

TIP SHEET: ELEMENTARY ATTENDANCE MAPLEWOOD CONNECTED

Teachers can easily use the Attendance feature within Maplewood connectEd to maintain daily attendance records and view previous attendance trends.

HOMEROOM ATTENDANCE

From the Main Menu, click on the Attendance link or icon. Select Homeroom Attendance and then click on the desired homeroom.

Attendance Entry:

- ◆ If all students are present in a class, simply check off the box beside "Attendance Taken.
- ◆ If the office has entered attendance it will appear in the applied column of morning and/or afternoon. If there is no change for the student, then no action by the teacher is required.
- ◆ **Select the attendance entry code from the drop-down list for the morning and/or afternoon.**
- ◆ **Check the appropriate students for whom to assign the above selected attendance.**
- ◆ Press the Save button when finished with the entry type.
- ◆ Change the attendance code if there are any students who require a different attendance type entered and repeat the two above steps. When finished press the Save and Go Back button then log out.

ATTENDANCE AND SEATING PLAN

From the Attendance menu, select Attendance and Seating plan to allow for a more visual attendance entry presentation. Select the homeroom and from the displayed student pictures, change the absent/late students from their current Present entry by simply clicking the P under their respective pictures. The left side represents the morning attendance, while the right side represents the afternoon entry. When finished, press the Save button.

VIEWING THE ATTENDANCE REGISTER

To view the attendance history for a student, click on the student's name. Next press on the View Record link and go to the Attendance menu and select either the History or Summary options.