Utah STATE OFFICE of Education

SIS 2000+

Attendance on the Web

February, 2011

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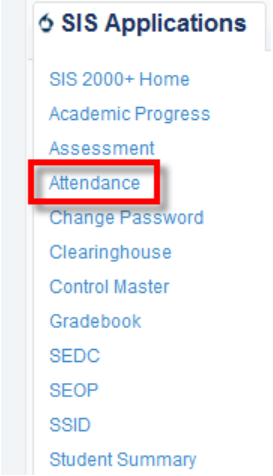
Attendance on the Web

Accessing the Attendance Screen

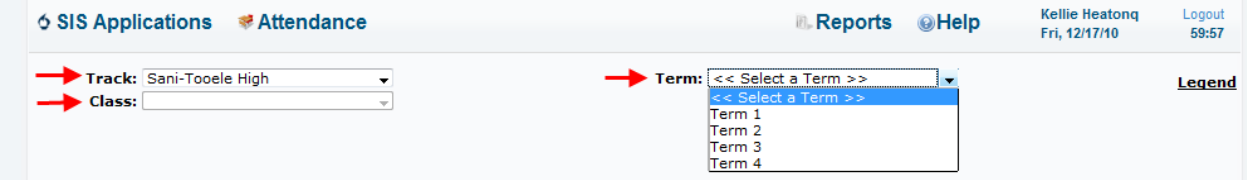
There are two ways to access the Attendance screen.

1. Hover your mouse over SIS Applications to display the drop-down menu, then click **Attendance**.

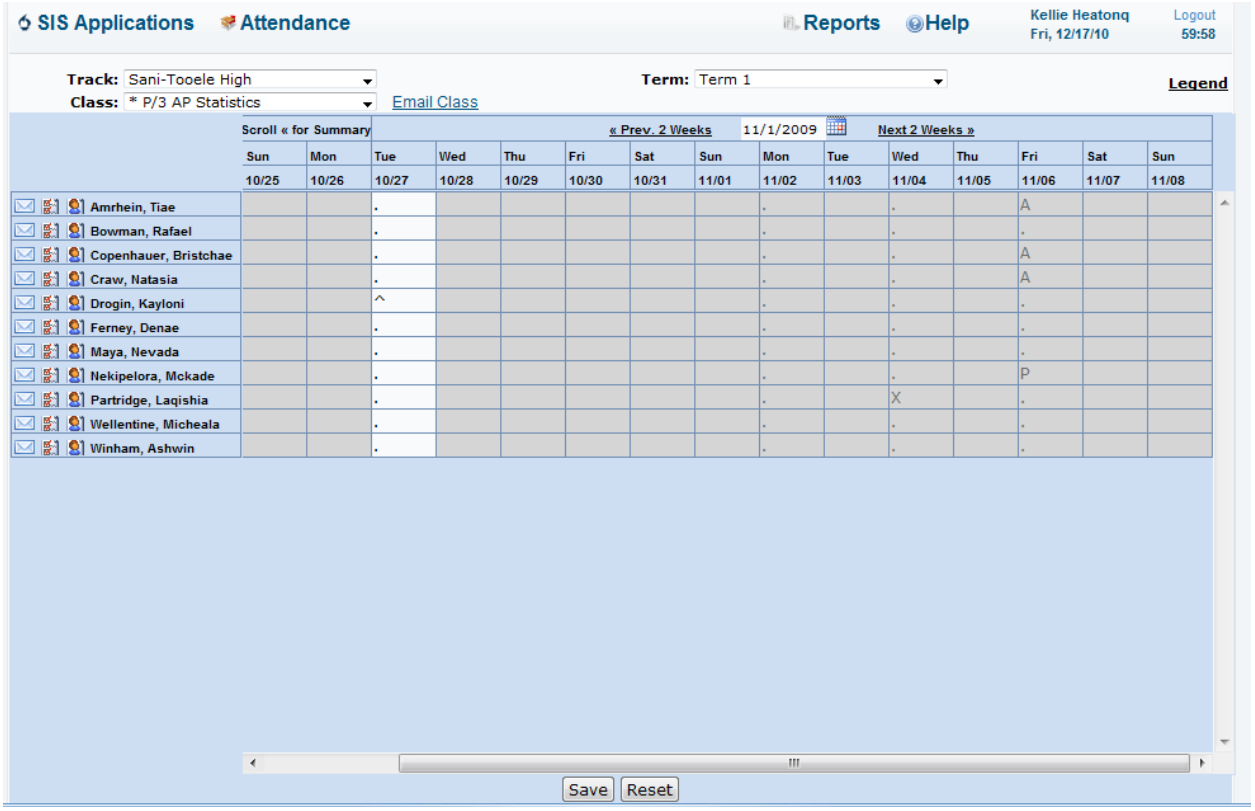


2. If your landing page does not already show the Attendance option, press SIS Applications, then click **Attendance**.

Once you've launched the Attendance screen, you will need to select **Track**, **Class**, and **Term** from the drop-down lists.



The Attendance screen will display as follows.

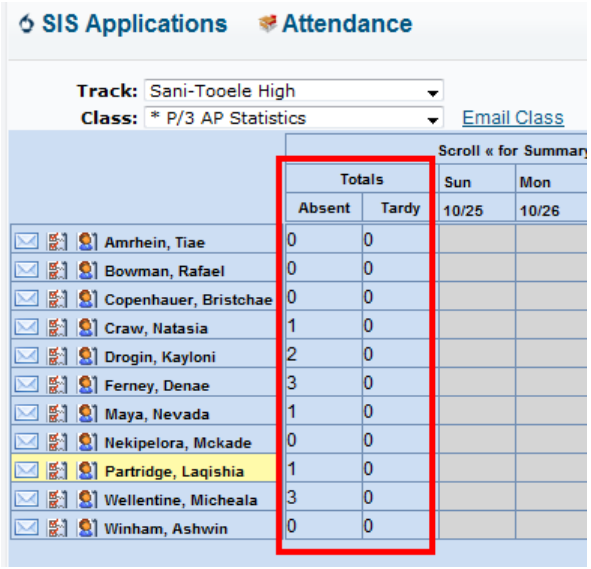


Entering Attendance Codes

- Enter an appropriate attendance code for each student.
  - Click on **Legend** in the top right corner to see what each attendance symbol stands for.
- After entering the codes, press **Save**.
- **NOTE**: If you haven't taken roll in a few days, when you open the Attendance screen and press Save, all the blank fields up to and including that day's date will put the "Present" mark in them.
- Press **Reset** to change the codes back to what they were after the last save.
- Press **Prev 2 Weeks** or **Next 2 Weeks** to move the screen in two week increments.

Displaying the Attendance Summary

Drag the scroll bar to the left to see a **summary** of absences and tardies for the selected term.

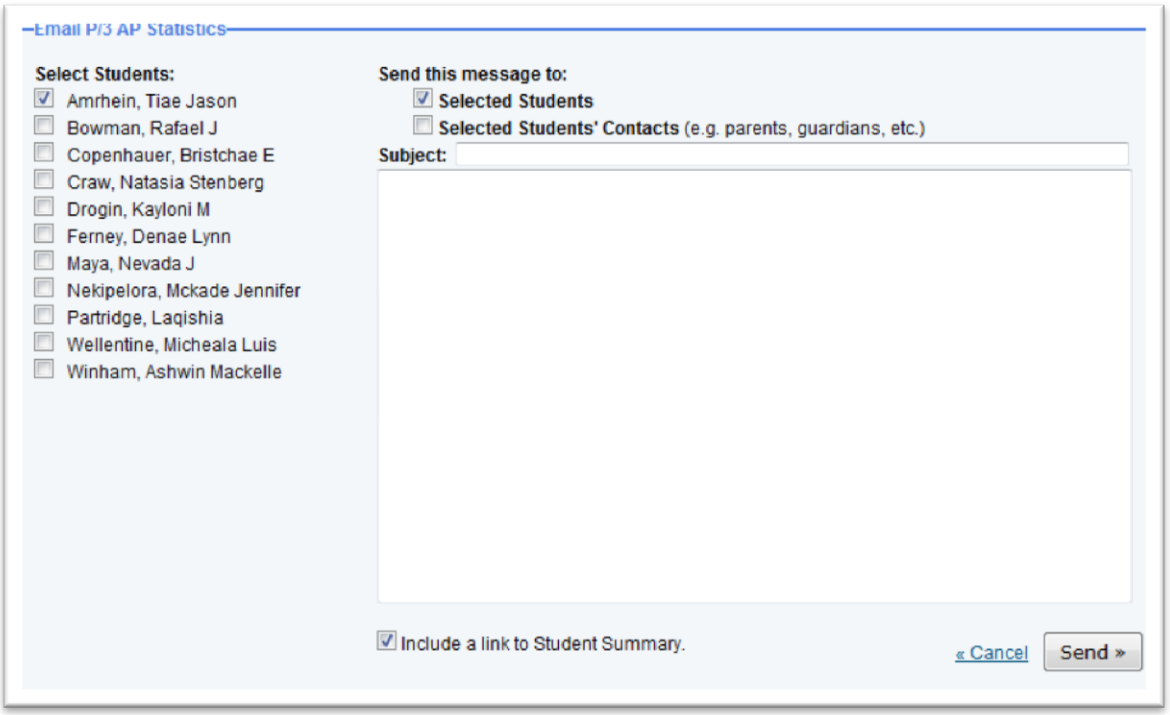


Using the Icons

Note the icons to the left of the student names.

Emailing Individual Students

Click on the to the left of a student's name to send an email to an individual student. The following screen will display. You can select additional students to include in the email. You can also choose to send the email to the students' contacts.



Displaying an Attendance Report

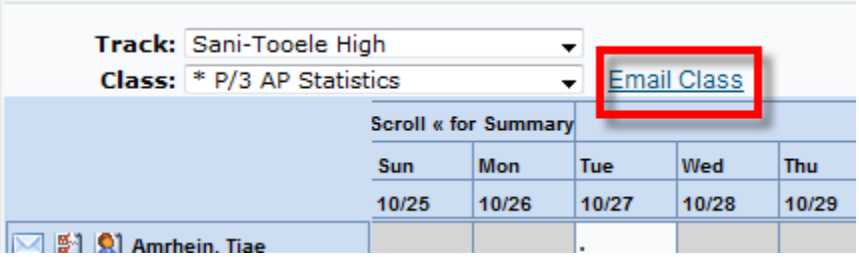
Click on the to the left of a student's name to display an attendance report for the student.

Displaying the Student Profile

Click on the to the left of a student's name to display the student's profile.

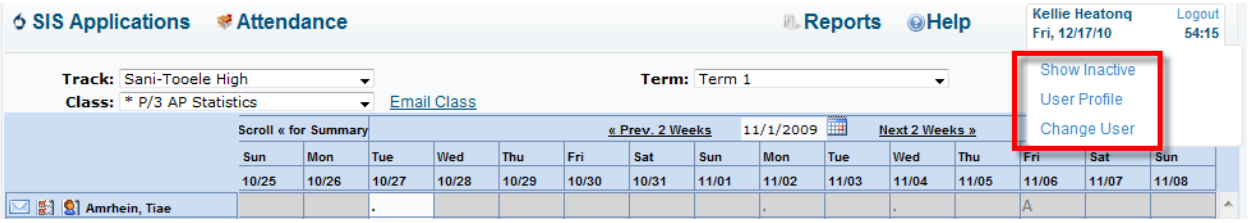
Emailing a Class

Press **Email Class** to send an email to the entire class.



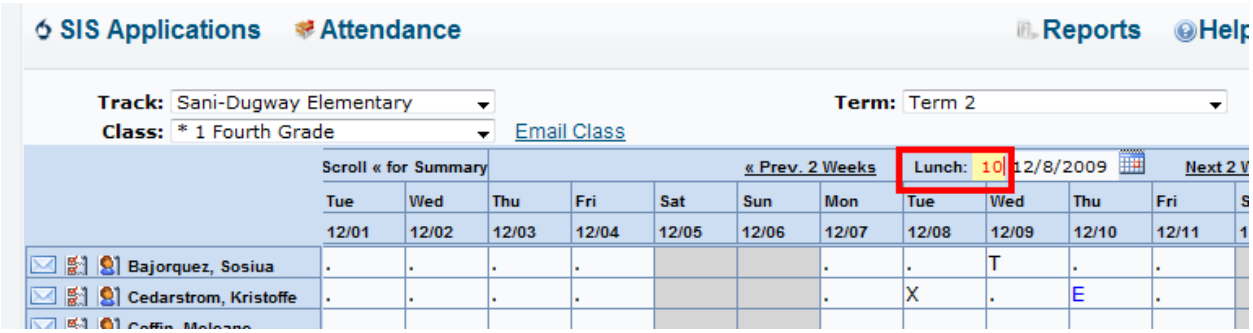
The Hidden Menu

Be aware of the "hidden menu", which is accessed by hovering your mouse over the name and date in the top right corner. Of particular interest is the ability to **Show Inactive** students in the attendance screen.



- The inactive students will have an asterisk (*) next to their name.

- Go back to the hidden menu and press **Hide Inactive** to hide those students from view.

FOR ELEMENTARY SCHOOLS

In elementary schools you can enter the lunch count for the class. To the left of the date, enter the number of students buying lunch on the specified date.