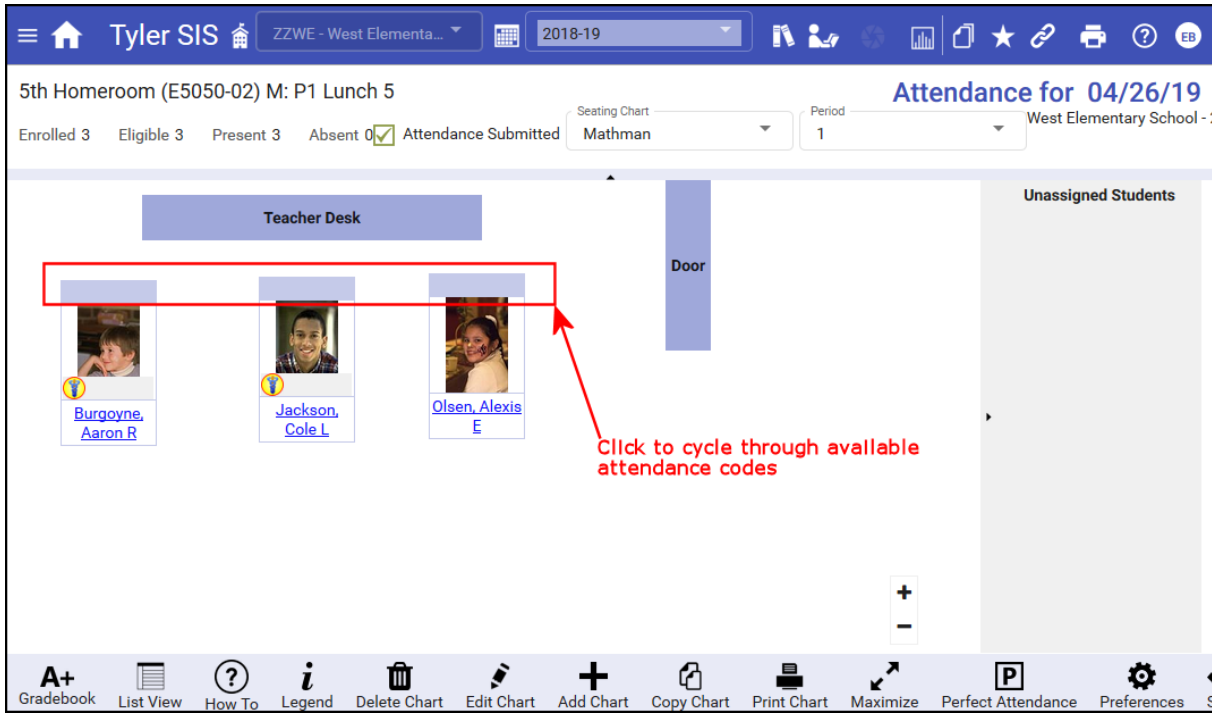
The screenshot shows the Tyler SIS interface after clicking 'Student Photos'. The student photos are now visible next to their names in the attendance table. The bottom toolbar icon has changed to 'Hide Photos' (highlighted with a red box).

Student Photo	Student Name	Alerts	Attendance A	Attendance T	P1	Comment
	Burgoyne, Aaron R	1	2	0		
	Jackson, Cole L	1	8	0		
	Olsen, Alexis E		4	0		

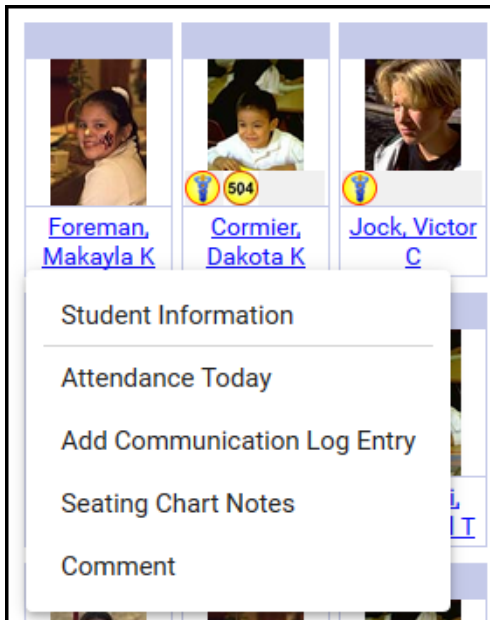
The bottom toolbar now shows: A+ Gradebook, Seating Chart, Legend, Maximize, Mass Add, Perfect Attendance, **Hide Photos** (highlighted with a red box), Preferences, and Save.

Marking Attendance in Seating Charts


Attendance can also be taken using the **Seating Chart**. Click the **Seating Chart** icon  to display the chart, click the blue bar above any student to cycle through available attendance codes and click **Save** . To return to the original attendance view, click the **List View** icon . For more specific information see *Seating Charts* in the SIS K-12 documentation.



Click the student's name to access other student data.



Other Options on this Screen

- Some of these columns displayed are optional; click the Preferences icon  in the bottom bar to access preferences.

Preferences

for Roger Byrns

- General
- Attendance
- Classroom Summary
- Communication Log
- Data Query
- Favorites
- Gradebook
- Mass Email

Attendance

Show all periods in the day

Enter codes using

Dropdown
 Radio

Available Columns

DOB

Grade

Show

Student Name

Student #

Projected Enrollment

Alerts

Attendance for This Class (A, T)

Drag names from Available Columns into Show to add them to the grid.
Drag within Show to change the order in which the columns are displayed.

Save
 Close

- If the student has any alerts, they show in the Alerts column.

5th Homeroom (E5050-02) M: P1

Enrolled 3 Eligible 3 Present 3 A

Student Name	Alerts
Burgoyne, Aaron R	
Jackson, Cole L	

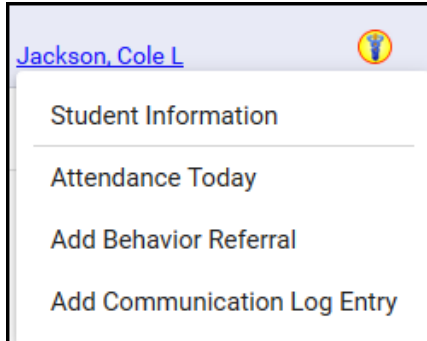
Click in the the student’s alert column to see all of the alerts you have permission to see for this student.

Alerts for Burgoyne, Aaron R

Alert	Description	Start	End
	Food Allergies - allergies: butterbeans,squash. Has seasonal allergies	08/20/13	
	Epilepsy - BRE Benign Rolandic Epilepsy- small seizures on one side of face -student will be aware, excessive drooling during and staring, unable to speak.	02/17/15	
	Attention Deficit Hyperactive - Concerta 36mg given at home 2013-2014.- KM	07/28/16	

Close

- Click a student's name to display the Student menu, which has options to view Student Information. Options available depend on the user logged in and their permissions. May include options such as viewing the student's Attendance Today, adding a Behavior Referral, or adding a Communication Log Entry (for more information see *Discipline Referrals and Communication Log* in the SIS K-12 documentation).



Clicking **Student Information** displays a list of options on the right side of the screen. Select an option or click the **Close** icon.

NOTE: A warning is displayed if you have made changes without saving.

Student Name	Alerts	Attendance		P1	Comment
		A	T		
Burgoyne, Aaron R		2	0		
Jackson, Cole L		8	0		
Olsen, Alexis E		4	0		

- Click the **Gradebook** icon in the bottom tool bar to open your gradebook for this class (for more information see the Gradebook documents in the SIS K-12 documentation).
- Click the **Maximize** icon to reduce the information above the attendance data providing maximum room to display the roster.

5th Homeroom (E5050-02) M: P1 Lunch 5
 Enrolled 3 Eligible 3 Present 3 Absent 0 Attendance Submitted
 Attendance for 04/26/19
 West Elementary School - 2018-19

Student Name	Alerts	Attendance		P1	Comment
		A	T		
Burgoyne, Aaron R		2	0		
Jackson, Cole L		8	0		
Olsen, Alexis E		4	0		



Toolbar: A+ Gradebook, Seating Chart, Legend, Maximize, Mass Add, Perfect Attendance, Student Photos, Preferences, Save

Click **Restore** to return to the full view.

5th Homeroom (E5050-02) M: P1 Lunch 5
 Enrolled 3 Eligible 3 Present 0 Absent 0 Attendance for 04/26/19

Student Name	Alerts	Attendance		P1	Comment
		A	T		
Burgoyne, Aaron R		2	0		
Jackson, Cole L		8	0		
Olsen, Alexis E		4	0		

Toolbar: A+ Gradebook, Seating Chart, Legend, Restore, Mass Add, Perfect Attendance, Student Photos, Preferences, Save

- Click the **Mass Add** icon , select **Mass Add Communication Log Entry**, and select students to create a communication log entry for selected students in the roster.
- Click the **Mass Add** icon , select **Mass Email**, and select students to email selected students in the roster (for more information see *Mass Email* in the SIS K-12 documentation).

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