

# TIP SHEET: SECONDARY TEACHER ATTENDANCE

## MAPLEWOOD CONNECTED

Teachers use the Attendance feature within the Maplewood Web Portal to maintain daily attendance records and view previous attendance information.

### CLASS ATTENDANCE

From the Main Menu, click on either the **Attendance** link or icon. Next, click the **Class Attendance** link and then select the period for which to enter attendance.

Attendance Entry:

- ◆ If all students are present in a class, simply check off the box beside “**Attendance Taken**”. This will let the office know that attendance has been taken.
- ◆ It is not necessary to mark a student as present, as this entry is assumed.
- ◆ If the office has entered attendance it will appear in the **Office Column**.
- ◆ If a student is absent, simply move the radio button to the **Absent** column. If the office has marked a student as sick (“Health” code), for example, this entry will appear in the Office column, a teacher must still confirm the absence, but marking a student **Absent**.
- ◆ Press the **Save or Save and Go Back** button when finished
- ◆ If a student arrives to class late, please be sure to change the attendance from Absent to **Late** and then Save the change(s).

### ATTENDANCE AND SEATING PLAN

From the Attendance menu, select Attendance and Seating plan to allow for a more visual attendance entry presentation. Select the period 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. 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.

To view attendance notes already entered for a student click on the student name and then press the View button under his/her photo. Please note, if this feature is not available, it is because of limited security assigned to the teacher.

As well, from the main Attendance menu, there is the icon to view the Class List Attendance Summary. This is an excellent report of the students’ class attendance totals.