

SD #73 BCeSIS Secondary Teacher Assist Resource Manual

Attendance (List)

Path: **Attendance List button**

Select the required class from the Teacher Assistant Start screen and click the Attendance **List** button. Remember; if all your students are present, just click **the AC checkbox** on the Start screen.

This function allows you to take attendance on this class/homeroom/team and to view various bits of relevant information. The screen below assumes that the Classes option is selected. Team/Club Entry will be called if the Homerooms or Teams options are chosen respectively.

A	L	Course	Sec.	Student Name	Reason	Abs.	Lts.	Sign In/Out	Time	Pupil No.	Phone No.
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Aufiero, Patricia		0	0			9964521	(704)555-1249
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Bellafonte, Harry		0	0			9962664	(704)555-8577
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Cappelletti, Anthony		0	1			9964745	(704)555-1298
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Chan, Jackie		0	0			9962371	(704)555-1969
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Chisolm, Margaret		1	0			9965015	(704)555-8733
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Davis, Geena		1	0			9962997	(704)555-6767
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	DiMella, Millie		0	0			9964531	(704)555-1643
<input type="checkbox"/>	<input type="checkbox"/>	DKA2G	02	Goldman, Norman		1	0			9964904	(704)555-5636
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Gray, Robin		0	0			9965002	(704)555-1255
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Holst, Dana		0	0			9962330	(704)555-1967
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Kyte, Jeremy		1	0			9964772	(704)555-1931
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	McLellan, Patrick		0	0			9962785	(704)555-3318
<input type="checkbox"/>	<input type="checkbox"/>	BKA2G	02	Monti, Randy		0	0			9963064	(704)555-6987

Some items of note include:

- A Green Registration Date, Blue Part Time / Full Time status, Yellow Alerts and Grey Date buttons display for the active student. Click the yellow button to see the Alerts. Click the Gray Date button to change the attendance date.
- The attendance date is displayed along with the Tumble, Semester, Term and Day associated with the attendance date. Tumble Pattern is used to set block sequence on a day.
- Details about the class are displayed and total attendance numbers for the entire class is at the extreme right of this information. The list includes students in both “Parent” and “Child” courses.

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- The **Reason** field is filled in at the school office level for Period schools and is available for Daily Schools.
- A running tally of **Abs.** and **Lts.** is kept for each student. *Taking attendance simply requires check marking the appropriate box to the left of the student's name and saving when completed. Check mark the **Attendance Complete box** before saving to populate a completion log.*
- Click the Inactive Students button to view a list of students who dropped this class.
- Note that if you scroll to the left of this window there is a drop date and a re-entry date. If a student drops this course and reenters then these fields populate. If the student drops but does not re-enter then the fields do not populate...the Inactive Students list populates.

Attendance by Period Using PHOTO

check date

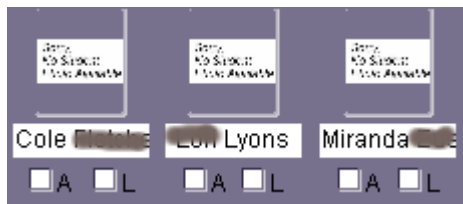
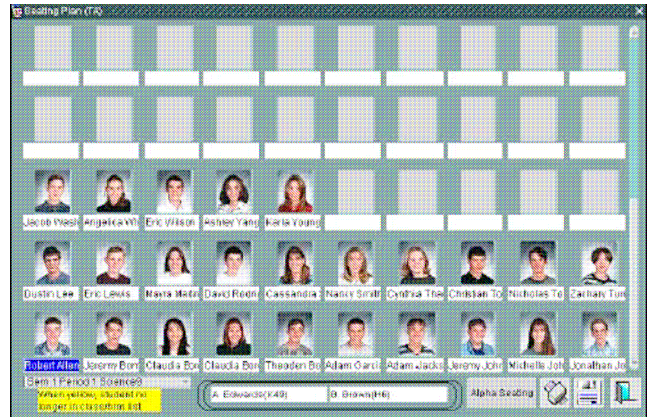
Path: Photo button

Attendance by photo is a very handy feature. It facilitates easy identification of students by TOC's or other teachers unfamiliar with a group of students. However, since they will not have access to your access, you will need to print a copy and put it in a binder in the classroom.

The seating arrangement is setup in **Preferences**.

If no seating plan exists, you will be taken to the setup area in Preferences where you can add or remove students. See above for instructions on how to set up a seating plan.

Once the plan is set up when you select Photo attendance you need only place a tick mark under the picture for those absent or late.



Use to select other classes that you are teaching.