

SETTING PAST ATTENDANCE IN ELEMENTARY SCHOOLS

This document explains how to do attendance for days in the past when for some reason attendance was not collected but was supposed to. The method is different depending on whether the school has an elementary software license (elementary and middle schools) or secondary school license (high schools and K-12 schools).

*NOTE: if no attendance is collected, every student will be set by the system to be **present**. There is no need to go back and do past attendance for students who were present. It is only necessary to go back and correct attendance for students who were **absent**.*


ELEMENTARY SCHOOLS


In elementary and middle schools, the teacher can record attendance for days in the past using connectEd on the Web.

Steps for the teacher:

1. Log into connectEd
2. Select **Attendance and Seating Plan**
3. Select **Homeroom Attendance**
4. Click the Homeroom for which the attendance will be set
5. In the following **Edit Homeroom Attendance** screen, select the past date using the date picker as illustrated below:

Homeroom: **4 2A**

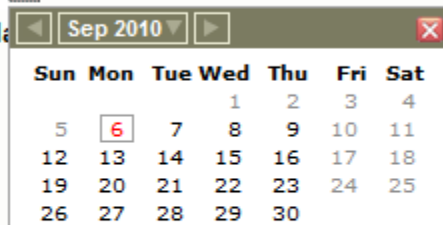
Selected Date: 09/06/2010 

Administration Date: Monday, Sep 20, 2010  (Final Day)

Attendance Taken: ☒

Morning:

Afternoon:

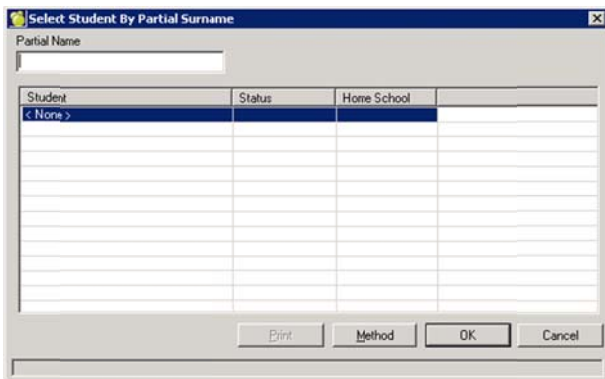


Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Student	Current (AM/PM)	Morning	Afternoon
<u>Bird, Angelina</u>	Late/Present	<input type="checkbox"/>	<input type="checkbox"/>
<u>Boudreau, Rene</u>	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
<u>Buzit, Tiffany</u>	General/Present	<input type="checkbox"/>	<input type="checkbox"/>

6. After the past date has been selected, the attendance is set normally using the check boxes next to the students' names and the dropdown higher up for attendance codes. Save your entries by clicking the **Save** button.
7. Repeat these steps for all the dates in the past for which you wish to record attendance.

The office can also enter past attendance. First select **Attendance**, **Enter Attendance**, **Edit Student's Attendance**. The following screen opens up:

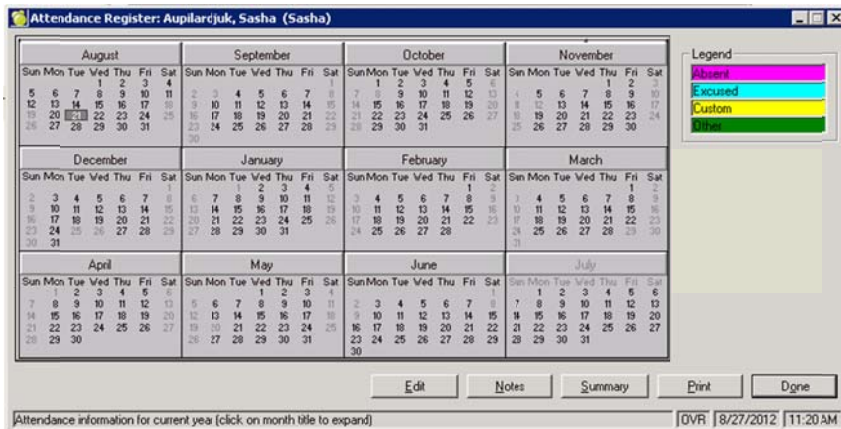


The screenshot shows a window titled "Select Student By Partial Surname". It features a text input field labeled "Partial Name" at the top. Below it is a table with columns: "Student", "Status", and "Home School". The first row of the table contains the text "< None >". At the bottom of the window, there are four buttons: "Print", "Method", "OK", and "Cancel".

Figure 1: Select Students by Partial Surname screen

Enter a few letters from the student's last name and his/her name will show up in the search results. Double-click the student's name.

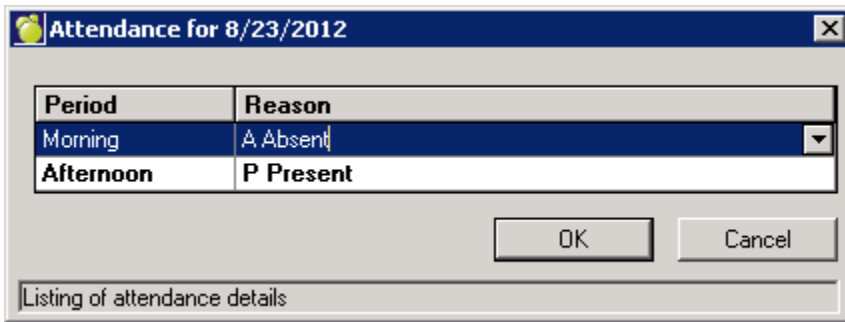
Next, the calendar screen opens up. Select the past date by double-clicking the desired date.



The screenshot shows a window titled "Attendance Register: Aupilarjuk, Sasha (Sasha)". It displays a calendar grid for the year 2012, organized by month (August through July). Each month's calendar shows days of the week and dates. To the right of the calendar is a "Legend" with four colored boxes: pink for "Absent", light blue for "Excused", yellow for "Custom", and green for "Other". At the bottom of the window, there are five buttons: "Edit", "Notes", "Summary", "Print", and "Done". Below the buttons, a status bar indicates "Attendance information for current year (click on month title to expand)" and "OVR | 8/27/2012 | 11:20 AM".

Figure 2: Calendar screen

Set the attendance by clicking either row and using the dropdown to select the appropriate attendance code:



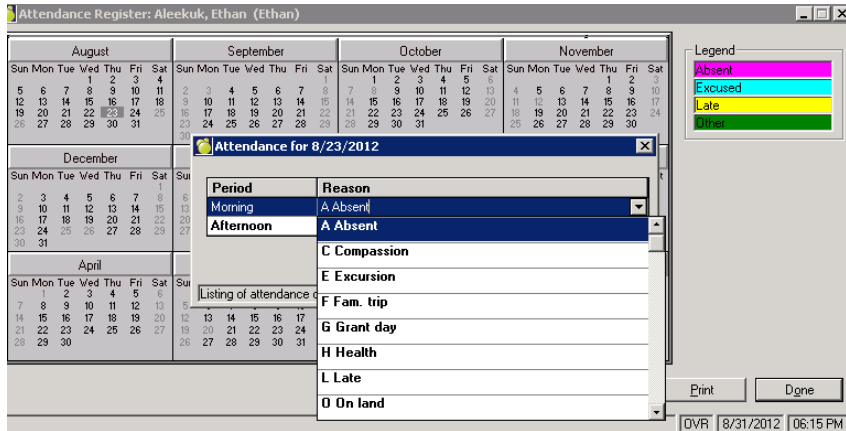
Attendance for 8/23/2012

Period	Reason
Morning	A Absent
Afternoon	P Present

OK Cancel

Listing of attendance details

Figure 3: Attendance for a given date



Attendance Register: Aleekuk, Ethan (Ethan)

Legend:

- Absent
- Excused
- Late
- Other

Attendance for 8/23/2012

Period	Reason
Morning	A Absent
Afternoon	A Absent
	C Compassion
	E Excursion
	F Fam. trip
	G Grant day
	H Health
	L Late
	O On land

Print Done

OVR | 8/31/2012 | 06:15 PM

Figure 4: How to use the dropdown to select the appropriate attendance code

Once done setting the attendance, click **OK** to accept the changes and **Done** on the Calendar window if you are done with the student.