

The **Attendance** tab of the Campus Portal allows parents to track student attendance using a variety of summary options and attendance views.

Attendance through the Calendar Tab

Attendance information is accessible through the **Calendar** tab in both the **Family** and **Student** sections of the navigation pane. The tab defaults to the current month, but clicking the black arrow icons on either side of the month allows users to view previous and future months

Campus Portal

SELECT A STUDENT ▾

Switch Student Menu
Will be used later in this tutorial

- Family
- Messages >
- Discussions >
- Household Information >
- Family Members >
- Calendar
- Food Service >
- To Do List >
- User Account
- Contact Preferences >
- Access Log >
- Notification Settings >

Clicking the **Bell** attendance icon will generate a detail window for that specific attendance event.

The **Description** column indicates the type of attendance event that occurred. These descriptions are set by the district.

October 2017

🔔 Assignment(s) Due
🌞 Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	02	03	04	05	
	James Elliot Hannah	James Elliot Hannah	James Elliot Hannah	Parent-Teacher Conference James Elliot Hannah	06
	09	10	11	12	13
	Parent-Teacher Conference James Elliot Hannah	James Elliot Hannah	James Elliot Hannah	James Jordyn	Teacher Day James Elliot Hannah

Attendance Details for Hannah

🔔 **October 11, 2017 - Wednesday**
Term: 1

Period	Course	Time	Description	Comments
1	320S1 Physical Science	08:15 AM - 09:10 AM		
2	400S1 Algebra I	09:14 AM - 10:09 AM		
3	100S1 English 9	10:13 AM - 11:08 AM	ACT:school activity	XC
4	102S1 Freshman Academy	11:12 AM - 12:07 PM	ACT:school activity	XC
5	900S1 Study Table	12:42 PM - 01:37 PM	ACT:school activity	XC
6	260S1 World Geography	01:41 PM - 02:36 PM	ACT:school activity	XC
7	901S1 Study Table MW, 810S1 Band TTH	02:40 PM - 03:35 PM	ACT:school activity	XC
8	002S1 21st Century Skills, 001 Warbird Pride	03:35 PM - 03:35 PM		

Attendance Tab

The **Attendance Tab** is accessible from the **Student** section of the navigation pane, after a specific student has been chosen from the Switch Student menu. This section provides a variety of summary and detail options for viewing attendance information. This section updates in real time, as the teacher or attendance clerk enters daily or period attendance.

Attendance Calendars

The attendance calendar at the top of the attendance screen provides color-coded absence and tardy information for the selected student. The current day is outlined in blue. Clicking the black arrow icons will allow the user to view previous and future months. All instructional days can be selected. Non-instructional days are grayed out and cannot be selected.

James

- Calendar >
- Schedule >
- Responsive Schedule >
- Attendance**
- Grades >
- Behavior >
- Assessment >
- To Do List >
- Reports >
- Demographics >
- Family

Attendance

◀
October 2017

November 2017

December 2017
▶

October 2017							November 2017							December 2017								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
1	2	3	4	5	6	7					1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30		
																31						

Excused
 Unexcused
 Exempt
 Unknown

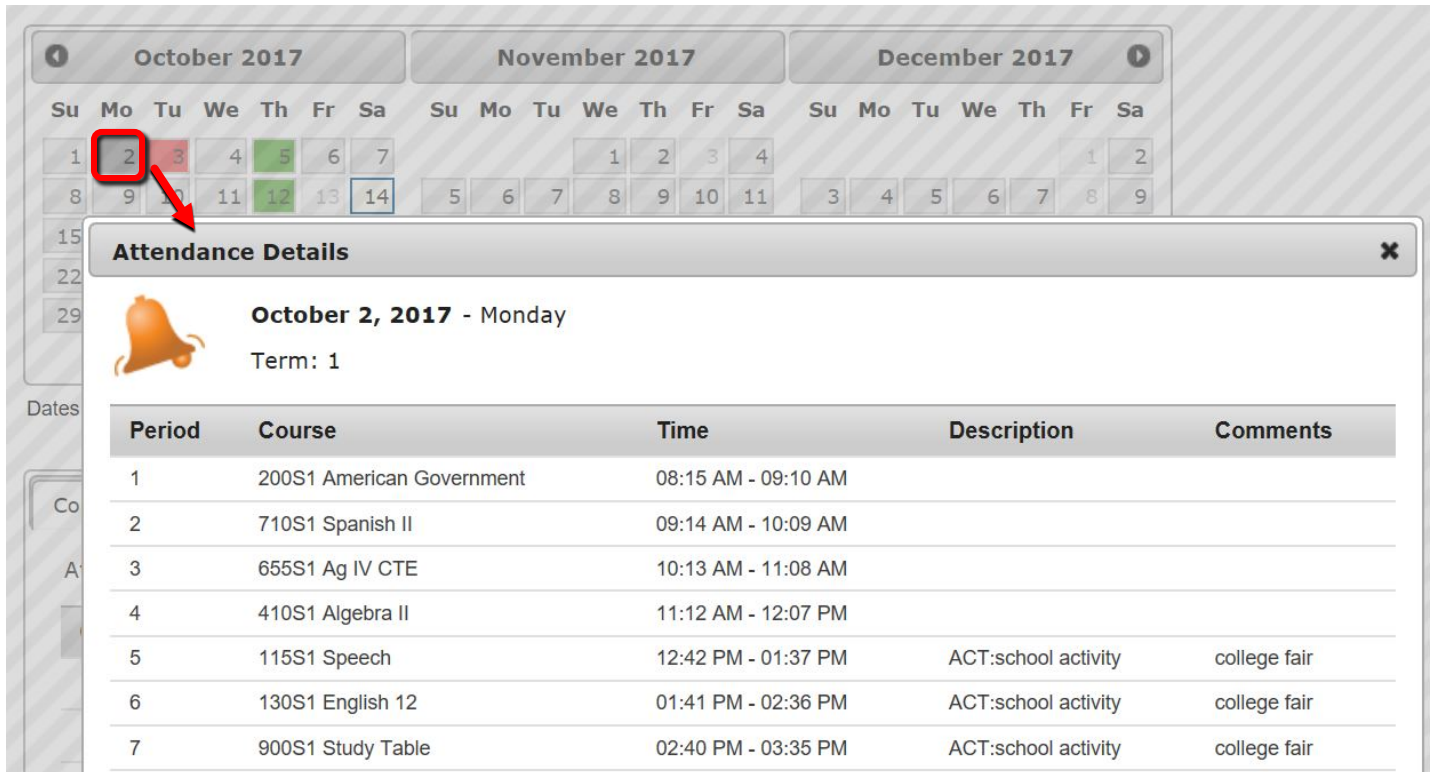
Course
Period
Day
Term

Student Selected from the Switch Student Menu

The attendance colors are defined as follows:

Color	Code	Definition
Green	Excused	Parents notified the school with a reason for the absence and district policy determines this it to be an excused absence, such as illness, funerals, medical appointments, etc.
Red	Unexcused	Districts have determined that the absence is not excused. This might include truancy, skipping, etc.
Grey	Exempt	These are usually school-sponsored activities/events, or and absence verified with a note from the doctor's office
Yellow	Unknown	School staff have not verified the reason for the absence. Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned.

Clicking on an instructional day will generate a detail window including any absence or tardy information for that day. The window displays attendance information by period, including the period of the course, the name of the course and the time the course meets. Attendance Event information is found in the **Description** column, attendance **Comments** appear in the far right column. Clicking the 'X' in the top right corner of the detail window to return to the original attendance screen.



The screenshot shows a calendar interface for October 2017. The date October 2nd is highlighted with a red box and a red arrow pointing to it. Below the calendar, an 'Attendance Details' window is open for October 2, 2017 - Monday. The window includes a bell icon and the text 'Term: 1'. Below this is a table with the following data:

Period	Course	Time	Description	Comments
1	200S1 American Government	08:15 AM - 09:10 AM		
2	710S1 Spanish II	09:14 AM - 10:09 AM		
3	655S1 Ag IV CTE	10:13 AM - 11:08 AM		
4	410S1 Algebra II	11:12 AM - 12:07 PM		
5	115S1 Speech	12:42 PM - 01:37 PM	ACT:school activity	college fair
6	130S1 English 12	01:41 PM - 02:36 PM	ACT:school activity	college fair
7	900S1 Study Table	02:40 PM - 03:35 PM	ACT:school activity	college fair

Summary Options

Below the Calendar, four tabs allow users to view summaries of attendance information by Course, by Period, by Day and by Term. Dates in the summary tabs can be selected to generate a detail window. Selectable links appear in blue text.

Summary By Course

Clicking the **Course** tab within the attendance section will display attendance events sorted by the courses in which a student is enrolled. Courses appear in numerical order by course number with the teacher's name following. Attendance information is summarized by event type. Totals for each event type are located at the bottom of the tab.

Clicking the arrow next to the name of a course will expand a list of all attendance events for that course. Dates and attendance event counts will appear in blue and can be selected to display a detail window.

Course
Period
Day
Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
<div style="display: flex; align-items: flex-start;"> <div style="border: 2px solid red; padding: 2px; margin-right: 5px;">▼</div> <div> <p>115S1 Speech</p> <p>Jensen, Karen</p> <p>3</p> <p>0</p> <p>08/30/2017 Wednesday - Absent Excused</p> <p>09/06/2017 Wednesday - Absent Exempt</p> <p>09/13/2017 Wednesday - Absent Excused</p> <p>09/27/2017 Wednesday - Absent Excused</p> <p>10/02/2017 Monday - Absent Exempt</p> </div> </div>			
▶ 130S1 English 12	Fauth, Jackie	3	0
▶ 200S1 American Government	Uttecht, Lindy	8	1
▶ 410S1 Algebra II	Neuharth, Jason	6	0
▶ 655S1 Ag IV CTE	Boersma, Andrew	6	1
▶ 710S1 Spanish II	Jensen, Karen	8	0
▶ 900S1 Study Table	Jensen, Karen	3	0
Total		37	2

Summary By Period

Attendance information can also be summarized by class meeting times by selecting the **Periods** tab. Clicking the black arrow icons on either side of the Term name will display information for previous or future terms. The date range of the term appears below the term name. Attendance information is summarized by event type. Totals for each event type are located at the bottom of the tab.

Clicking the arrow next to the name of a period will expand a list of all attendance events for that period. Dates and attendance event counts will appear in blue and can be selected to display a detail window.

Course Period Day Term

Attendance Summary by Period

Term: ◀ 1 ▶
08/22/2017 - 10/19/2017

Period	Absent	Tardy
▶ 1 (08:15 AM-09:10 AM)	8	1
▶ 2 (09:14 AM-10:09 AM)	8	0
▶ 3 (10:13 AM-11:08 AM)	6	1
▶ 4 (11:12 AM-12:07 PM)	6	0
▼ 5 (12:42 PM-01:37 PM) <div style="margin-left: 20px; font-size: 0.9em;"> 08/30/2017 Wednesday - Absent Excused 09/06/2017 Wednesday - Absent Exempt 09/13/2017 Wednesday - Absent Excused 09/27/2017 Wednesday - Absent Excused 10/02/2017 Monday - Absent Exempt </div>	3	0
▶ 6 (01:41 PM-02:36 PM)	3	0
▶ 7 (02:40 PM-03:35 PM)	3	0
▶ 8 (03:35 PM-03:35 PM)	0	0
Total	37	2

Summary By Day

The **Day** tab lists all attendance events for the school year beginning with the most recent. Each day is broken up by period. Events from different terms are divided by a gray line. Events are color-coded based on the same system as the Attendance Calendars and the following abbreviations: A: Absent T: Tardy

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Course	Period	Day	Term					
Attendance Summary by Day								
Date	1	2	3	4	5	6	7	8
10/12/2017 Thu	A	A						
10/05/2017 Thu	A	A	T					
10/03/2017 Tue	A	A	A	A				
10/02/2017 Mon					A	A	A	
09/27/2017 Wed	A	A	A	A	A	A	A	
09/26/2017 Tue	A	A	A	A				
09/20/2017 Wed	A	A	A	A				
09/18/2017 Mon	T							
09/13/2017 Wed	A	A	A	A	A	A	A	
09/08/2017 Fri	A	A	A	A				
09/06/2017 Wed	A	A	A	A	A	A	A	
08/30/2017 Wed	A	A	A	A	A	A	A	
Absent Totals	8	8	6	6	3	3	3	0
Tardy Totals	1	0	1	0	0	0	0	0

Summary By Term

Clicking on the **Term** tab will sort attendance information by quarter. The dates included in each term are listed next to the term name.

Attendance information is summarized by event type Periods Absent, and Tardy. Clicking the arrow next to the name of a term will expand a list of dates on which attendance events occurred for that term. Dates, attendance event counts and totals will appear in blue and can be selected to display a detail window.

Course	Period	Day	Term
Attendance Summary by Term			
Term	Days Absent	Periods Absent	Tardy
▶ 1 (08/22/2017-10/19/2017)	4.5	37	2
2 (10/23/2017-12/21/2017)	0	0	0
3 (01/03/2018-03/08/2018)	0	0	0
4 (03/12/2018-05/23/2018)	0	0	0
Total	4.5	37	2