

[Close](#)

Attendance

Taking Attendance in the SchoolsOnInet system is a snap. Attendance can be Daily and Period wise.

1. To begin click on the **Attendance** link located in the **Academics** module.
2. On the Attendance page first select the **Date** for which you want to enter attendance. Now from the **Class** dropdown menu select the Class. Click on the **GO** button.

Attendance

[Help](#)

[Start Over](#)

Date: Thursday, June 16, 2005

Class: Language - PM

Attendance Summary: **GO**

[Back](#)

Select Date and Class for which you want to take attendance and click on the GO button

3. On the **Class Attendance Entry** page you will see few options.

a. To mark all students as **Present**, click on the **Present Checkbox** and all students will become selected, marked as **Present**. The same applies for **Absent, Late, Signed Out & Dismissed**.

b. To take individual attendance, locate the student's name for whom you want to take attendance and click on the circle in the appropriate column to mark the attendance.

c. You can also enter comments for the whole class or for each individual student. To enter comments for the whole class, type your comments in the **Comments** text box on top of the page and click on the checkbox right next to it. This will automatically copy what you entered for all students. To enter comments for individual student, locate the student's name on the list and type your comments in the Comments column for this student.

Click on **SAVE** once you are done taking attendance.

Homeroom Attendance Entry [Help](#)

Notes: »

Reset Summary Save [Back](#)

Student Name	P	A	E	T	L	D	Comments
Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class trip (Copy for all students)
June 16, 2005							
Classes 2-304 Homeroom							

Click on the checkbox in the attendance status to copy this attendance for all students.

Enter comments in the Comments textbox, select the checkbox and comments will copy for all students

Rafael, Ben-Gur	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class trip
Sofiya, Benjamin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class trip
S...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class trip
H...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class trip
S...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class trip
N...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class trip
Esther, Chava	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Class trip

Click on individual selections to take attendance for each student separately

You can also view an **Attendance Summary** for a particular class. The **Attendance Summary** page displays attendance statistic for a particular class for the current marking period. On the Attendance Summary page you can search for students based on their **Attendance Record**.

1. To review the **Attendance Statistics** for a particular class select that class from the **Class** dropdown menu. Select the checkbox next to **Attendance Summary** and click on the **GO** button.

Attendance

Marking Period:	3
Date:	Thursday, June 16, 2005
Class:	Math 1-230 - PM
Attendance Summary:	<input checked="" type="checkbox"/> GO

Select the Class from the dropdown menu and click on the Attendance Summary checkbox. Click on the GO button.

2. On top of the **Attendance Summary** page you will see Marking Period, Teacher and Class information. Below you will see a list of the students in this class and a summary of their attendance. You will see how many times each student has been Present, Absent, Late, Signed Out and Discharged.

3. To search for students based on the attendance status first select the Status as shown below. You can search on students by days Absent and Late. Once you have selected the status, select the number of days from the dropdown menu as shown below. Click on the **GO** button. On the next page you will see your search results.

Status: Absent: <input checked="" type="radio"/>	Tardy: <input type="radio"/>	for days >=	0 day	Go	Show All
			0 day	Back	
			1 day	Tardy	Details
			2 days	0	Details
			3 days	0	Details
			4 days	0	Details
			5 days	0	Details
			6 days	0	Details

Select the attendance status, number of days and click on GO

4. To **modify** the attendance for a particular student, click on the **Details** link in the **Details** column for that student.

On top of the **Attendance Details** page you will see teacher's name, student's name and the Class. Below that you will see the attendance details for this particular student.

You can **modify** the attendance by selecting a different attendance status from the **Modify** dropdown menu. You can also add and modify comments by entering or changing the information in the Comments textbox. One you are done making changes click on the **SAVE** button.

Attendance Details

Teacher Name: _____
Student Name: _____
Class: _____

You can modify attendance by making a different selection in the Modify column. You can also enter comments. Click on SAVE once you are done

Date:	Status:	Modify:	Comments:
8/23/2005	Present	Present	
8/22/2005	Absent	Absent	
8/19/2005	Absent	Present Absent Excused	
8/18/2005	Absent	Tardy Left Early Discharged	
8/3/2005	Discharged		
7/18/2005	Present	Present	

[Close](#)