

# 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**.

InformationNOW GO TIGERS! | Help | Logout  
Welcome bpitt

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**Classroom Attendance**

Sections

Active Date: 08/18/2009    Include Withdrawn Students

Grading Period: Quarter 1

Course.Section	Description	Per	Term	Ct	Att
<input type="radio"/> <a href="#">109.1</a>	English 9	Period 1	Term 1, Term 2	11	<input type="button" value="View"/>
<input type="radio"/> <a href="#">109.2</a>	English 9	Period 2	Term 1, Term 2	11	
<input type="radio"/> <a href="#">109.3</a>	Creative Writing	Period 3	Term 1, Term 2	12	
<input type="radio"/> <a href="#">110.1</a>	English 10	Period 5	Term 1, Term 2	12	
<input type="radio"/> <a href="#">110.2</a>	English 10	Period 6	Term 1, Term 2	11	<input type="button" value="View"/>

- 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: 109.1      Section Name: English 9

Term: Term 1      Grading Period: Quarter 1      Period: Period 1      Teacher: Pitt, Brad      Date: 08/18/2009

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	1	1	1	
<input checked="" type="checkbox"/>	S1030	Adams, Michael		9	9a	M	2	2	2	
<input checked="" type="checkbox"/>	S1063	Cummings, John		9	9a	M	2	2	2	
<input checked="" type="checkbox"/>	S1069	Eastwood, Chet		9	9a	M				1
<input checked="" type="checkbox"/>	S1027	Franklin, Gail		9	9a	F	1	1	1	
<input checked="" type="checkbox"/>	S1082	Griffith, Melanie		9	9a	F				
<input checked="" type="checkbox"/>	S1077	Jolie, Angel		9	9a	F				
<input checked="" type="checkbox"/>	S1086	Lockwood, Heather		9	9a	F				
<input checked="" type="checkbox"/>	S1083	Moore, Darshae		9	9a	F	1	1	1	
<input checked="" type="checkbox"/>	S1065	Norton, Eric		9	9a	M				
<input checked="" type="checkbox"/>	S1079	Twain, Sherry		9	9a	F				

Missing Tardy Present

10 - Present      1 - 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:  Section Name:

Term:  Grading Period:  Period:  Teacher:  Date:

Missing  Tardy  Present

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input checked="" type="checkbox"/>	 <a href="#">S1001</a>	Adams, Amy Louise		11	11a	F	1	1	1	
<input type="checkbox"/>	 <a href="#">S1030</a>	Adams, Michael		9	9a	M	2	2	2	
<input type="checkbox"/>	 <a href="#">S1063</a>	Cummings, John		9	9a	M	2	2	2	
<input type="checkbox"/>	 <a href="#">S1069</a>	Eastwood, Chet		9	9a	M				1
<input type="checkbox"/>	 <a href="#">S1027</a>	Franklin, Gail		9	9a	F	1	1	1	
<input checked="" type="checkbox"/>	 <a href="#">S1082</a>	Griffith, Melanie		9	9a	F				
<input type="checkbox"/>	 <a href="#">S1077</a>	Jolie, Angel		9	9a	F				
<input type="checkbox"/>	 <a href="#">S1086</a>	Lockwood, Heather		9	9a	F				
<input type="checkbox"/>	 <a href="#">S1083</a>	Moore, Darshae		9	9a	F	1	1	1	
<input type="checkbox"/>	 <a href="#">S1065</a>	Norton, Eric		9	9a	M				
<input type="checkbox"/>	 <a href="#">S1079</a>	Twain, Sherry		9	9a	F				

Missing  Tardy  Present

10 - Present     
  1 - 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.

8 - Present     
  1 - Absent     
  2 - Missing     
  0 - Tardy

## 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: 109.1 Section Name: English 9

Term: Term 1 Grading Period: Quarter 1 Period: Period 1 Teacher: Pitt, Brad Date: 08/18/2009

Missing Tardy Present

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input type="checkbox"/>	S1001	Adams, Amy Louise		11	11a	F	1	1	1	
<input type="checkbox"/>	S1030	Adams, Michael		9	9a	M	2	2	2	
<input type="checkbox"/>	S1063	Cummings, John		9	9a	M	2	2	2	
<input type="checkbox"/>	S1069	Eastwood, Chet		9	9a	M				1
<input type="checkbox"/>	S1027	Franklin, Gail		9	9a	F	1	1	1	
<input type="checkbox"/>	S1082	Griffith, Melanie		9	9a	F				
<input type="checkbox"/>	S1077	Jolie, Angel		9	9a	F				
<input checked="" type="checkbox"/>	S1086	Lockwood, Heather		9	9a	F				
<input type="checkbox"/>	S1083	Moore, Darshae		9	9a	F	1	1	1	
<input type="checkbox"/>	S1065	Norton, Eric		9	9a	M				
<input type="checkbox"/>	S1079	Twain, Sherry		9	9a	F				

Missing Tardy Present

8 - Present     
  1 - Absent     
  2 - Missing     
  0 - Tardy

Post Close

- 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.

7 - Present       1 - Absent       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.

	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	2	2	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1030	Adams, Michael	🔔 ⚡ ⚡ ⚡	9	9a	M	2	2	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1063	Cummings, John		9	9a	M	2	2	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1069	Eastwood, Chet		9	9a	M				1
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1027	Franklin, Gail		9	9a	F	1	1	1	
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1082	Griffith, Melanie		9	9a	F	1	1	1	
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1077	Jolie, Angel		9	9a	F				
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1086	Lockwood, Heather		9	9a	F				1
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1083	Moore, Darshae		9	9a	F	1	1	1	
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1065	Norton, Eric		9	9a	M				
<input type="checkbox"/>	<input checked="" type="checkbox"/> S1079	Twain, Sherry		9	9a	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 **Record 1 of 4** navigation buttons at the bottom of the screen to move to the first, previous, next or last student who was marked absent.

**Edit Attendance**

Student Number: S1001 Student Name: Adams, Amy Louise Gender: F

\*Date: 08/18/2009 Homeroom: 11a Grade Level: 11

**Attendance Information**

\*Level: All Day

Note:

\*Reason:

Code	C	Name
<input type="radio"/> Court	E	Court
<input type="radio"/> DR	E	Doctor/Dentist
<input type="radio"/> FNR	E	Funeral
<input type="radio"/> Ill	E	Ill
<input type="radio"/> NN	U	No Note
<input checked="" type="radio"/> SC	U	Skipped Class
<input type="radio"/> SUS	U	Suspended

Record 1 of 4

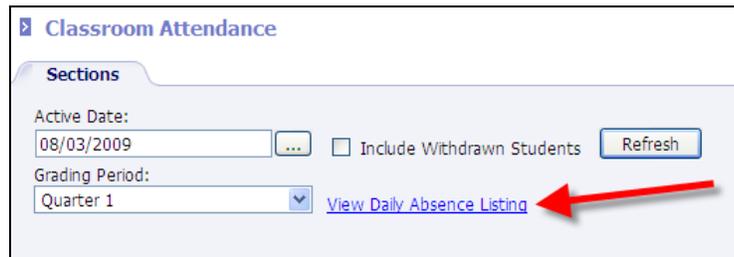
OK Close

- 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 **Record 1 of 4** buttons to navigate to the next record. Changes will be saved when moving to the next record.

# Daily Absence Listing

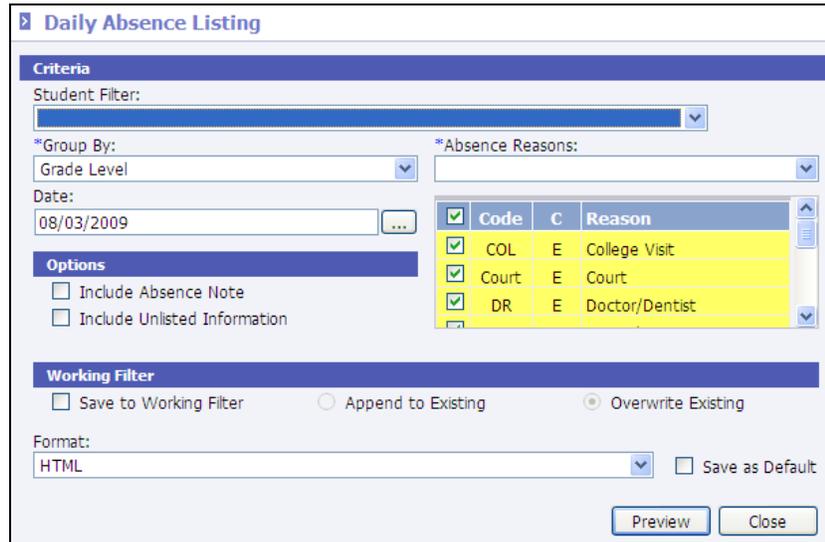
With the appropriate permissions, teachers may view a daily absence listing report.

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



The screenshot shows the 'Classroom Attendance' interface. Under the 'Sections' tab, there is an 'Active Date' field with the value '08/03/2009' and a calendar icon. To the right is an 'Include Withdrawn Students' checkbox and a 'Refresh' button. Below that is a 'Grading Period' dropdown menu set to 'Quarter 1'. A red arrow points to the 'View Daily Absence Listing' link located to the right of the 'Grading Period' dropdown.

Required fields are indicated with an asterisk (\*).



The screenshot shows the 'Daily Absence Listing' configuration window. It has several sections: 'Criteria' with a 'Student Filter' dropdown, '\*Group By' (Grade Level), and '\*Absence Reasons' (a list with checkboxes for COL, Court, and DR); 'Options' with checkboxes for 'Include Absence Note' and 'Include Unlisted Information'; 'Working Filter' with radio buttons for 'Save to Working Filter', 'Append to Existing', and 'Overwrite Existing'; and 'Format' (HTML) with a 'Save as Default' checkbox. 'Preview' and 'Close' buttons are at the bottom.

<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.
- **Options:** If desired, select to *Include Absence Note* and/or *Include Unlisted Information*, such as a student's unlisted phone number.