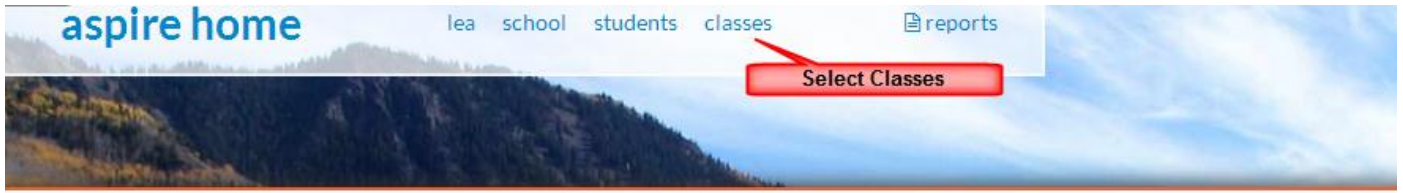




Aspire

How to Take Attendance



Carbon High School 2013 **2014** 2015



O/AM Geology Term 3 Term 4

Select Attendance

Birthdays	
Birthdate	Gender

Attendance
Seating Chart

After you have taken attendance, you can use the selectors (**Track, Teacher, Term** and **Period**) from the drop-down lists to take attendance for other teachers, periods etc., without having to go through the previous steps.

[SIS Applications](#) [Attendance](#)

Track: Teacher: Term: Period:

For Teachers



Geology

When you click on the box under the date and save, the red that shows on the date will disappear and the attendance has been posted.

Totals			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Unex Abs	Ex Abs	Tardy	04/09	04/10	04/11	04/12	04/13	04/14	04/15	04/16	04/17
Attendance Taken			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>				
2	0	0	.		.		X				
0	0	0	.		.		L				
0	0	0	.		.		.				

- Enter an appropriate attendance code for each student. Click on **Legend** to the right of the drop down selectors to see what each attendance symbol stands for. Teachers can see what the codes mean that are put in by the office and also see what codes they are allowed to put in.

Available Teacher Attendance Codes		
X - Absent because they didn't showu	. - Present	T - Tardy
# - Unprepared		
Available Office Attendance Codes		
B - Pre-Excused	C - Cleared Seat Time	D - Doctor's Note
J - Excused Juvenile Court	K - Cleared Sluff	L - Notified by Certified Letter
R - Incarcerated	U - Unexcused	V - Vacation
N - Notified by Parent	Z - Suspended	A - Activity
S - Sluff	I - In School Suspension	* - Educational Leave

- Press **Cancel** to change the codes back to what they were before you made any changes.
- After entering the codes, press **Save**. You will see a confirmation at the top of your screen:

 **Changes Saved Successfully**

- **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.

Displaying the Attendance Summary

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

Totals			Mon	Tue	Wed	Thu	Fri
Unex Abs	Ex Abs	Tardy	04/09	04/10	04/11	04/12	04/13
Attendance Taken			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
2	0	0	.		.		X
0	0	0	.		.		L
0	0	0	.		.		.
0	0	0	.		.		.
0	0	0	.		.		.
0	0	0	.		.		.
0	0	0	.		.		.
0	0	0	.		.		.
0	0	0	.		.		.