

SD #73 BCeSIS Secondary Teacher Assist Resource Manual

Attendance Summary

Path: **Summary button**

This screen provides a bird's eye view of students' attendance for the selected month. The attendance statistics are for the active class. Weekends and non-school days are grayed out.



Student Name	Tot		Mth		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
	L	A	L	A	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	
Aufiero, Patricia	0	0	0	0																															
Bellafonte, Harry	0	0	0	0																															
Cappelletti, Anthony	1	0	0	0																															
Chan, Jackie	0	0	0	0																															
Chisolm, Margaret	0	1	0	0																															
Davis, Geena	0	1	0	0																															
DiMella, Millie	0	0	0	0																															
Goldman, Norman	0	1	0	0																															
Gray, Robin	0	0	0	0																															
Holst, Dana	0	0	0	0																															
Kyte, Jeremy	0	1	0	0																															
McLellan, Patrick	0	0	0	0																															
Monti, Randy	0	0	0	0																															
Nolan, Doug	0	0	0	0																															
Payette, Julie	0	0	0	0																															
Petty, Andrea	0	0	0	0																															
Savageau, Julia	0	0	0	0																															

Some items of note include:

- The relevant class is displayed at the top left.
- You can select either to see attendance for a Month or for a Date Range (Up to 6 weeks). The month can be selected from the drop down "Show Attendance for" list. When the Date option is checked a date range selection becomes available. Note: A report can only be printed when
- Month is the choice. When "Date" is selected the Print button is disabled.
- For each student, information is displayed for the entire year/semester **Tot** or month **Mth**.
- As we move across the screen we see attendance information for each day of the selected month.
- Use to select other classes that you are teaching. This allows you to set up all of your seating plans.
- Use the print button to generate printed Attendance Summary Reports - Period and Daily respectively.