

SUNGARD® PUBLIC SECTOR

Attendance Entry and Reports

Attendance Entry Methods

There are several methods by which student attendance can be entered or maintained:

- Teachers can enter attendance from their classrooms by using Teacher Access Center.
- Attendance can be entered in the office by using one of the following options: Attendance Entry, Entry by Activity, Entry by Class, or Entry by Criteria.
- Student Attendance can be maintained by using the Year View option.

Teacher Access

Each teacher has one login id that will access all classes/homerooms in which the teacher will take attendance. When the teacher logs in successfully they will be on the My Classes – Attendance page. If not, they can get to that page by clicking on Take Attendance from the menu.

To take attendance:

1. Teacher logs into system.
 2. To indicate that all students are present for a class, click on the **Mark All Present** button for the class/homeroom.
 3. To enter attendance for selected students in a class, click on the class or homeroom.
 - To mark students absent with the default absent code, check the checkbox next to the student's name in the A column.
 - To mark the student tardy with the default tardy code, check in the checkbox next to the student's name in the T column.
 - To change an absence or tardy to present, check in the checkbox next to the student's name in the P column.
 - To mark all student absent or tardy using the default absent and tardy code, click the **Check All Abs** or **Check All Tar** buttons at the top or bottom of the page.
 - To clear all absences or tardies, click the **Clear All Abs** or **Clear All Tar** buttons.
 4. To view the Student Summary information for a student, click on the student's name.
 5. When all entries have been made, click **Save**.
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Office Entry

The office using one of the following methods can enter attendance:

- Attendance Entry
- Entry by Activity
- Entry by Class
- Entry by Criteria

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Attendance Entry

Attendance Entry can be used to enter attendance for one or more attendance periods for one or more days. Students can be entered by using their ID or their name.

To take attendance using Attendance Entry:

1. Select **Attendance Center > Attendance Entry** to display the Attendance Entry page.
2. Enter the building, date(s) and attendance period(s).
3. In the By field, select O - Office (default) or T – Teacher (to emulate TAC teacher entry.)
4. In the Defaults section of the screen, specify the Absence Code and/or Tardy Code information to be saved for the selected students. If applicable, enter times.
5. In the Students section, click the **View Unverified Absences** button to view and maintain a list of students who were marked absent by teachers. Y
6. Enter an ID in the Student ID field or enter part of the student's name in the Student Name field. If you use the Student Name field, enter the name to search for, then Tab to the next field to display the Student Search pop-up box and select the student.
 - Check the A or T box to save the default value for the student, or enter a specific absence reason in the Code field to override the defaults. Times can be entered if they apply to the absence code. **Note:** The P column is only used to delete existing attendance records.
7. Continue to the next line and enter the next student.
8. If multiple codes are needed for a student within the same period, click on the + button in the Add Code column. **Note:** If entering multiple codes within the same attendance period, times must be entered.
9. When all students have been entered, click **Save**.

Attendance Entry											2007/08	
Save												
Building: * 2 Building 2												
Dates: * 2/22/2008												
Periods: * Homeroom												
By: O - Office												
Defaults												
<input type="radio"/> No Default <input checked="" type="radio"/> Absence Code (A): EA Dismiss Time: Arrive Time:												
<input type="radio"/> Tardy Code (T): TU Dismiss Time: Arrive Time:												
Students												
View Unverified Absences												
Student ID	Student Name	Grade	A	T	P	By	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry	
20015	Velazquez, Carmen David	11				Teacher	UA					
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CV			+	-	
20019	Martinez, Julio	11		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Teacher	UA		8:30 AM	+	-	
20023	Johnson, Rudy	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teacher	UA			+	-	
20025	Polk, Lisa Ann	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teacher	UA			+	-	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					+	-	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					+	-	
Save												

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Attendance Entry by Activity

Attendance Entry by Activity can be used to enter attendance for all students in a club or team for one or more days and/or for one or more attendance periods. The clubs and/or teams must first be defined in Activity Entry and the student must be added to the activity. Prerequisites can be defined based on registration to indicate which students are eligible for the activity.

To add an activity:

1. Select **Registration Center > Activities**.
2. Click **New** on the Activities List page.
3. Define the general information for the activity at the top of the Activity Detail page.
4. If there are prerequisites for the activity, add criteria to select the desired students in the Prerequisite(s) section.
5. To generate a list of students who match the prerequisites, click the **Generate Student List** button.
6. To add a student, display the blank row at the end of the list. Enter the student's ID or click the down arrow to search for the student. To override the prerequisites for the student, check the Ignore Prerequisites box.
7. To disqualify a student from the activity, check the Disqualify checkbox.
8. To remove a student from the activity, check the Delete box.
9. Click **Save**.

To enter attendance for students using Entry by Activity:

1. Select **Attendance Center > Entry By Activity** to display the Attendance Entry By Activity page.
2. Enter the building, date(s), period(s) and activity code.
3. Click **Enter Attendance**. A page listing the students in the activity displays.
4. In the By field, select Office or Teacher.
5. In the Defaults section of the screen, specify the Absence Code and/or Tardy Code information to use. If applicable, enter times.
6. Enter attendance, as follows:
 - To mark specific student Absent or Tardy with the default codes specified, click in the checkbox in the **A** or **T** column.
 - To mark all students with the default absence information, click **Check All Abs**.
 - To mark all students with the default tardy information, click **Check All Tar**.
7. When you are done entering attendance information, click **Save**.

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Attendance Entry by Class

Attendance Entry by Class can be used to bring up a list of all students in a class or homeroom, depending on the building's attendance setup.

To enter attendance for students using Entry by Class:

1. Select **Attendance Center > Entry By Class** to display the Attendance Entry By Class page.
 2. Enter the following information:
 - If you are taking attendance by periods or time slots, enter the building, date(s), period(s) and course and section.
 - If you are taking attendance by homeroom, enter the building, date(s), period(s), teacher and homeroom.
 3. Click **Enter Attendance**. A page listing the students in the class displays.
 4. In the By field, select Office or Teacher.
 5. In the Defaults section of the screen, specify the Absence Code and/or Tardy Code information to use. If applicable, enter times.
 6. Enter attendance as follows:
 1. To mark specific student Absent or Tardy with the default codes specified, click in the check box in the **A** or **T** column. To mark a student present click in the **P** column.
 2. To mark all students with the default absence information, click **Check All Abs**.
 3. To mark all students with the default tardy information, click **Check All Tar**.
 7. If multiple codes are needed for a student within the same period, click on the **+** button in the Add Code column. **Note:** If entering multiple codes within the same attendance period, times must be entered.
 8. When you are done entering attendance information, click **Save**.
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Attendance Entry by Criteria

Attendance Entry by Criteria can be used to bring up a list of students using criteria on Demographic, Academic or Personal Information.

To enter attendance for students using Entry by Class:

1. Select **Attendance Center > Entry By Criteria** to display the Attendance Entry By Criteria page.
 2. Enter the building, date(s) and period(s).
 3. Enter the criteria for the students that you need to display.
 4. Click **Enter Attendance**. A page listing the students selected by the criteria displays.
 5. In the By field, select Office or Teacher.
 6. In the Defaults section of the screen, specify the Absence Code and/or Tardy Code information to use. If applicable, enter times.
 7. To mark specific student Absent or Tardy with the default codes specified, click in the check box in the **A** or **T** column. To mark a student present click in the **P** column.
 8. To mark all students with the default absence information, click **Check All Abs**.
 9. To mark all students with the default tardy information, click **Check All Tar**.
 10. If multiple codes are needed for a student within the same period, click on the **+** button in the Add Code column. **Note:** If entering multiple codes within the same attendance period, times must be entered.
 11. When you are done entering attendance information, click **Save**.
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Attendance Entry and Reports

Maintaining Attendance

Attendance for a single student can be updated by the office using the Year View Attendance option.

Year View

Year View can be used to bring up the entire calendar for a student, for one or more attendance period(s). Dates on which the student has an absence code will display in contrasting colors. Attendance can be viewed, printed or updated from this page for a single student.

To view and maintain attendance using Attendance Year View:

1. Select **Student Center > Attendance > Year View** to display the Student Attendance Year View page.
2. Use the Search option to select a student.
3. In the Attendance View field, select a particular period you wish to display. If you wish to see the whole day, select **Entire Day**.

To update attendance for a particular day:

1. Click on the date. The Student Attendance by Period page will display.
2. Select Office or Teacher as the Default Source.
3. Update the attendance by changing the ATND code and adding times if applicable.
4. If you need to add an additional code to a particular period, click on the + in the Add Code column.
5. If desired, enter a free text comment.
6. Click **Save** when all changes/additions are complete.
7. Click **View Audit Log** to view all updates that were made to the day's attendance.

To update attendance for multiple dates:

1. Click on each date for which the student was absent. All selected dates will be updated with the same attendance code.
2. Click the **Range** button at the top or bottom of the page.
3. Select the attendance code to be applied to these dates for the student.
4. If applicable, change the source from Office (default) to Teacher.

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Attendance Entry and Reports

Attendance Reports

The following reports will assist you in verifying attendance information and informing staff of student absences:

- Morning Bulletin
- Teacher Report
- Office Report
- Attendance Missing Submissions
- End Of Day Teacher Report
- Activity Absence
- Trends by Course (Detail and Summary)
- Trends by Period (Detail and Summary)
- Perfect Attendance
- Full Student Register
- Register Summary Report
- Student Detail Register Report
- Student Totals Register Report
- Enrollment Statistics
- Headcount Statistics
- ADA/ADM Statistics

To print the reports:

1. Select **Attendance Center > Reports > (report name)**
 2. Indicate how you want to print the report by completing the appropriate sections of the page. For more information on completing a section, see the following sections:
 - Filtering Reports
 - Sorting Reports
 - Scheduling Reports
 3. Click **Run**.
 4. From the Home page, open the report and click  to send the report to the printer.
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Filtering Reports

Filters allow you to select the records to include in a report. The system compares your criteria against the corresponding fields in the records being searched and selects only those records containing data that matches.

Your filter will be saved as the default filter for the next time you run the report.

To filter a report:

1. Enter the appropriate criteria:
 - Area:** Select the table to search.
 - Field Name:** Select the field to search.
 - Condition:** Select the condition you want to use to search. The conditions available depend on the selected field's data type.
 - Value:** Enter the value on which you want to search.
2. If needed, add another line to the criteria. Select:
 - And** to limit records retrieved to those matching all criteria specified.
 - or
 - Or** if records can match one line of criterion or the other.
3. Repeat Step 1 to enter the criterion.

To delete a line of search criteria:

1. Check the Delete box to the right of the search criteria line.
2. When you run the report, the line will be deleted.

To clear all criteria:

1. Click **Clear Criteria**.
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Sorting Reports

Sorting allows you to specify how records should be ordered in a report. You enter lines of sort criteria; the system compares your sort criteria against the corresponding fields in the records being searched and prints records in either ascending or descending order based on the sort fields.

To sort:

1. Select the appropriate sort criteria from the drop-down lists:
 - Area:** The table to use to sort.
 - Field Name:** The field to use to sort based on values.
 - Sort Order:** Defines how to sort values. You can sort in ascending or descending order.
2. If needed, click **Add Sort Criterion** to add another line to the sort. Repeat Step 1 to add a line of criterion.

To delete a line of sort criteria:

1. Check the Delete box to the right of the sort criteria line.
 2. When you run the report, the line will be deleted.
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Scheduling Reports

Scheduling a report allows you to set up how you want to run the report and then run the report in off-peak times. Some reports can be scheduled for a single time; others can be run daily, weekly, or monthly.

To schedule a report:

1. Select the appropriate option in the Schedule section of the page:
 - **Now** - Now runs the report immediately, rather than scheduling it.
 - **Once** - Use Once to set up one specific time and date.
 - **Daily** - Use Daily to run either once a day or once every few days.
 - Time:** Enter the time that the report should run.
 - Interval:** Enter 1 to run every day. Enter a higher number to run every *nth* day; for example, 2 to run every other day.
 - **Weekly** - Use Weekly to run either once a week or once every few weeks.
 - Time:** Enter the time that the report should run.
 - Interval:** Enter 1 to run every week. Enter a higher number to run every *nth* week; for example, 2 to run every other week.
 - Days of the Week:** Check the day of the week that the report should run on. You can check multiple days, if desired, for example, Monday and Friday.
 - **Monthly** - Use Monthly to run the report on a specific day each month.
 - Time:** Enter the time that the report should run.
 - Day of the Month:** Enter the day number on which the report should run.
 2. When you click **Run**, your My Home page displays, listing the scheduled report task.
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Morning Bulletin

This report lists the students who have been marked absent or tardy for the selected date. This report is available in the Teacher Access Center. You may click the link to a student's name to display the Student Summary Page for that student.

Teacher Report

This report lists the students who are absent for the prompted date for one or more periods of the day.

Office Report

This report lists the students who are absent for the prompted date for one or more periods of the day. It will also print names and phone numbers of selected guardian relationships so that the office can contact the student's family.

Attendance Missing Submissions Report

This report lists teachers for which attendance has not been recorded on a particular day. This report may be emailed to all teachers who have been listed as well as a select group of administrators and office personnel as designated in the Attendance Configuration.

End-of-Day Teacher Report

This report lists the students who are absent for each class in a particular date range. The report prints in teacher order, so that each teacher will only get their own list of students. A message can be printed to indicate students that have teacher entries without corresponding office entries.

Activity Absence Report

This report lists the students in a particular activity that have an absence code for the prompted date. It is recommended that this report be run prior to running the Attendance Entry by Activity option in order to be aware of students that are absent and will not be participating in the activity.

Trends by Course (Detail and Summary)

This report lists students who meet the criteria answered in the Prompt and Occurrence areas. It is designed to find **absence trends for courses** based on absence codes or groups. The Detail report prints in student name order and will display all dates and **courses** that meet the report criteria. The Summary report prints in student name order and displays a basic list of students who meet the report criteria with no detail.

Trends by Period (Detail and Summary)

This report lists students who meet the criteria answered in the Prompt and Occurrence areas. It is designed to find **absence trends for periods of the day** based on absence codes or groups. The Detail report prints in student name order and will display all dates and specific **periods** that meet the report criteria. The Summary report prints in student name order and displays a basic list of students who meet the report criteria with no detail.

Perfect Attendance

This report provides a list of students who have not been marked absent or tardy using the specified in a particular date range and period(s).

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Register Reports:

The Attendance Register reports list absence and membership totals for a specified attendance date interval, and codes. The students on the report may be grouped into one main group as well as up to three 'NCLB' groups.

Full Student Register Report: Lists all students selected in the report filter grouped by the selected NCLB groups. It displays absence and membership totals next to each student as well as group totals.

Register Summary Report: Displays group absence and membership totals based on the selected NCLB groups.

Student Detail Register Report: Displays specific days absent, entry/withdrawal information and membership totals for the selected students. The students may be grouped into various NCLB categories.

Student Totals Register Report: Displays absent totals, entry/withdrawal information and membership totals for the selected students. The students may be grouped into various NCLB categories.

Enrollment Statistics

This report displays enrollment totals based on the selected date ranges, filters and NCLB groups

Headcount Statistics

This report displays enrollment totals based on a snapshot date, filters and NCLB groups