

SETTING PAST ATTENDANCE IN SECONDARY SCHOOLS

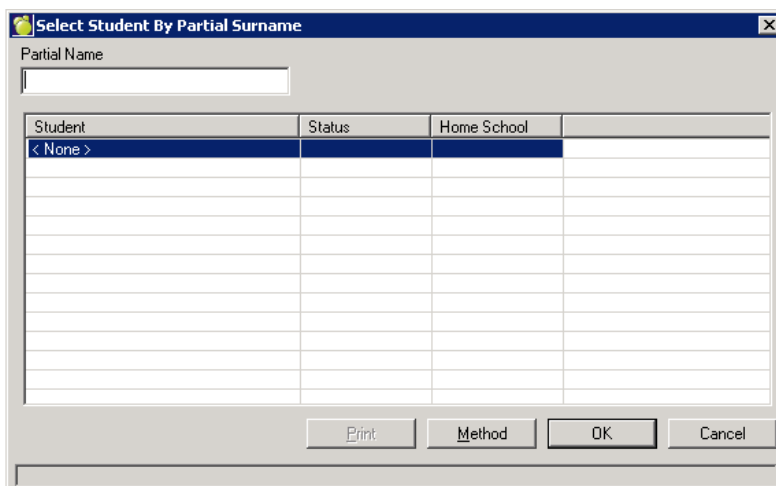
This document explains how to do attendance for days in the past when for some reason attendance was not collected but was supposed to. This document is intended for high schools and K-12 schools only. These schools have a secondary license and past attendance must be done by using the **Display/Modify Register** function in the admin system.

BACKGROUND

If no attendance is collected, every student will be set by the system to be **Present**. Therefore, 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** (truant or excused).

SET PAST ATTENDANCE FOR A STUDENT

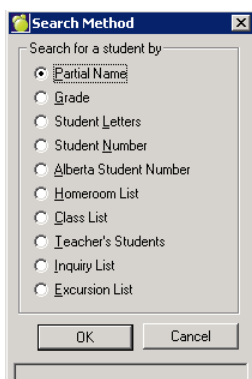
1. Select **Attendance -> Display/Modify Register**. You will get the **Select Students by Partial Surname** screen:



The screenshot shows a window titled "Select Student By Partial Surname". At the top, there is a text box labeled "Partial Name". Below it is a table with three 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".

2. Enter a few letters from the student's **last name** and the name will show up in the search results.

3. (You may skip this step:) If you wish to do a more advanced search, click the **Method** button and you will get the **Select Method** screen:



The screenshot shows a window titled "Search Method". It contains a section "Search for a student by" with a list of search criteria, each preceded by a radio button. The "Partial Name" option is selected. The other options are "Grade", "Student Letters", "Student Number", "Alberta Student Number", "Homeroom List", "Class List", "Teacher's Students", "Inquiry List", and "Excursion List". At the bottom of the window, there are two buttons: "OK" and "Cancel".

This lets you choose a particular pre-filtered set of students. For example, if you select **Class List**, you will get a screen which displays all the classes available in the school. Choose a class from the list to see only the students from that class:

Student	Class	Teacher
Aupilardjuk, Sasha	7000ELAk	Ancher, Karen
Ayarus	7000ELAm	MacDonald, Kevin
Curley	7000HELk	Ancher, Karen
Flynn	7000HElm	MacDonald, Kevin
Gordon	7000ILAk	Makpah, Nancy
Ignard	7000ILAm	Makpah, Nancy
Innuks	7000MATk	Ancher, Karen
Irkoot	7000MATm	MacDonald, Kevin
Kadlak, Arthur		
Kusugak, Bryce		
Kusugak-Clark, Qaritaq		
Makpah, Troy		

4. Whether you arrive at the student through **Step 2** or **3**, double-click the student's name or highlight name and click the **OK** button to proceed. This opens the student's **Attendance Register**:

Current School Date Information
Monday, August 27, 2012
 Day of Cycle: 2
 Type of day: Normal

Register | Add/Drop

☐ Habitually Absent

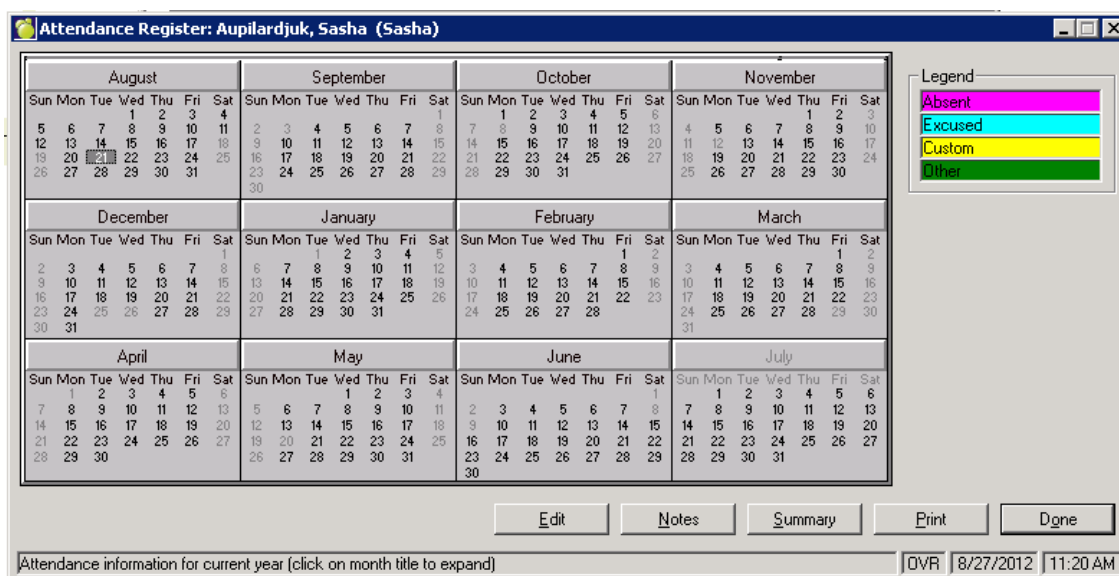
Date	Period 1	Period 2	Period 3	Period 4	Period 5

Buttons: Add, Edit, **Calendar** (circled), Notes, Print, Summary, Done

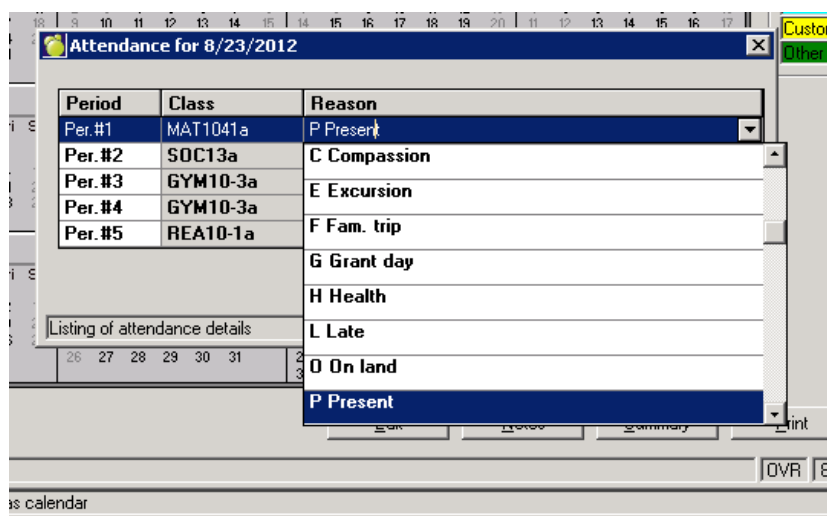
The Student's **Attendance Register** displays all absences for the student from the past. This student has none!

At the top of the screen you see the name of the student. Below, past absences are displayed. The above example shows a student who has never been absent before.

5. Next, click on the **Calendar** button and a handy calendar opens up:



6. Double-click on the **past date you wish to set the attendance for** and select the appropriate attendance code for the student from the drop down list. All the classes that the student is taking on that date are displayed and can be modified:

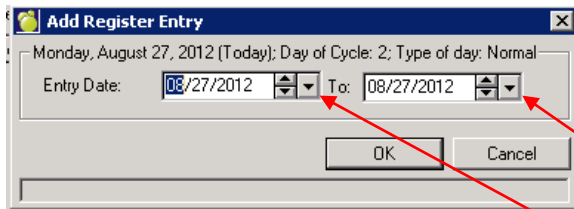


7. Once done setting the attendance, click **OK** to accept the changes and **Done** on the Calendar window if you are done with the student.

Set attendance for a range of (past) dates

1. If a student was out of school for an extended period (typically due to health related absences), clicking on the **Add** button on the attendance register window (see **Step 4** earlier) will give you a way to select a date range.

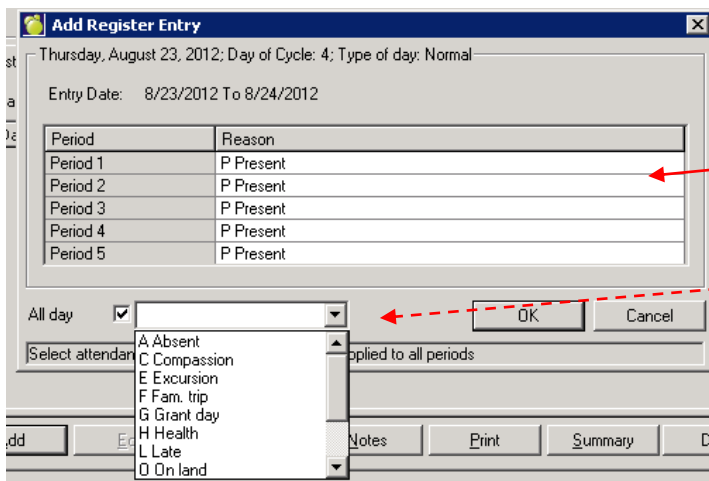
TIP: Use the calendar widget instead of typing in the dates. The widget opens when you click the little down pointing arrow to the right of the date. This will ensure that the correct date format is entered into the date field. It is also more intuitive to use.



TIP: use the **date widget** by clicking this little down arrow!

This is what the widget looks like.

2. Once the date range is entered, click **OK** to get the **Add Register Entry** window. A few things can be done here. If an entry is made for **Period 1** (for example), it is done for the entire date range entered in the previous window for Period 1. Also, at the bottom of the window is the **All day** checkbox: when this is checked you can set **all the periods of the date range** to the attendance code chosen in the drop down menu.



Click here to input attendance codes for individual periods for the date range.

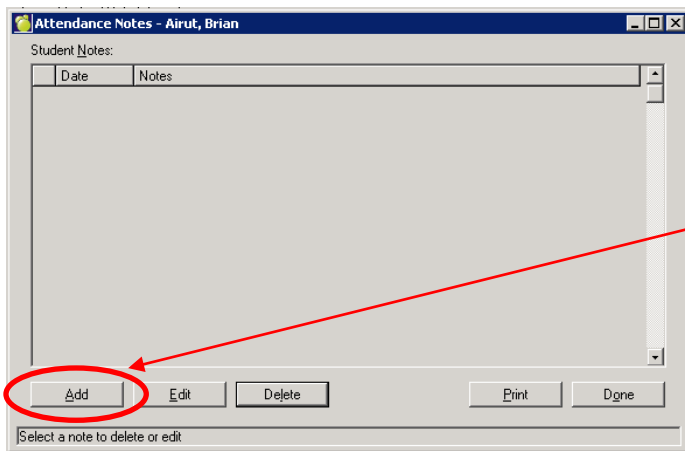
Alternatively, you can **check All day** box at the bottom and select an attendance code that you want to apply to **all periods** of the day, for the **whole date range**.

3. Click **OK** and the entries are saved.

Adding attendance notes

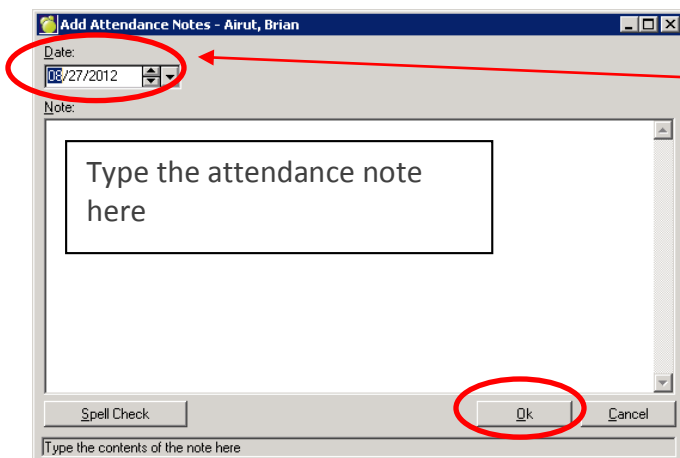
Attendance notes can also be entered while in the **Attendance Register** screen. The notes will be displayed in the connectEd interface and can inform teaching staff on the student's status.

1. To open the attendance notes, click the **Notes** button on the attendance register screen (see **Page 2, Step 4**). The following screen opens up:



Click **Add** to add an attendance note for any date for this particular student

2. Click the **Add** button to enter a note (the date for which the note is for is specified in the next screen). You will be presented with a window in which to enter your note.



Pick the date for the note here. Then type the note below and hit **OK**.

3. **Select the note date**, type the attendance note and click **OK** when complete.

*NOTE: for those of us challenged by spellink, there is a conveniently located **Spell Check** button.*

Reviewing the changes

If a large number of entries have been made for a student it is good practice to check the data by having a quick look at the summary of the student's attendance by clicking the **Summary** button in the Attendance Register screen (**Page 2, Step 4**).