

# Attendance by Period

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

Or My Classes > Action 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 other 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 (ZZHS - Edwards High ...), and school year (2018-19). The main content area is titled "Classroom Summary" and includes a "My Classes" section with a checkbox for "Show sections with no students enrolled" and a dropdown for "Show Classes For Today (Fri, Apr 26)".

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Room	Enrolled	Actions
P1	Year	H3010-01	GEOMETRY	■	■	■	219	18	⌵
P2	Year	H3010-02	GEOMETRY	■	■	■	219	11	⌵
P2	Year	H8301-01	BASIC MATH I/II	■	✓	■	317	1	⌵
P3	Year	H3000-07	ALGEBRA 1	■	✓	■	219	14	⌵
P4 Lunch 3	Year	H3010-03	GEOMETRY	■	■	■	219	11	⌵
P5	Year	H3000-01	ALGEBRA 1	■	✓	■	219	20	⌵
P7	Year	H3010-04	GEOMETRY	■	■	■	219	12	⌵
P8	Year	H9036-02	SEMINAR 11	■	✓	■	219	13	⌵

The bottom bar contains icons for Legend, Filter, Export, Mass Email, and Preferences.

## 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

Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6	P7	P8	Comment
		A	T									
<a href="#">Barker, Michelle Kay</a>	5	1										
<a href="#">Bryan, Savana V</a>	7	0		A		*	*	*	*	*	*	
<a href="#">Burger, Carly R</a>	3	0		T								
<a href="#">Collins, Jeraka R</a>	3	0				*						
<a href="#">Curci, Christopher R</a>	2	0										
<a href="#">Digennaro, Summer M</a>	0	0										
<a href="#">Diggs, Chris R</a>	2	2										
<a href="#">Fitzmaurice, Samuel M</a>	3	0										
<a href="#">Foland, Elizabeth I</a>	3	0										

**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 were most likely entered by the attendance secretary and cannot be changed by a teacher.

1. The Attendance screen displays the current day attendance and highlights the homeroom period. The course and course number 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	
<a href="#">Burgoyne, Aaron R</a>	2	0		

- No mark indicates the student is present.
- Click the drop-down list 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.

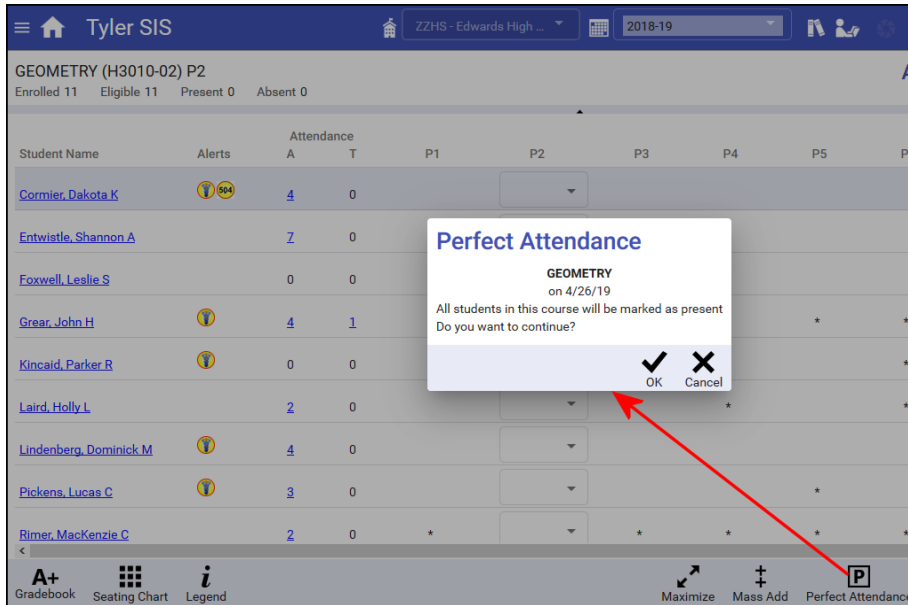
Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6	P7	P8	Comment
		A	T									
<a href="#">Barker, Michelle Kay</a>	ⓘ	5	1									
<a href="#">Bryan, Savana V</a>	ⓘ	2	0	G		*	*	*	*	*	*	Nurse's office for hearing check

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

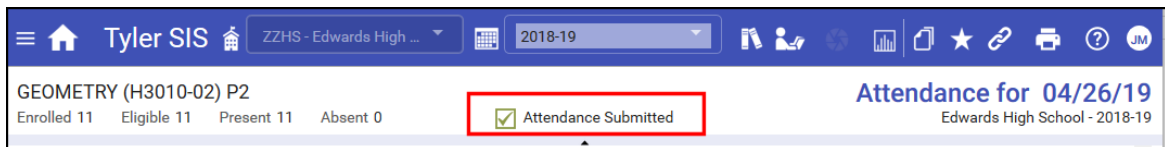
## Marking Perfect Attendance

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

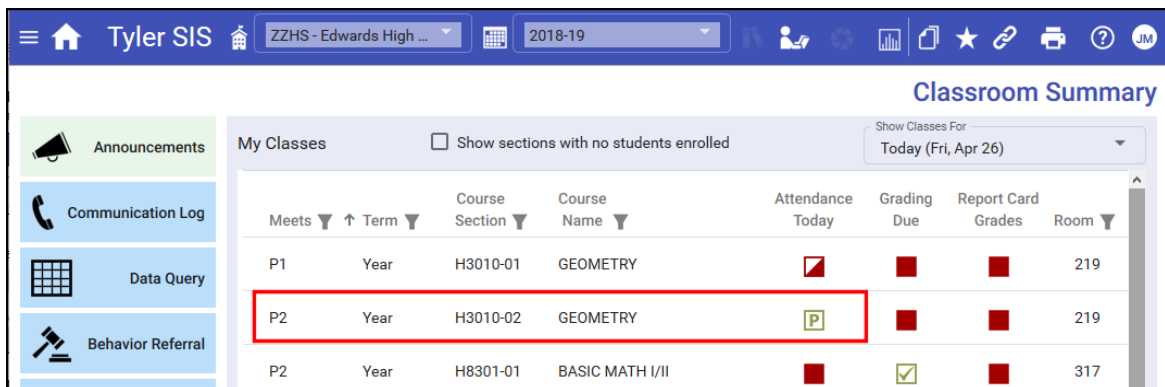
1. If all students are present in the selected period, click the **Perfect Attendance** icon in the bottom bar. A confirmation dialog box displays.



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



3. When you return to the home screen, Period 2 shows the perfect attendance icon under **Attendance Today**.



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

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Enrolled	Actions
P1	Year	H3010-01	GEOMETRY	✓	■	■	16	⌵
P2	Year	H3010-02	GEOMETRY	✓	✓	■	9	⌵
P2	Year	H8301-01	BASIC MATH I/II	■	✓	■	2	⌵
P3	Year	H3000-07	ALGEBRA 1	✓	✓	■		
P4 Lunch 3	Year	H3010-03	GEOMETRY	✓	✓	■		
P5	Year	H3000-01	ALGEBRA 1	✓	✓	■		
P7	Year	H3010-04	GEOMETRY	■	✓	■		
P8	Year	H9036-02	SEMINAR 11	■	✓	■		

## 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
<a href="#">Barker, Michelle Kay</a>		<a href="#">5</a>	<a href="#">1</a>
<a href="#">Bryan, Savana V</a>		<a href="#">7</a>	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 GEOMETRY (H3010-01) P1. The top navigation bar includes 'Tyler SIS', 'ZZHS - Edwards High ...', and '2018-19'. The main header displays 'Attendance for 04/26/19' and 'Edwards High School - 2018-19'. Below this, a table lists student attendance data. The bottom toolbar contains icons for 'Gradebook', 'Seating Chart', 'Legend', 'Maximize', 'Mass Add', 'Perfect Attendance', 'Student Photos' (highlighted with a red box), 'Preferences', and 'Save'.




Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6
		A	T						
<a href="#">Barker, Michelle Kay</a>		5	1						
<a href="#">Bryan, Savana V</a>		7	0	G		*	*	*	*
<a href="#">Buerger, Carly R</a>		3	0						

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 table now includes a 'Photo' column with student photos. The bottom toolbar now has a 'Hide Photos' button (highlighted with a red box) instead of 'Student Photos'.

Photo	Student Name	Alerts	Attendance		P1	P2	P3	P4	P5
			A	T					
	<a href="#">Barker, Michelle Kay</a>		5	1					
	<a href="#">Bryan, Savana V</a>		7	0	G		*	*	*

## 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.

5th Homeroom (E5050-02) M: P1 Lunch 5

Enrolled 3 Eligible 3 Present 3 Absent 0 Attendance Submitted

Seating Chart: Mathman Period: 1

Attendance for 04/26/19

Teacher Desk

Unassigned Students

Door

Burgoyne, Aaron R

Jackson, Cole L

Olsen, Alexis E

Click to cycle through available attendance codes

Gradebook List View How To Legend Delete Chart Edit Chart Add Chart Copy Chart Print Chart Maximize Perfect Attendance Preferences

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

Foreman, Makayla K

Cormier, Dakota K

Jock, Victor C

Student Information


Attendance Today

Add Communication Log Entry

Seating Chart Notes

Comment

## 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.

### GEOMETRY (H3010-01) P1

Enrolled 18   Eligible 18   Present 18

Student Name	Alerts
<a href="#">Barker, Michelle Kay</a>	
<a href="#">Bryan, Savana V</a>	

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



### Alerts for Barker, Michelle Kay

Alert	Description	Start	End
	Asthma - Carries ProAir Inhaler to use PRN Wheezing & before PE per Dr Bunge. Note on file 8/20/11 Dr Bunge has ordered Albuterol inhaler, Flovent. 2013-2014 Form complete for carry on.- KM	09/03/14	
	Attention Deficit Disorder - Strattera at home	07/29/16	
	Depression - 8/12 mom marked it on student's non-rx med sheet, but no further info given.dm	08/15/17	

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).

Student Name	Alerts
Barker, Michelle Kay	
<ul style="list-style-type: none"> <li>Student Information</li> <li>Attendance Today</li> <li>Add Behavior Referral</li> <li>Add Communication Log Entry</li> </ul>	

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.

Tyler SIS
ZZHS - Edwards High
2019-20
Barker, Michelle Kay

GEOMETRY (H3010-01) P1  
Enrolled 16 Eligible 16 Present 15 Absent 1



Student #	Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6	P7	P8	Comment
			A	T									
9895231641	Barker, Michelle Kay		6	0		L	E	E					Check-Out at 9:56 am
9899737046	Bravo, Savana Y		2	0		*	*	*	*	*	*	*	
9899518917	Bueger, Carly B		6	0									
9899076900	Curci, Christopher R		0	0									
9899283994	Diogenaro, Summer M		0	0									
9899023816	Fitzmaurice, Samuel M		2	0									
9899439180	Foland, Elizabeth J		1	0									
9899237310	Gear, John H		1	0			*	*	*	*	*	*	
9899833310	Jacovey, Delanie L		0	0			*	*	*	*	*	*	
9899296469	Kunz, Dawna W		17	1	M	M	M	M	M	M	M	M	
9899502646	Mondor, Blake A		2	0		*	*	*	*	*	*	*	
9899282462	Perras, Cameron M		18	1	C	*	*	*	*	*	*	T	Check-in at 8:52 am, TOP
9899716857	Shah, Aarvi N		0	0									

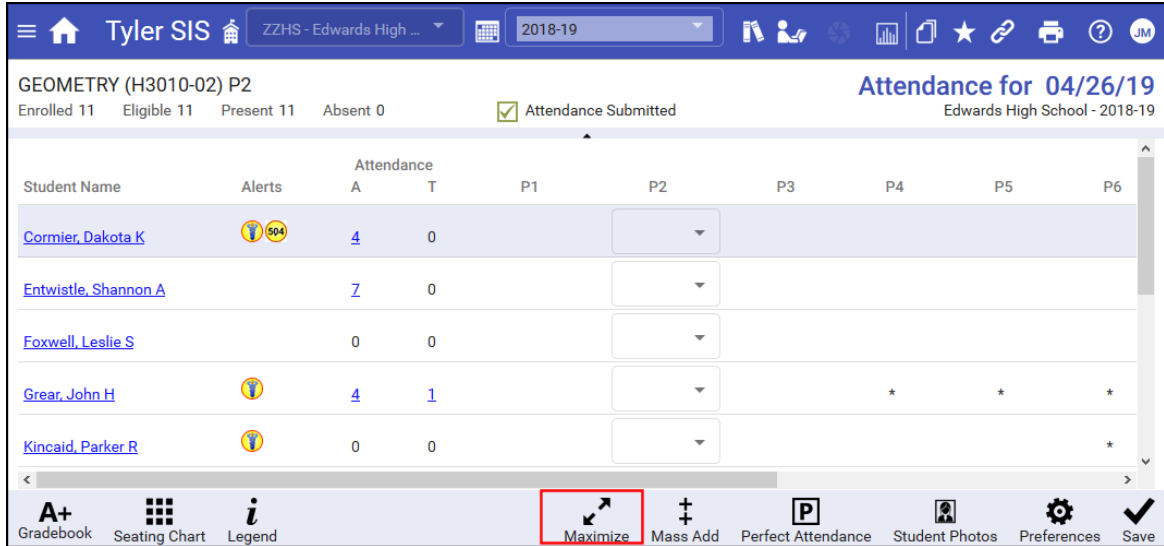
- Academic History
- Activities and Teams
- Announcements
- Assessments
- Assignments
- Attendance
- Awards
- Behavior
- Calendar
- Fees & Billing
- Grades
- Monthly Lunch Menu
- Programs and Services
- Send Email
- Student Details
- Student Fields
- Student Schedule

A+
Seating Chart
Lunch Count
Legend

Maximize
Mass Add
Perfect Attendance

 Close

- 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.

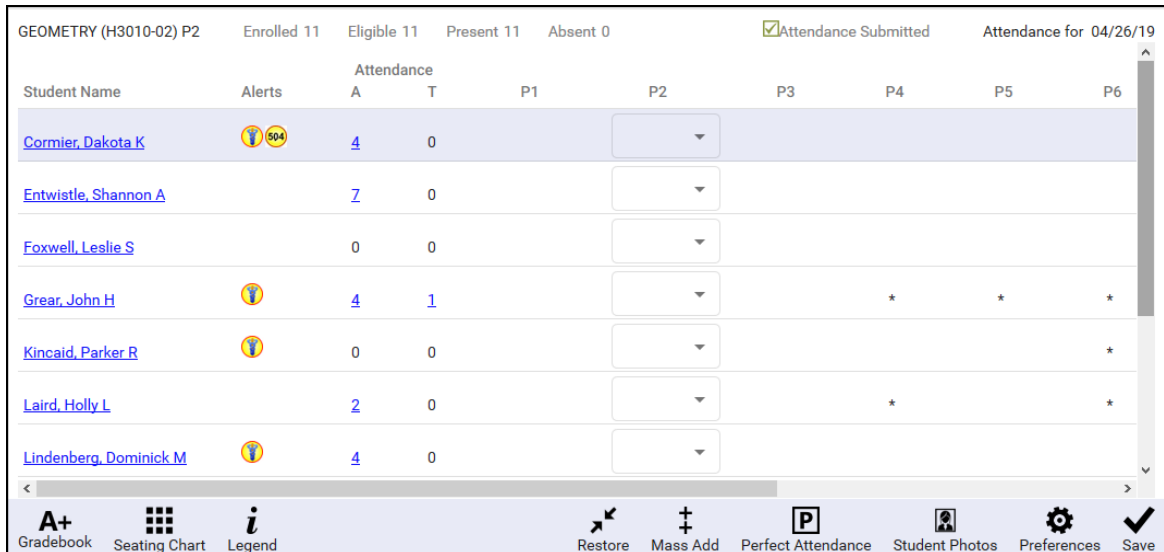


GEOMETRY (H3010-02) P2 Attendance for 04/26/19  
 Enrolled 11 Eligible 11 Present 11 Absent 0 Attendance Submitted Edwards High School - 2018-19

Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6
		A	T						
<a href="#">Cormier, Dakota K</a>	504	4	0						
<a href="#">Entwistle, Shannon A</a>		2	0						
<a href="#">Foxwell, Leslie S</a>		0	0						
<a href="#">Gear, John H</a>		4	1				*	*	*
<a href="#">Kincaid, Parker R</a>		0	0						*

Bottom toolbar: **A+** Gradebook, Seating Chart, Legend, **Maximize** (highlighted), Mass Add, Perfect Attendance, Student Photos, Preferences, Save.



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



GEOMETRY (H3010-02) P2 Attendance for 04/26/19  
 Enrolled 11 Eligible 11 Present 11 Absent 0 Attendance Submitted Edwards High School - 2018-19

Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6
		A	T						
<a href="#">Cormier, Dakota K</a>	504	4	0						
<a href="#">Entwistle, Shannon A</a>		2	0						
<a href="#">Foxwell, Leslie S</a>		0	0						
<a href="#">Gear, John H</a>		4	1				*	*	*
<a href="#">Kincaid, Parker R</a>		0	0						*
<a href="#">Laird, Holly L</a>		2	0				*		*
<a href="#">Lindenberg, Dominick M</a>		4	0						

Bottom 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).