

InformationNOW for Teachers – Classroom Attendance

Taking Attendance in InformationNOW

Teachers should first log in to *InformationNOW* and select the appropriate school. Then perform the following steps:

- From the menu tree at left, select **Classroom | Attendance**.

Classroom Attendance

Sections

Active Date: 08/03/2010 Include Withdrawn Students

Grading Period: Grading Period 1 [View Daily Absence Listing](#)

| | Course.Section | Description | Per | Term | Ct | Att |
|-----------------------|------------------------|----------------|-----|----------------|----|-----|
| <input type="radio"/> | 206.1 | Algebra I | 4 | Term 1, Term 2 | 8 | |
| <input type="radio"/> | 207.1 | Algebra II | 5 | Term 1, Term 2 | 18 | |
| <input type="radio"/> | 209.1 | Linear Algebra | 2 | Term 1, Term 2 | 7 | |
| <input type="radio"/> | 213.1 | Geometry | 1 | Term 1, Term 2 | 8 | |
| <input type="radio"/> | 223.1 | Trigonometry | 6 | Term 1, Term 2 | 18 | |
| <input type="radio"/> | 209.01 | Linear Algebra | 3 | Term 1, Term 2 | 13 | |

- Select the correct *Active Date* (the date for which attendance is to be entered) and *Grading Period*. The current date and period will appear by default, but the user may change these values if necessary. Click **Refresh**.

Note: When the *Grading Period* is changed, only dates within that grading period may be selected.

- Choose the course for which attendance is to be taken by clicking on the Course Number that appears as a blue link or by clicking to bullet the circle to the left of the course number and then clicking **View**.

- The *Attendance* screen will appear displaying a list of currently enrolled students.

Attendance

Period Attendances

Section Number: 209.01 Section Name: LinearAlg

Term: Term 1 Grading Period: Grading Period 1 Period: 3 Teacher: Pitt, Brad Date: 08/03/2010

Missing Tardy Present

| | Student | Name | Alerts | GR | Home | G | Daily | | Period | |
|--------------------------|-------------------------------------------|--------------------|--------|----|------|---|-------|-----|--------|-----|
| | | | | | | | Att | Tdy | Att | Tdy |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1001 | Adams, Amy Louise | | 11 | 11a | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1007 | Anniston, Jessica | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1009 | Arthur, Jessica | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1011 | Ball, Christina | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1013 | Blair, Bonnie | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1015 | Branson, Jacob | | 11 | | M | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1017 | Callaway, Ann | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1019 | Connick, Hank | | 11 | | M | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1021 | Dawes, Dorothy | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1023 | Elway, Jerry | | 11 | | M | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1025 | Fitzgerald, Esther | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1028 | Froman, Angel | | 11 | | F | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> S1044 | Winslet, Kim | | 11 | | F | | | | |

Missing Tardy Present

13 - Present 0 - Absent 0 - Missing 0 - Tardy

Post Close

- There are four attendance statuses for students for the selected day and period:

Present


Absent

Missing

Tardy

- Students will be marked *Present* as indicated by the icon to the left of their name. However, if a student has been marked as absent for the day (this could happen, for instance, if the office marked the student absent), the student will appear with an *Absent* icon to the left of his/her name, as indicated by student John Cummings in the view above.

Marking Student Missing





- To mark a student as  *Missing*, check the box to the left of each missing student's number. Click the **Missing** icon.


Attendance
Period Attendances

Section Number: 209.01 Section Name: LinearAlg



Term: Term 1 Grading Period: Grading Period 1 Period: 3 Teacher: Pitt, Brad Date: 08/03/2010

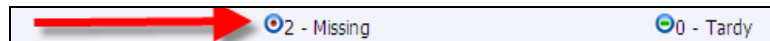
Missing 
Tardy 
Present 

| | Student | Name | Alerts | GR | Home | G | Daily | | Period | |
|-------------------------------------|-------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------|----|------|---|-------|-----|--------|-----|
| | | | | | | | Att | Tdy | Att | Tdy |
| <input checked="" type="checkbox"/> |  S1001 | Adams, Amy Louise |  | 11 | 11a | F | | | | |
| <input type="checkbox"/> |  S1007 | Anniston, Jessica | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1009 | Arthur, Jessica | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1011 | Ball, Christina | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1013 | Blair, Bonnie | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1015 | Branson, Jacob | | 11 | | M | | | | |
| <input checked="" type="checkbox"/> |  S1017 | Callaway, Ann | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1019 | Connick, Hank | | 11 | | M | | | | |
| <input type="checkbox"/> |  S1021 | Dawes, Dorothy | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1023 | Elway, Jerry | | 11 | | M | | | | |
| <input type="checkbox"/> |  S1025 | Fitzgerald, Esther | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1028 | Froman, Angel | | 11 | | F | | | | |
| <input type="checkbox"/> |  S1044 | Winslet, Kim | | 11 | | F | | | | |


Missing 
Tardy 
Present 

13 - Present
 0 - Absent
 0 - Missing
 0 - Tardy

- The  *Missing* icon will appear next to any student who was marked as *Missing*.
- The number of  *Missing* students will be updated in the count at the bottom of the screen.



Marking Student Tardy




- To mark a student as  *Tardy*, check the box to the left of each applicable student number. Click the **Tardy** icon.

Attendance




Period Attendances

Section Number: Section Name:



Term: Grading Period: Period: Teacher: Date:

| | Student | Name | Alerts | GR | Home | G | Daily | | Period | |
|-------------------------------------|-----------------------|----------------------|--------|----|------|---|-------|-----|--------|-----|
| | | | | | | | Att | Tdy | Att | Tdy |
| <input type="checkbox"/> | S1093 | Adams, Michael James | | 9 | | M | | | | |
| <input type="checkbox"/> | S1099 | Anderson, Andrea | | 9 | | F | | | | |
| <input checked="" type="checkbox"/> | S1101 | Dillon, Michael | | 9 | | M | | | | |
| <input type="checkbox"/> | S1111 | Freitag, Belinda | | 9 | | F | | | | |
| <input type="checkbox"/> | S1104 | Miller, Shane | | 9 | | M | | | | |
| <input type="checkbox"/> | S1106 | Smith, Sue | | 9 | | F | | | | |
| <input type="checkbox"/> | S1108 | Swanson, Sue | | 9 | | F | | | | |
| <input type="checkbox"/> | S1110 | Watts, Naomi | | 9 | | F | | | | |

8 - Present
 0 - Absent
 0 - Missing
 0 - Tardy

- The  *Tardy* icon will appear next to any student who was marked as *Tardy*.
- The number of  *Tardy* students will be updated in the count at the bottom of the screen.

 2 - Missing  1 - Tardy

Posting Attendance

Once all students in the course have been marked as *Missing* or *Tardy*, click **Post** to complete the attendance process.

Note: Once a teacher has posted attendance, all deletions must be performed in the office.

Editing Absence Reasons

With the appropriate permissions, teachers may edit absence reasons once attendance has been posted. To edit a student's absence reason, click to view the attendance screen by either:

- Clicking the course number that appears as a blue link; or,
- Clicking to bullet the course number and then clicking **View**.

Note: The **Post** button will be inactive because attendance has already been posted for the selected date and period.

- To edit one student, place a check next to the left of the student's name and click the **Absence Reasons** link under the *Manage* menu on the left. If no student is checked, the **Edit Attendance** screen will display for all students who were marked absent for the selected date/period.

The screenshot shows the 'Attendance' interface with the following details:

- Section Number:** 213.1, **Section Name:** Geometry
- Term:** Term 1, **Grading Period:** Grading Period 1, **Period:** 1, **Teacher:** Pitt, Brad, **Date:** 08/03/2010
- Attendance Summary:** 6 - Present, 2 - Absent, 0 - Missing, 0 - Tardy
- Table of Attendance:**

| | Student | Name | Alerts | GR | Home | G | Daily | | Period | |
|-------------------------------------|---------|----------------------|--------|----|------|---|-------|-----|--------|-----|
| | | | | | | | Att | Tdy | Att | Tdy |
| <input type="checkbox"/> | S1093 | Adams, Michael James | | 9 | | M | 1.0 | | 1.0 | |
| <input type="checkbox"/> | S1099 | Anderson, Andrea | | 9 | | F | | | | |
| <input type="checkbox"/> | S1101 | Dillon, Michael | | 9 | | M | | | | |
| <input checked="" type="checkbox"/> | S1111 | Freitag, Belinda | | 9 | | F | 1.0 | | 1.0 | |
| <input type="checkbox"/> | S1104 | Miller, Shane | | 9 | | M | | | | |
| <input type="checkbox"/> | S1106 | Smith, Sue | | 9 | | F | | | | |
| <input type="checkbox"/> | S1108 | Swanson, Sue | | 9 | | F | | | | |
| <input type="checkbox"/> | S1110 | Watts, Naomi | | 9 | | F | | | | |

- The *Edit Attendance* screen will appear. Note: If no student was selected in the previous screen, the *Edit Attendance* screen will appear for the first student who was marked absent on the list. Use the navigation buttons at the bottom of the screen to move to the first, previous, next or last student who was marked absent.

The screenshot shows the 'Edit Attendance' screen with the following details:

- Student Number:** S1111, **Student Name:** Freitag, Belinda, **Gender:** F
- *Start Date:** 08/03/2010, ***End Date:** 08/03/2010, **Homeroom:** , **Grade Level:** 9
- Attendance Information:**
 - *Level:** All Day
 - *Reason:**

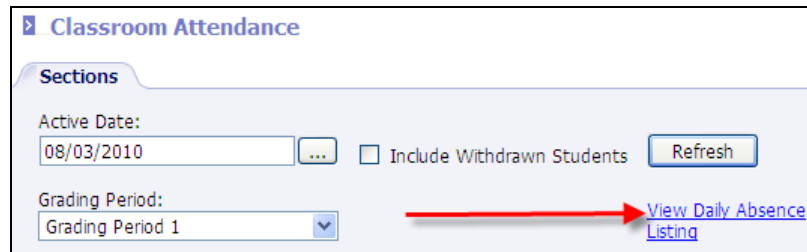
| Code | C | Name |
|-------|---|----------------|
| COL | E | College Visit |
| Court | E | Court |
| DR | E | Doctor/Dentist |
| FNR | E | Funeral |
| Ill | E | Ill |
| NN | U | No Note |
| SC | U | Skipped Class |

- Level:** Select the level the student was absent.
- Note:** Enter any applicable notes for the student's absence.
- Reason:** Based on the **Level** selected above, a list of available **Reasons** will display. Bullet the reason that applies to this student's absence record. Click **OK** to save changes or use the navigation buttons to navigate to the next record. Changes will be saved when moving to the next record.

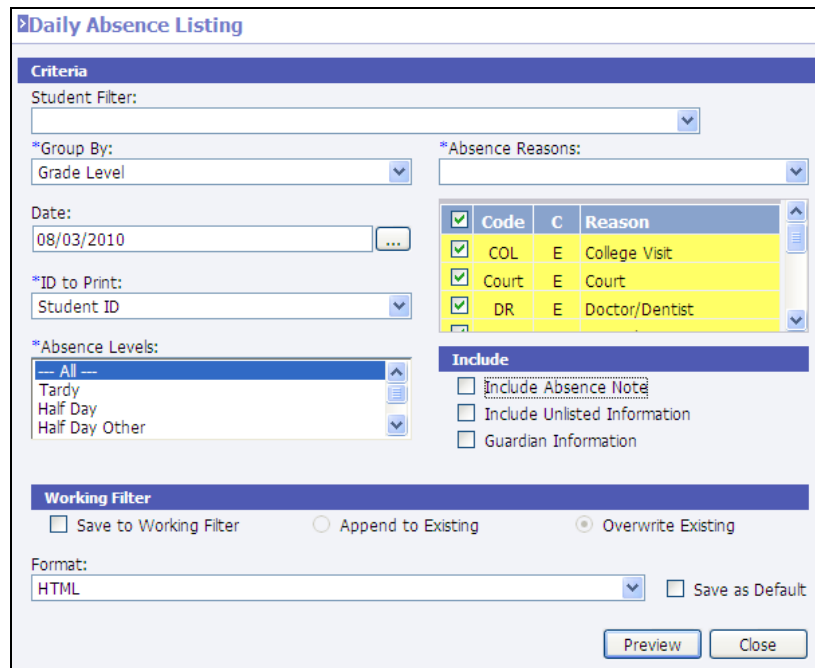
Daily Absence Listing

With the appropriate permissions, teachers may view a daily absence listing report.

- From the menu tree at left, select **Classroom | Attendance**.
- Select the appropriate **Date** and **Grading Period**.
- Click the **View Daily Absence Listing** link.



Required fields are indicated with an asterisk (*).



| <input checked="" type="checkbox"/> | Code | C | Reason |
|-------------------------------------|-------|---|----------------|
| <input checked="" type="checkbox"/> | COL | E | College Visit |
| <input checked="" type="checkbox"/> | Court | E | Court |
| <input checked="" type="checkbox"/> | DR | E | Doctor/Dentist |

- **Student Filter:** Select the filter of students to be included on the report. If no filter is selected, all students with the selected *Absence Reasons* will be included on the report.
- **Group By:** Select to group students on the report by *No Grouping* (alphabetical), *Grade Level* or *Homeroom*.
- **Absence Reasons:** Select the appropriate absence reason codes to be included on the report. Click the drop-down arrow to select **Excused** or **Unexcused**, or scroll through the list below and place a check next to each reason to be included.
- **Date:** Select the date for which to print the report.
- **ID To Print:** Select to print the *Student ID*, *State Student ID*, *Alternate Student ID*, *Social Security Number* or *None*.
- **Absence Levels:** Select to print *-All-*, *Tardy*, *Half Day*, *Half Day Other*, *All Day* or *All Day Other*.
- **Options:** If desired, select to *Include Absence Note*, *Include Unlisted Information*, such as a student's unlisted phone number, or to include *Guardian Information*.