

InformationNOW for Teachers – Classroom Attendance

Taking Attendance in *InformationNOW*

Teachers should first log in to *InformationNOW* and select the appropriate school. Then perform the following steps:

- From the menu tree at left, select **Classroom | Attendance**.
- Select the correct *Active Date* (the date for which attendance is to be entered) and *Grading Period*. The current date and period will appear by default, but the user may change these values if necessary. Click **Refresh**.

Note: When the *Grading Period* is changed, only dates within that grading period may be selected.

- Choose the course for which attendance is to be taken by clicking on the Course Number that appears as a blue link or by clicking to bullet the circle to the left of the course number and then clicking **View**.

- The *Attendance* screen will appear displaying a list of currently enrolled students.

Attendance
Period Attendances

Section Number: 209.01 Section Name: LinearAlg

Term: Term 1 Grading Period: Grading Period 1 Period: 3 Teacher: Pitt, Brad Date:

Missing Tardy Present

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input checked="" type="checkbox"/>	S1001	Adams, Amy Louise		11	11a	F				
<input checked="" type="checkbox"/>	S1007	Anniston, Jessica		11		F				
<input checked="" type="checkbox"/>	S1009	Arthur, Jessica		11		F				
<input checked="" type="checkbox"/>	S1011	Ball, Christina		11		F				
<input checked="" type="checkbox"/>	S1013	Blair, Bonnie		11		F				
<input checked="" type="checkbox"/>	S1015	Branson, Jacob		11		M				
<input checked="" type="checkbox"/>	S1017	Callaway, Ann		11		F				
<input checked="" type="checkbox"/>	S1019	Connick, Hank		11		M				
<input checked="" type="checkbox"/>	S1021	Dawes, Dorothy		11		F				
<input checked="" type="checkbox"/>	S1023	Elway, Jerry		11		M				
<input checked="" type="checkbox"/>	S1025	Fitzgerald, Esther		11		F				
<input checked="" type="checkbox"/>	S1028	Froman, Angel		11		F				
<input checked="" type="checkbox"/>	S1044	Winslet, Kim		11		F				


Missing Tardy Present

13 - Present 0 - Absent 0 - Missing 0 - Tardy

Post Close


- There are four attendance statuses for students for the selected day and period:

- Present
- Absent
- Missing
- Tardy

Note: A calendar icon  indicates that the student was not present on the last day that the class met.

- Students will be marked *Present* as indicated by the icon to the left of their name. However, if a student has been marked as absent for the day (this could happen, for instance, if the office marked the student absent), the student will appear with an *Absent* icon to the left of his/her name, as indicated by student John Cummings in the view above.

Marking Student Missing

- To mark a student as  *Missing*, check the box to the left of each missing student's number. Click the **Missing** icon.

Attendance



Period Attendances

Section Number: Section Name:



Term: Grading Period: Period: Teacher: Date:

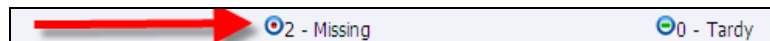
Missing 
Tardy 
Present 

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input checked="" type="checkbox"/>	S1001	Adams, Amy Louise		11	11a	F				
<input type="checkbox"/>	S1007	Anniston, Jessica		11		F				
<input type="checkbox"/>	S1009	Arthur, Jessica		11		F				
<input type="checkbox"/>	S1011	Ball, Christina		11		F				
<input type="checkbox"/>	S1013	Blair, Bonnie		11		F				
<input type="checkbox"/>	S1015	Branson, Jacob		11		M				
<input checked="" type="checkbox"/>	S1017	Callaway, Ann		11		F				
<input type="checkbox"/>	S1019	Connick, Hank		11		M				
<input type="checkbox"/>	S1021	Dawes, Dorothy		11		F				
<input type="checkbox"/>	S1023	Elway, Jerry		11		M				
<input type="checkbox"/>	S1025	Fitzgerald, Esther		11		F				
<input type="checkbox"/>	S1028	Froman, Angel		11		F				
<input type="checkbox"/>	S1044	Winslet, Kim		11		F				


Missing 
Tardy 
Present 

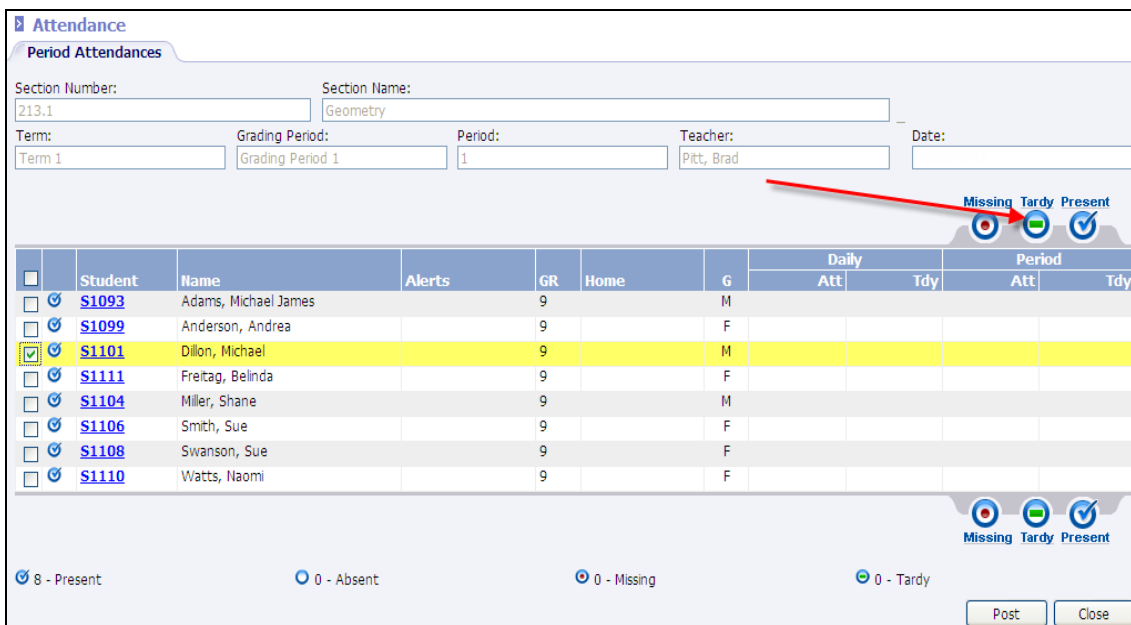
13 - Present
 0 - Absent
 0 - Missing
 0 - Tardy

- The  *Missing* icon will appear next to any student who was marked as *Missing*.
- The number of  *Missing* students will be updated in the count at the bottom of the screen.



Marking Student Tardy

- To mark a student as  *Tardy*, check the box to the left of each applicable student number. Click the **Tardy** icon.



Attendance
Period Attendances



Section Number: 213.1 Section Name: Geometry
 Term: Term 1 Grading Period: Grading Period 1 Period: 1 Teacher: Pitt, Brad Date:
 Missing Tardy Present

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input type="checkbox"/>	S1093	Adams, Michael James		9		M				
<input type="checkbox"/>	S1099	Anderson, Andrea		9		F				
<input checked="" type="checkbox"/>	S1101	Dilon, Michael		9		M				
<input type="checkbox"/>	S1111	Freitag, Belinda		9		F				
<input type="checkbox"/>	S1104	Miller, Shane		9		M				
<input type="checkbox"/>	S1106	Smith, Sue		9		F				
<input type="checkbox"/>	S1108	Swanson, Sue		9		F				
<input type="checkbox"/>	S1110	Watts, Naomi		9		F				

Missing Tardy Present

8 - Present 0 - Absent 0 - Missing 0 - Tardy

Post Close

- The  *Tardy* icon will appear next to any student who was marked as *Tardy*.
- The number of  *Tardy* students will be updated in the count at the bottom of the screen.

 2 - Missing → 1 - Tardy

Posting Attendance

Once all students in the course have been marked as *Missing* or *Tardy*, click **Post** to complete the attendance process.

Note: Once a teacher has posted attendance, all deletions must be performed in the office.

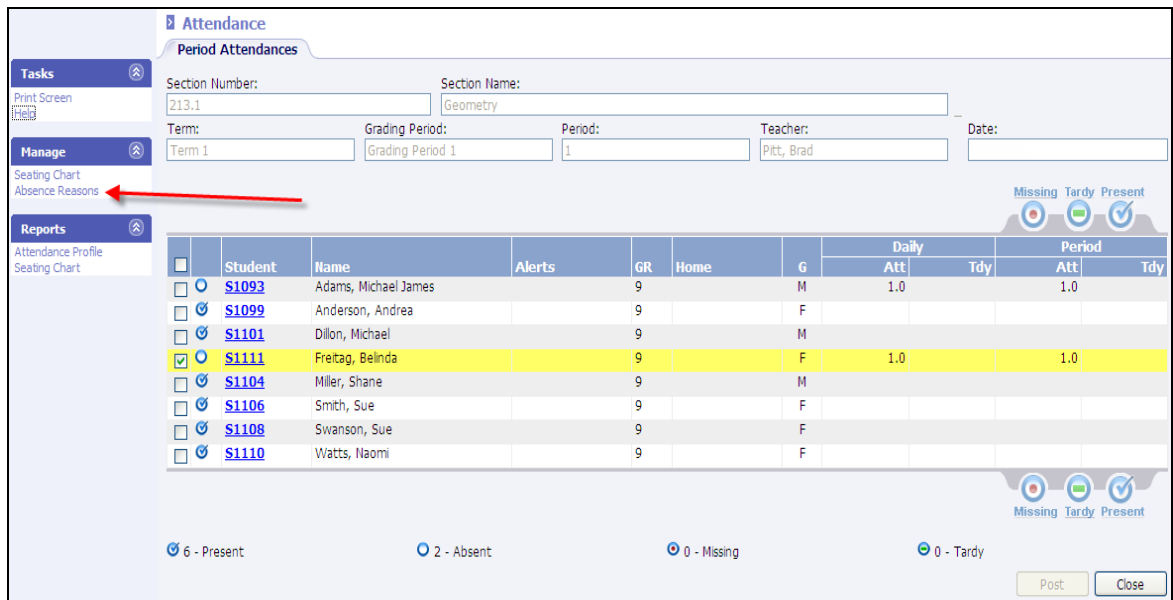
Editing Absence Reasons

With the appropriate permissions, teachers may edit absence reasons once attendance has been posted. To edit a student's absence reason, click to view the attendance screen by either:

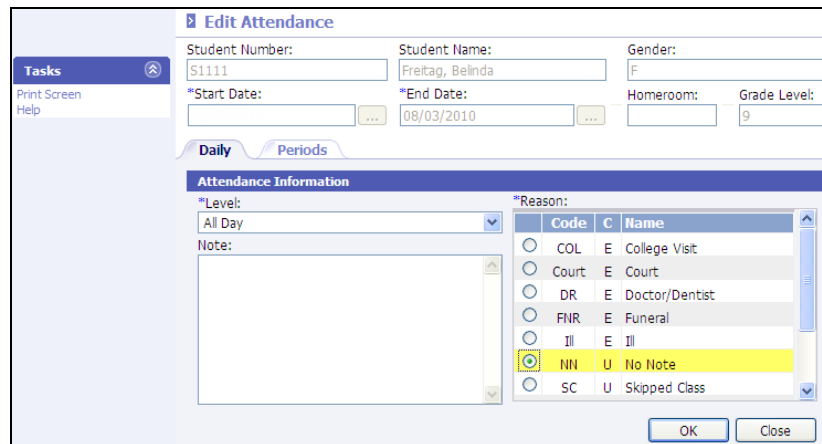
- Clicking the course number that appears as a blue link; or,
- Clicking to bullet the course number and then clicking **View**.

Note: The **Post** button will be inactive because attendance has already been posted for the selected date and period.

- To edit one student, place a check next to the left of the student's name and click the **Absence Reasons** link under the *Manage* menu on the left. If no student is checked, the **Edit Attendance** screen will display for all students who were marked absent for the selected date/period.



- The *Edit Attendance* screen will appear. Note: If no student was selected in the previous screen, the *Edit Attendance* screen will appear for the first student who was marked absent on the list. Use the **Record 1 of 4** navigation buttons at the bottom of the screen to move to the first, previous, next or last student who was marked absent.



- Level:** Select the level the student was absent.
- Note:** Enter any applicable notes for the student's absence.
- Reason:** Based on the **Level** selected above, a list of available **Reasons** will display. Bullet the reason that applies to this student's absence record. Click **OK** to save changes or use the **Record 1 of 4** buttons to navigate to the next record. Changes will be saved when moving to the next record.

Attendance Reports

Daily Absence Listing

With the appropriate permissions, teachers may view a daily absence listing report.

- From the menu tree at left, select **Classroom | Attendance**.
- Select the appropriate **Date** and **Grading Period**.
- Click the **View Daily Absence Listing** link.

Classroom Attendance

Sections

Active Date: [] [...]

Include Withdrawn Students [Refresh]

Grading Period: [Grading Period 1]

[View Daily Absence Listing](#)

Required fields are indicated with an asterisk (*).

Daily Absence Listing

Criteria

Student Filter: []

*Group By: [Grade Level]

Date: [] [...]

*ID to Print: [Student ID]

*Absence Levels: [All]

*Absence Reasons:

Code	C	Reason
<input checked="" type="checkbox"/>	COL	E College Visit
<input checked="" type="checkbox"/>	Court	E Court
<input checked="" type="checkbox"/>	DR	E Doctor/Dentist

Include

Include Absence Note

Include Unlisted Information

Guardian Information

Working Filter

Save to Working Filter Append to Existing Overwrite Existing

Format: [HTML] Save as Default

[Preview] [Close]

- **Student Filter:** Select the filter of students to be included on the report. If no filter is selected, all students with the selected *Absence Reasons* will be included on the report.
- **Group By:** Select to group students on the report by *No Grouping* (alphabetical), *Grade Level* or *Homeroom*.
- **Absence Reasons:** Select the appropriate absence reason codes to be included on the report. Click the drop-down arrow to select **Excused** or **Unexcused**, or scroll through the list below and place a check next to each reason to be included.
- **Date:** Select the date for which to print the report.
- **ID To Print:** Select to print the *Student ID*, *State Student ID*, *Alternate Student ID*, *Social Security Number* or *None*.
- **Absence Levels:** Select to print *-All-*, *Tardy*, *Half Day*, *Half Day Other*, *All Day* or *All Day Other*.
- **Options:** If desired, select to *Include Absence Note*, *Include Unlisted Information*, such as a student's unlisted phone number, or to include *Guardian Information*.

Attendance Profile

The *Attendance Profile* is a one-per-student report including the student's daily absences.

Options include the ability to print period attendance, include totals by absence reason, include check in/out detail, unlisted information (phone number or address which has been marked as unlisted) and notes.

After selecting **Classroom | Attendance**, select to **View** a class by either bulleting the class and clicking **View** or by clicking the class number that appears as a blue link.

Under the *Reports* menu on the left, select **Attendance Profile**.

Attendance Profile

Criteria

Student Filter: _____

*Group By: No Grouping

*Id to Print: Student ID

Start Date: _____ End Date: _____

Include

Period Absences Unlisted Information

Reason Totals Notes

Check In/Out Withdrawn Students

*Absence Reasons: _____

*Terms: All, Term 1, Term 2

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Ill	E	Ill
<input checked="" type="checkbox"/>	NN	U	No Note

Working Filter

Save to Working Filter Append to Existing Overwrite Existing

Format: Acrobat (PDF) file Save as Default

Preview Close

- **Student Filter:** To generate the report for a select group of students, select the filter from the available list.
- ***Group By:** Select whether to group by *Grade Level*, *Homeroom*, or no group, which will print in alphabetical order.
- ***ID To Print:** Select the student ID (*Student ID*, *State ID Number*, *Alternate Student Number*, *Social Security Number* or *None*) to print on the report when printing detail.
- **Start/End Date:** Enter the range of dates to be included on the report.
- **Period Absences:** Check to include the individual period absence detail for the student.
- **Reason Totals:** Check to include the totals by absence reason and by student on the report.
- **Check In/Out:** Check to include the check in or out detail for the student.
- **Unlisted Information:** Check to include the phone or address information of the student even if it has been marked as unlisted.
- **Notes:** Check to include any notes that have been entered on the student's daily absence record.
- **Withdrawn Students:** Select to include currently withdrawn students.
- ***Absences Reasons:** Select **Excused** to automatically select all the excused reason codes from the list below. Select **Unexcused** to only select all of the unexcused reasons from the list below. Alternately, the user may individually check the absence reason codes to include in the absence reason list.

- ***Terms:** Select **---All---** to print attendance detail for the entire academic session or select the term. Use *Ctrl*+click or *Shift*+click to select multiple terms.
- **Working Filter:** For details concerning the *Working Filter* option, please refer to the *InformationNOW – Filters* Quick Reference Guide, available from the STI Support Web site at <http://support.sti-k12.com>.
- **Format:** Select the desired format for the report – *Acrobat* (PDF) file, *CSV* (comma delimited), *Excel*, *HTML*, *TIFF* file, *XML* file with report data. To save this as the default report option for this user, check the *Save As Default* box.

Attendance Register

The *Attendance Register* report lists students in a grid-style display. The report includes daily absences as well as tardies for students. A summary also includes a break-down by number and percentage by day and race code.

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COL	E	College Visit
<input checked="" type="checkbox"/>	Court	E	Court
<input checked="" type="checkbox"/>	DR	E	Doctor/Dentist
<input checked="" type="checkbox"/>	FNR	E	Funeral
<input checked="" type="checkbox"/>	Ill	E	Ill
<input checked="" type="checkbox"/>	NN	U	No Note
<input checked="" type="checkbox"/>	SC	U	Skipped Class

- **Student Identification:** Select the ID to include on the report (**Student Number, State ID Number, Alt Student Number or SSN**).
- **Absence Reasons:** Select **Excused, Unexcused** or place a check next to the absence reasons to be included in the absence totals on the report.
- **Reporting Period:** Select the reporting period for which to print.
- **Report Type:** Select **Detail, Summary** or **Both**.
- **Show Local Reason Code:** The report will print the absence reason state code. If *Show Local Reason* code is selected, the absence reason code will display instead of the absence reason state code.
- **Include Tardies:** Check to include tardies in the display and calculations.