



### Class Attendance

The **Q CLASS ATTENDANCE** application allows teachers to enter attendance for classes assigned to them in the Master Schedule. Each school tracks' attendance method is either **Negative Attendance** with students assumed to be present and only those students absent or tardy are marked as such, or **Positive Attendance** where students are assumed to be absent and, in each class, every student is marked present. **Negative attendance** is the traditional method.

### Taking Attendance

1. **Login to the school track.** Select **Attendance** and then click **Class Attendance**.

Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl
LA174S2-1	English 9 .4	S2	1	Maroney, Leigh	41	34	37

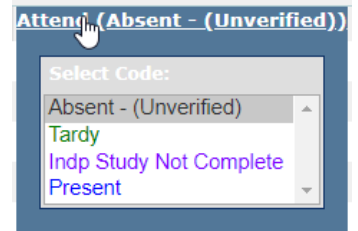
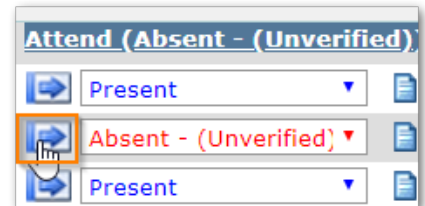
Crs-Sect	Course Title	Term	Period	Day	Last Name	First Name
LA174S2-1	English 9 .4	S2	1		Maroney	Leigh
ND576SM-33	Teacher Aide S2	S2	1		Maroney	Leigh
LA188S2-1	English Language Dev 1	S2	3		Maroney	Leigh
LA189S2-1	English Language Dev 2	S2	3		Maroney	Leigh
LA190S2-1	English Language Dev 3	S2	3		Maroney	Leigh

2. **Select the class.** *Teachers only see their own classes.* If no classes are available, check the system date. If you login on a non-school day, no classes will show. Click the **CALENDAR** to change the system date to the correct school day for the classes needed.

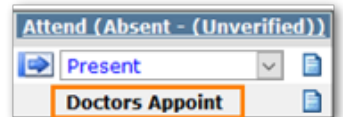


3. **Set the attendance**

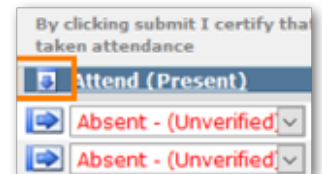
- If all students show as **Present** and the default absence reason is set to an **Absent** reason as shown:
  - Select the student and click the **blue arrow** to change the student's attendance from **Present** to **Absent**.
  - To mark a student **Tardy** or another code, click the **'Attend'** link at the top of the column and select the code from the list. Then, select the student and click the **blue arrow**. The code shown at the top of the column will be set for the student when you click the **blue arrow**.
  - You may also select the attendance code by clicking the down arrow next to the attendance reason and choosing from the drop-down menu.



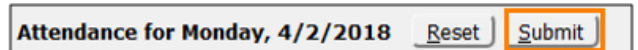
**NOTE:** A student may have an excused absence already entered by office staff in advance and that attendance may not be edited or overwritten by a teacher as shown for the student with 'Doctors Appoint' attendance.



- If all students show as **Absent** and the default attendance reason at the top of the column is **Present**, then you may also have an option to **'Fill'** attendance. Click the down arrow highlighted to fill the Attend reason **'Present'** down the column for all students. Then make changes to individual student attendance as discussed above.
- Complete the process for all students and click **SUBMIT** or click **RESET** to start over.



- **If all students are present for the day:** teachers still need to click **SUBMIT** to save the attendance for the class, otherwise it will appear as though the teacher has not taken attendance.



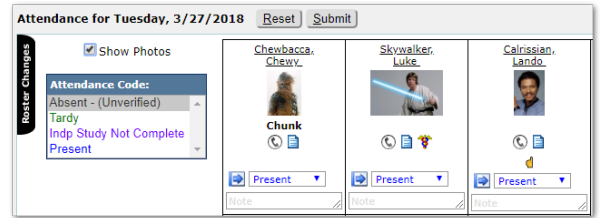


TOOLS & FEATURES

CLASS BANNER - Course information is shown for the selected class in the banner. To change the display of items in the banner use the **Tool icon**. Navigate to classes by using the **Find** filters, arrow keys, and the 'Group By' button. You may add *Class Attendance* to your Favorites menu; use Sticky notes, adjust your Widget subscriptions or adjust Application preferences through the tools at the bottom of your screen. For more information see *QWiki Help* or *Q Introduction for End Users*.

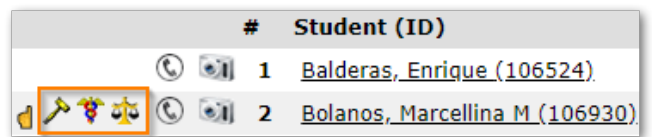
BY PERIOD - If assigned multiple sections in the same period, click the **BY PERIOD** checkbox to see the set of students for all sections occurring in the selected period. A Sections link will appear to enable you to see course details when clicked.

SEATING CHART - If a Seating Chart has been created, a link for Seating Chart will appear. Teachers may use Seating Chart to take attendance in a mode that reflects how the students are arranged in the classroom. Optionally the teacher may click **SHOW PHOTOS** as well. Attendance setting options are the same. Click Roster to return to the Roster view. Use your Application Preference (gear wheel) at the bottom of your screen to set a default view.

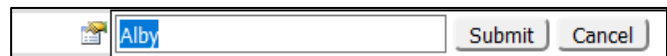


**Roster Changes** – This tab will turn yellow if there are any roster changes to the class within the last 5 days. The tab pulls out when clicked to show the changes to the roster.

ICONS - Icons are used to indicate an alert or enrollment in specific programs. The highlighted icons are alerts. Click on the alert to see detailed information. Other images (or they may be Program codes in your district) are associated with enrollment in different programs. A district legend is typically provided to staff. Clicking on the Phone icon will display Contact information; clicking on the camera will show the student's photo. Hover over the number to see the student's entry and exit dates for the class.



N/N – Use this column to record the student's nickname or preferred name. Click on the icon to enter a name and click **SUBMIT**. This name will not appear on reports.



TALLIES & NOTES - Clicking on the notepad icon shows the student's attendance history in calendar form. When the notepad is **red**, it indicates the previous days' attendance code was not the default code, in this case not *Present*. **Exc / UNXC / TRDY** columns display the numbers of Excused absences, Unexcused absences, and Tardies a student has accumulated in the class. The **NOTE** field may be used for your notes on the student's attendance.

	Exc	Unxc	Trdy	Note
10	20	0		
2	2	0		
1	4	0		

COUNTS - Counts – may be configured by school sites to track and report on item tallies by classroom for items like class lunches, yearbook orders, etc. Click the **COUNT** button, enter the count and click **SUBMIT**.

PRINT- Use the **PRINT** button to generate an attendance roster for the class with recorded attendance. If attendance has not yet been taken, it will produce a blank roster.

Teacher Guides: Class Attendance