

SETTING PAST ATTENDANCE IN CONNECTED IN ELEMENTARY SCHOOLS

This document explains how to do attendance using connectEd for days in the past when for some reason attendance was not collected but was supposed to. These instructions are for schools running an elementary school license (a school that does not offer grades 10-12).

*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**.*

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, September 6, 2010
Attendance Taken: ☒
Morning: ☐
Afternoon: ☐
Student: Bird, Angelina, Boudreau, Rene, Buzit, Tiffany
Current (AM/PM): Late/Present, Absent/Absent, General/Present
Morning: ☐
Afternoon: ☐

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. Remember that It is only necessary to go back and correct attendance for students who were absent.