# Attendance Resource

Table of Contents

# Introduction

With SchoolSpeak, taking attendance is a simple process. You may elect to take attendance by homeroom, subject class or even in a club or activity. The Attendance resource is customized to your own school – your attendance codes, your preferred attendance weights and you may decide who has access to the attendance records. Attendance administrators may use administrative tools to view the attendance status for your school in a single display. And best of all, the Attendance resources are linked to your report cards so that at the end of your term, the data is automatically uploaded to the report card.

> *Note: Within this document, we will refer to the attendance resource. The attendance resource is actually the Grade Posting Resource with the attendance portion enabled and the gradebook portion disabled. It may also be referred to as an attendance book.*

When parents* log into SchoolSpeak, their student's absence status is typically displayed on the classroom group's Homepage. Administrators also have the option of sending an email to the parents based on the type of absence that has been noted within the Attendance resource for the class. Schools may also publish Attendance progress reports.

***Definition – Parent – A member*** *with Member type = Parent and associated with a student as mother, father or guardian.*

## Working with SchoolSpeak's Lunch Resource

For schools that elect to use SchoolSpeak's Daily Order resource to track lunch orders, the attendance may be tied directly to the lunch order. Teachers may view the lunch count, modify the order lunch, and record the lunch money receipt on the attendance page.

## Important Features of the Attendance Resource

- Easy to use for teachers and office administrators
- Customizable for your school
- AM/PM reporting available
- Homeroom or subject (class) attendance options available
- Real time access for parents with email support
- Robust reports

Able to administer your school's attendance from a central admin utility

# Examples of Attendance

**Example of teacher view**



Teachers may view the attendance of all the students

**Example of parent view**



Parents may view their own children's status

# Working with Attendance Resource

## How to take Daily Attendance

**To take attendance for current date:**

1. Verify that the date displayed in the date field is the correct date for your attendance notation.

   *Note: By default, it will display the current date.*

2. To report that all students are present – Click **All Present** at the top or bottom of the screen

   *Note***:** *A blank cell within the attendance resource means that the student is present. You will only note the exceptions in the attendance resource.*

3. To report that one or more students is not present

   a. Click the blank cell next to the student name.

   b. Enter the appropriate attendance code. Use the box located at the top of the attendance window for the accepted codes.

   c. Add comments to support the attendance code if necessary.

   *Note: Any comments that are entered will display on the group home page to the parents and guardians. You may opt to not display the comments on the home page. Please see the* **Settings** *section for more details.*

   d. Click **Save** at the top or bottom of your screen.

   SchoolSpeak will confirm that the attendance has been recorded and display the name of the member that recorded the attendance, as well as the date and time it was recorded.

## How to Take or Modify the Attendance for Another Date

**To take attendance for another date:**

1. Change the date in the date field at the top of the screen to the appropriate date.
1. SchoolSpeak will display the attendance data for that date.
2. Make any modifications necessary by clicking into the cell next to the students' names.
3. Click **Save**.

## How to Update the Attendance Record

Schools often need to make adjustments to the attendance record throughout the day as students leave and come to school later for a variety of reason. With SchoolSpeak, you may allow other staff members to update the attendance records.

**To update an attendance record:**

1. Click on the appropriate attendance book for that student.
   a. You may locate the attendance resource in either the student's homeroom group or via the Admin Tool **Attendance Report** listing.

2. Make adjustments as necessary.
3. Click **Save.**

The attendance resource will display the name of the member who last updated and date/time of the update.

## How to Clear the Attendance Record

Sometimes it may be necessary to clear the noted attendance for a particular day and re-enter the information. For example, the attendance was taken for the wrong day.

**To reset the attendance record\*:**
1. Verify that the date in the date field is correct. Change if necessary.
2. Click **Clear All Attendance** at the bottom of the attendance screen.
3. Make any new notations that are necessary.
4. Click **Save**.

SchoolSpeak will clear all of the attendance codes currently recorded for the data.

***\*If the attendance record is cleared, then all previously saved data for that date will be cleared and cannot be accessed.***

## Additional Features of Attendance Resource

At the top of your attendance window, you have the following options
> *Published Reports* - Quickly review previously published reports
> *Reports* - Produce attendance reports by various criteria including weekly, yearly, by student, attendance record
> *Tools* – Allows teacher to close or administrators to lock the attendance term
> *Attendance Report* – Allows administrators to view summary attendance reports by date, or block of dates.

*Settings* - Enables the teachers or administrators to customize the configuration of the Attendance resource. We will go into more detail of the Settings tool later in this section.

We will go into more detail of these options later in this guide.

## Publishing Attendance Report

Schools may publish an attendance report to the parents that will display a snapshot of the child's attendance status to date. Teachers may publish the attendance report from within the Attendance resource or administrators may publish the reports using the Manage Gradebook Functionality.

**To publish from the attendance resource:**
1. Click the Attendance resource
2. Click **Term Summary** in the top-right of the page.
3. Click **Save & Publish**.
   Once published you have the additional options

- Print All
- Download to CSV
- Save to a PDF.

**To publish from manage gradebooks:**

1. Click the Manage Gradebook from the Admin Tools page.



You can get the required attendance by selecting the group(s) and Term or using the **[Search Gradebooks]** link.

2. Click **Search Gradebooks**.



3. Enter Attendance in the **Name** field.
4. Click on the specific grade levels or all groups.
5. Click **Search**.
   The attendance books will display based on your above selections. If you would like to deselect any uncheck the box to the left of the attendance book name.

6. Click **Add Selected Resources**.
7. Click **Back to Operation Page**.



8. Click **Publish**.

## How to Add Classroom Attendance to a Subject Gradebook

Some schools, especially in the middle school grades, may take attendance in each subject class. SchoolSpeak administrators may work with the teachers to add the attendance functionality to a gradebook.

1. Select a gradebook under the Progress Report section in the left margin of the group page.
2. Click **Settings** in the top-right corner.
3. Click the Configure Gradebook link.
4. Scroll down the page until you see the attendance section.

**Gradebook:**

| | | |
|---|---|---|
| **Teacher(s):** | **Included Members:**<br>No Teachers | **Edit** |
| **Users who can view gradebook data, but not edit:** | **Included Members:**<br>No members | **Edit** |

*This section can be edited by teachers.*

**Allow parents/students to email teacher from grade report page:** ⦿ Enable ○ Disable

**Use:** ⦿ SchoolSpeak ○ Desktop gradebook

**Gradebook:** ⦿ Enable ○ Disable

   **GPA credit hours:** `1` (Set to 0 to exclude this subject from GPA calculation.)

   **Core subject:** ⦿ Yes ○ No

   **Compute grades on:** ○ Category Weight ⦿ Total Points Earned ○ Assignment Weight ○ Do Not Compute

   **Who can override grade:** ⦿ Teachers ○ School Admins ○ SchoolSpeak Support ○ None

   **^Set max points of all new assignments to:** `____`

   **Allow scores more than max assignment points (extra credit):** ⦿ Yes ○ No

      **Limit extra credit to :** max of `10` % or `5` points

   **Show comment in Edit All page:** ○ Yes ⦿ No

   **Enable teacher notes column in assignment page:** ⦿ Enable ○ Disable

   **Enable save/publish button:** ○ Save only ○ Publish only ⦿ Save and Publish

   **Retain grade report snapshots every** `5` **days**

   **Show grade report snapshots:** ○ Yes ⦿ No

   **Round grade to:** ⦿ Nearest Whole Percent ○ Tenths of a Percent ○ Hundredths of a Percent

   **Show only assignments with grades in the grade report :** ○ Yes ⦿ No

   **Send email notification when new grade report is published:** ⦿ Once a day ○ Every time ○ Never

   **Assignment label:** `Assignment`

   **Retain assignments for next school year:** ○ Yes ⦿ No

**Attendance:** ⦿ Enable ○ Disable    ——— Attendance section

   **Attendance for** ⦿ Students ○ Every one in the view list

   **All present button:** ⦿ Enable ○ Disable

   **Second attendance code :** ⦿ Enable ○ Disable

   **Show Attendance comment to parents and students :** ⦿ Yes ○ No

   **Send email notification when attendance is added/updated:** ○ Yes ⦿ No

**Lunch order:** ⦿ Enable ○ Disable

   **Lunch order resource:** Please select ▾

   **Accept payment:** ⦿ Enable ○ Disable

   **Show due amount:** ⦿ Enable ○ Disable

[ Save ] [ Cancel ]

5. Select the **Enable** option next to **Attendance**.
6. Make any adjustments to secondary details (typical default settings are set).
   a. Attendance for - By Default students, if taking for others click Every one in the view list
   b. All present button - By default Enable

  c. Second attendance code - By Default enable, disable to have only one column
  d. Show attendance comment to parents and students - Default Yes, set to no to hide the comments on group home page
  e. Send email notification when attendance is added/updated - Default No

7. Click **Save**.

Teachers can record the attendance for this subject class attendance book for daily class attendance.

To access the Attendance portion of the gradebook, click **Attendance**.



Published gradebook progress reports may include the class attendance status based on the progress report format settings.

***Important Attendance Notes:*** Parents/guardians have access to grade and attendance status information for students that they have been associated with in their profile settings. This attendance status may be displayed, as well as any comments that the teacher or staff person has elected to add. The display of this information is optional and should be based on your school's policy. Please refer to the SchoolSpeak Admin guide for information regarding member associations.

**Privacy Note:** Attendance status and the associated attendance comments may be considered private information.  Members listed within the Attendance resource's Edit permission have the ability to view the data and make changes to the attendance book. SchoolSpeak highly recommends limiting this list to those individuals who actually need access to this information and do not recommend adding parents or students to this list. All persons listed as system administrators, attendance resource administrators or listed within the Edit permission have access the information contained within the attendance books.

# Additional Features in the Attendance Resource

## Reports

When taking attendance in SchoolSpeak, you have many report options. The attendance resource includes reports that are useful to teachers and administrators. Additionally, SchoolSpeak provides administrators with additional summary level reports that may provide information on multiple groups at one time.

Within the Attendance Report, The **Reports** link displays the following reports options:

| View Attendance |
| Weekly Attendance |
| Yearly Attendance |
| Attendance Report |
| Student Summary |
| Term Summary |
| Attendance Record |
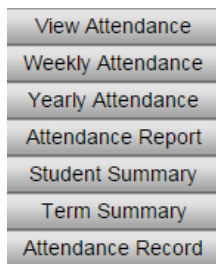
**View Attendance**: Displays the attendance details of the current date for the selected group and selected term.

**Weekly Attendance**: Displays the weekly attendance details for the members in the view list.

**Yearly Attendance**: Displays the yearly attendance report details for members in the view list.

You may select '**All Students'** from the '**Student'** drop-down menu to view the attendance data of all the students in the class for the whole school year. You may also optionally print each student on a single piece of paper.

Grade 4  [Grade 4-Attendance ▼]  **Print**  **Save to pdf**  [Published Reports][Attendance][Reports] [Tools] [Attendance Report][Settings] [Admin]

Student [All Students ▼]

☐ Show Days Present  ☐ Show Attendance Code Definition  ☐ Print One Student Per Page

**Attendance Record For 2014-2015**

Year : 2014-2015     Name : Allison Kendricks     Age: 14     Grade: 4

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | P | A | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | T | A | | 4 | 1 | 1 |
| Sep | | | | | T | | | | A/ | A | A | T | T | | | T | T | | A | | | A | T | T | A | T | | | | T | | 14.5 | 5.5 | 9 |
| Oct | T | A | T | | | | A | A | T | A | T | | | | A | A | A | | A | A | A | A | A | | A | A | | | | | | 8 | 14 | 4 |
| Nov | | | | A | A | A | | A | | | A | A | A | | A | | A | | A | | | | | | | | | | | | | 7 | 10 | |
| Dec | | A | | A | T | | A | T | A | A | A | | A | T | | | | | | | | | | | | | | | | | | 7 | 7 | 3 |
| Jan | | | | | A | | A/ | | | A/ | A | A | | | | T | | A | T | | | E | A | | | | | | | | | 10 | 8 | 2 |
| Feb | | | A | T | | | T | | | T | A/ | | | A/ | T | | | | A | A | A/ | T | | | | | | | | | | 14.5 | 4.5 | 5 |
| Mar | | T | A | A | A | | | A | A | | | | A | T | E | | E | E | E | E | E | | E | | | | | | | | | 6 | 13 | 2 |
| Apr | E | E | E | E | | | A | A | T | | E | | T | | | | | | | | | | T | A | T | | | | | | | 8 | 7 | 2 |
| May | T | | | A | A | T | | | A | | T | | | A | A | T | T | | | | T | A | T | A/ | | | | | | | | 13.5 | 6.5 | 7 |
| Jun | | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total | 93.5 | 76.5 | 36 |

Year : 2014-2015     Name : David Smith     Age: 13     Grade: 4

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | P | A | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 5 | | |
| Sep | | | | | | | | | | | | | | | | | T | | | | | | | | | | | | M/ | | | 19.5 | 0.5 | 1 |
| Oct | | | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | 21 | 1 | |
| Nov | | | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 17 | | 1 |
| Dec | | | | | | | | A | A | A | | | | | | T | | | | | | | | | | | | | | | | 11 | 3 | 1 |
| Jan | | | | | | | | | | | | | | | | | | | | T | | A | T | | | E | A | | | | | 15 | 3 | 2 |
| Feb | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 19 | | |
| Mar | | | T | | T | | | | | | | | | | | | T | E | | E | E | E | E | E | | E | | | | | | 12 | 7 | 3 |
| Apr | E | E | E | E | | | | | T | | | | | | | | | | | | | | | | | | | | | | | 11 | 4 | 1 |
| May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 20 | | |
| Jun | | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total | 151.5 | 18.5 | 10 |

Year : 2014-2015     Name : Roger Taylor     Age: 13     Grade: 4

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | P | A | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | A | | 3 | 2 | |
| Sep | | | T | A/ | | | | T | | | | T | | | | T | | | | | | | | | T | | | | | T | | 19.5 | 0.5 | 6 |
| Oct | | T | T | A/ | | T | | T | | | | | | | T | | | | T | | | | | | T | T | | | | | | 21.5 | 0.5 | 8 |
| Nov | | | T | | | | | | | | | | | | | | | T | | | | | | | | | | | | | | 17 | | 2 |
| Dec | | | | | | T | T | | | T | | | T | | | | E | E | | | | | | | | | | | | | | 12 | 2 | 4 |
| Jan | | | | | | A/ | | | | | T | T | A/ | | | | T | | | | | | | | | | | | | | | 17 | 1 | 3 |
| Feb | | T | T | A | | | | | | | | | | | T | | | | | | | | | | | | | | | | | 18 | 1 | 3 |
| Mar | | T | | | | | | | T | T | | | | T | | | T | | | T | | | | | | | | | | | | 19 | | 6 |
| Apr | | T | | | | T | T | T | | | | | | | | | | | | | | | | | | | | | | | | 15 | | 4 |
| May | | | | T | T | T | | | T | T | | | | T | | | T | | | | | | | T | | | | | | | | 20 | | 8 |
| Jun | | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total | 163 | 7 | 45 |

Year : 2014-2015     Name : Raymond Smith     Age: 13     Grade: 4

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | P | A | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 5 | | |
| Sep | | | T | | | | | | | | T | | | | | | | | | | | | | T | | A | | | | | | 19 | 1 | 3 |
| Oct | | | | | | | | | | | | | | | | | | | | | | | | | | T | | | | | | 22 | | 1 |
| Nov | | | | | | | | | | | | | | | | T | A | A | | | | | | | | | | | | | | 15 | 2 | 1 |
| Dec | | | T | | | | | | E | | | T | | | | | | | | | | | | | | | | | | | | 13 | 1 | 2 |
| Jan | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | | | | 17 | 1 | |
| Feb | | T | | T | | | | E | A | | | | E | A | | | | | | | | | | | | | | | | | | 15 | 4 | 2 |
| Mar | | | | | | | | A | | | | E | E | | | E | | | | | | | | | | | | | | | | 15 | 4 | |
| Apr | | | | | | | T | | | T | | | | | | | | | | | | | | | | | | | | | | 15 | | 2 |
| May | | | | | | | | | | | | | | E | | | | | | | | | | | T | | | | | | | 19 | 1 | 1 |
| Jun | | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | 1 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total | 156 | 14 | 13 |

There is an option to display a 'P' on the days present.  You can check Show Days Present option to view the days the students were present.

**Grade 4** [Grade 4-Attendance ▼] **Print** **Save to pdf** [Published Reports][Attendance][Reports] [Tools] [Attendance Report][Settings] [Admin]

**Student** [All Students ▼]

☐ Show Days Present   ☐ Show Attendance Code Definition   ☐ Print One Student Per Page

**Attendance Record For 2014-2015**

**Year : 2014-2015      Name : David Smith      Age: 13      Grade: 4**

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | P | A | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aug | | | | | | | | | | | | | | | | | | | | | | | | | | | P | P | P | P | P | 5 | | |
| Sep | | | P | T | P | P | | P | P | P | P | P | | | P | P | P | P | P | | | P | P | P | P | | | | P | | 20 | | 1 |
| Oct | P | P | P | P | | | T | P | P | P | A | | | P | P | P | P | | | | P | P | P | P | | | P | P | P | P | | 21 | 1 | 1 |
| Nov | | | P | P | P | P | P | | | | | P | P | P | P | P | P | | | | P | P | P | P | | | P | P | P | | | 17 | | |
| Dec | | P | P | P | P | | | | | | A | P | | P | P | P | P | | | | | | | | | | | | | | | 13 | 1 | |
| Jan | | | P | P | P | P | | | | | | P | | P | P | P | P | | | T | P | P | P | | | A | P | P | P | P | | 17 | 1 | 1 |
| Feb | | | P | P | P | P | P | | | | P | T | T | P | P | | | P | P | P | P | | | P | T | P | P | P | | | | 19 | | 3 |
| Mar | | | P | T | T | P | P | | | | P | P | P | P | | | | P | P | M/ | P | | | P | T | P | P | | | | P | 18.5 | 0.5 | 3 |
| Apr | P | P | P | P | | | T | P | P | P | E | | | E | E | E | | | | | | | | | | | P | P | P | | | 11 | 4 | 1 |
| May | P | P | | | P | P | P | P | | | T | P | M/ | T | P | | | P | T | P | P | | | | | M/ | P | T | M/ | | | 18.5 | 1.5 | 4 |
| Jun | | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total | 161 | 9 | 14 |

**Attendance Report**: Displays the Attendance Report within the Admin Tools. *Please refer to the admin tools section of this guide for more information*.

**Attendance Report By Attendance Type** [Permissions]

📊 Reports

Select Groups: [4 ▼]
☑ Attendance Type
☑ Absence   ☑ Excused   ☑ Dismissal   ☑ Disciplinary Action
☑ Medical Absence   ☑ Tardy   ☑ Suspension   ☑ General

[📄 Download]
[⊙ Report]

Change Date [Choose Da ▼]   OR   From Date [3/29/2016]   To Date [3/29/2016]

**Student Summary**: Displays attendance summary details of all the students for all the terms. You can print attendance one page per student for the CUM Folder.

**Attendance** [ **Admin** ]

<<**Grade 4** [Grade 4-Attendance ▼] [ **Published Reports** ][ **Attendance** ][ **Reports** ][ **Settings** ]

[Print]

| | | | Absence/Tardy | | | |
|---|---|---|---|---|---|---|
| # | ID | Student | T1 | T2 | T3 | Total |
| 1 | 806 | Bradford, Karen | 48/16 | 4/4 | 4/11.25 | 56/31.25 |
| 2 | 809 | Brown, Jonathan | 29.5/23.75 | 4/0.25 | 12/1 | 45.5/25 |
| 3 | 812 | Chu, Jeff | 44/14.25 | 3/4 | 6/4 | 53/22.25 |
| 4 | 836 | Jones, Christy | 14/12 | 0.5/1 | 5/0 | 19.5/13 |
| 5 | 824 | Kendricks, Allison | 20/24 | 3/2 | 2/2 | 25/28 |

[ **Show student details** ]

Click the **[Show student details link]** to view the attendance details of all the students.

**Term Summary**: Displays the term summary details of the selected group for the selected term.

**Attendance Record**: Displays the attendance details all the students for the selected term period.

**Grade 4** | Grade 4-Attendance ▼ | Trimester 3 ▼ | **Print** | **Save to pdf** | [Published Reports][Attendance][Reports] [Tools] [Attendance Report][Settings]

☐ Show Days Present

## Attendance Record

**Grade 4-Attendance Trimester 3 (03/02/2015 - 06/17/2015)**

| Month: Date: Day: | Ab | T | 03 07 F | 03 10 M | 11 T | 12 W | 13 T | 14 F | 03 17 M | 18 T | 19 W | 20 T | 21 F | 03 24 M | 25 T | 26 W | 27 T | 28 F | 03 31 M | 01 T | 02 W | 03 T | 04 F | 04 07 M | 08 T | 09 W | 10 T | 11 F | 04 14 M | 15 T | 16 W | 17 T | 18 F | 04 21 M | 22 T | 23 W | 24 T | 25 F | 04 28 M | 29 T | 30 W | 01 T | 02 F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Karen Bradford | 6 | 6 | | | | | | | | | M/ | | T | | | | | | | | T | | | | E | E | E | E | | | | | | | | | | | | | | | | |
| Jonathan Brown | 1 | 0 | | | | | | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | | | | | | | | |
| Jeff Chu | 1 | 0 | | | | | | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | | | | | | | | |
| Allison Kendricks | 23.5 | 11 | | A | A | | | | A | T | E | E | E | E | E | E | E | E | E | E | | | A | A | T | E | | T | | | | | | | | | | | | | T | | | |
| David Smith | 11 | 3 | | | | | | | | T | E | E | E | E | E | E | E | E | E | E | | | | | T | | | | | | | | | | | | | | | | | | | |
| Pat E Smith | 2.5 | 0 | | | | | | | A | E | | | M/ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Raymond Smith | 5 | 4 | | A | | | | | E | E | E | | | | | | | | | | | | | T | | | T | | | | | | | | | | | | | | | | | |
| Roger Taylor | 0 | 18 | | T | T | | | | T | | | T | T | | | | | T | | | | | T | T | T | | | | | | | | | | | | | | | | | | | |

Now you can print the attendance record by clicking the **Print** button. The displayed data is only for the term selected.

# Tools

The **Tools** link displays the following options:

| |
|---|
| Close Term |
| Lock Term |
| Gradebook |

**Close Term**: Closes the attendance/grades for the selected term from adding/editing. Teachers may Close/Open a term.

**Lock Term**: Locks the attendance/grades for the selected term from adding/editing. SchoolSpeak Administrators may lock/unlock terms.

**Gradebook**: Navigates to the add/edit mode of the gradebook page. (*Available only if using attendance within a subject gradebook*).

# Attendance Report - Admin Tools Section

The **Attendance Report** link provides access to summary level attendance reports within the **Admin** Tools section. School attendance and SchoolSpeak Administrators may view data for all groups that report attendance in one location. The reports include:

# The Attendance Report by Attendance Type

The attendance report by attendance type displays all the students for the selected group

**Attendance Report By Attendance Type** [Permissions]

📊 Reports

Select Groups: | 4 ▼

☐ Attendance Type

☑ Absence   ☐ Excused   ☐ Dismissal   ☐ Disciplinary Action

☐ Medical Absence   ☑ Tardy   ☐ Suspension   ☐ General

🗎 Download

⊙ Report

Change Date | Choose Da ▼ | OR From Date 06/02/2015 To Date 3/29/2016

Clicking on **Report** displays the details on the same page as shown.

To change the group in the display, click **Select Group** drop-down



Click the **Expand All** link to view the report in detail.
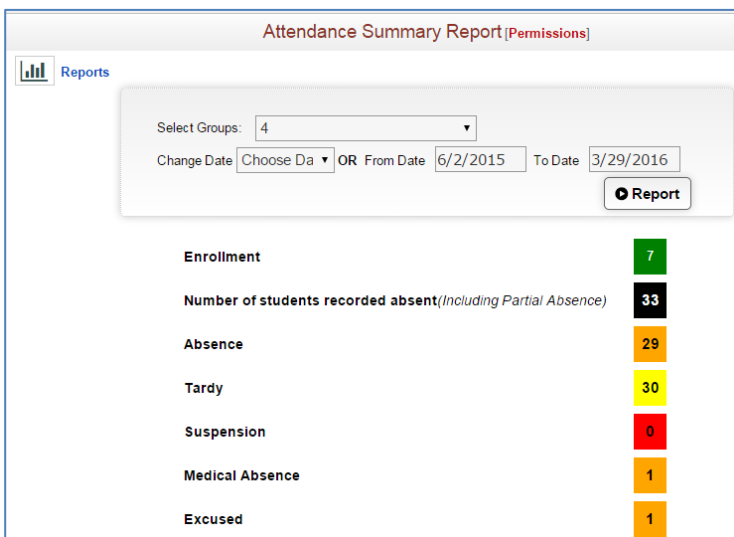
Clicking on **Download** downloads the report.

# To Access Other Attendance Tool

Click the **Reports** link to access various reports as shown in the picture.
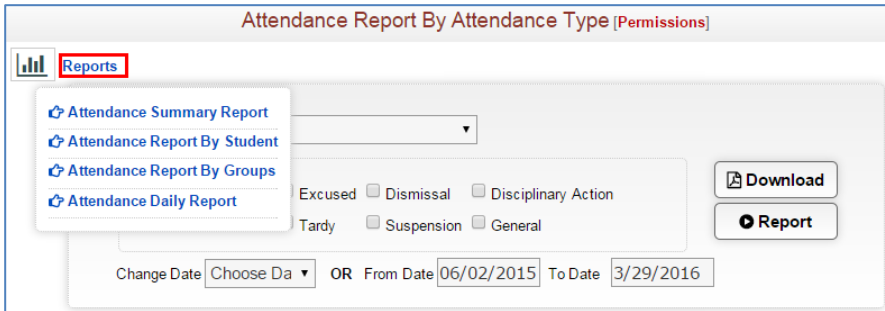


## Attendance Summary Report

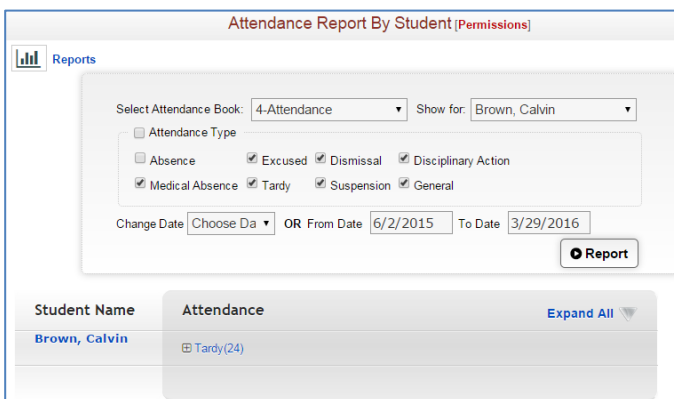Displays summary attendance data for the indicated groups.



## Attendance Report By Student

Displays information on a particular member and date range.

**Attendance Report By Group**

Displays summary data at group level.



**Attendance Daily Report**

Displays reports based on criteria indicated.



# Other Types of Attendance Reporting

SchoolSpeak administrators may use the attendance book for much more than just the morning attendance status. Consider adding an Attendance resource to clubs or sports activities to track. Attendance may also be tracked for parents and staff personnel.

# Attendance Setup

## Attendance Permissions

**View** -Indicates the members that will be listed in the attendance resource. By default, the students listed in the view are included. The parents that are included will be able to view their student's attendance status

**Edit** - Indicates the members who are able to update the attendance resource - should be set to teacher(s) who need to make changes - may also be set to View all Attendance group

## How to Add an Attendance Resource to a Group

Administrators may add a new Attendance to any group. When adding the new resource Highlight grade posting.

For more information on how to add a new resource please refer [Add Resource to Group.docx icon] for details.

## Adding Students to the Attendance Book

SchoolSpeak will automatically add the students to the attendance book based on the group/people listed in the VIEW permission of the resource. The members with Member Type = "STUDENT" will populate the student list in the attendance book.  The Members listed within the resource's view permission will with Member Type "Parent" will have access to the students' attendance status.

> *Note: In some situations, administrators may need to take 'attendance' for members that are not students, for example staff or other adults. By changing the resource's parameters you may include other member types in the attendance list. Please refer to the settings section for more information.*

## How to Enable Lunch Order in the Classroom Attendance

Some schools may enable lunch details to be displayed on the attendance page. SchoolSpeak administrators may work with the teachers to enable the attendance functionality in an attendance book.

1. Select the Attendance under the Progress Report section in the left margin of the group page.
2. Click **Settings** in the top-right corner.
3. Click the **Configure Gradebook** link.
4. Scroll down the page until you see the Lunch order section.

| | |
|---|---|
| **Lunch order:** | ◉ Enable  ○ Disable |
| **Lunch order resource:** | Please select ▼ |
| **Accept payment:** | ◉ Enable  ○ Disable |
| **Show due amount:** | ◉ Enable  ○ Disable |
| | Save   Cancel |

5. Select the **Enable** option next to **Lunch order**.
6. Make any adjustments to secondary details (typical default settings are set).
   a. Lunch order resource: Select the lunch order resource from the drop-down.
   b. Accept payment – Pay occurred for lunch orders
   c. Show due amount - Select the lunch order resource from the drop-down
7. Click **Save**.

Teachers can record the attendance for this subject class attendance book for daily class attendance.

## Adding Lunch Details

Many of SchoolSpeak's schools use our lunch resource to facilitate their in-school lunch programs and billing. The attendance module can be linked to the lunch resource. When linked, teachers may:

➢ Take and record daily lunch orders
➢ Modify pre-existing lunch orders when a child is absent
➢ Access children's current lunch order

**To add the lunch order information to attendance book:**

1. Click Attendance resource under the Progress Report section of your group.
2. Click the **Attendance** link on the top-right corner of the page.



The attendance book will display.



3. Enter the lunch detail as appropriate and click **Save**.

# Parent's View of Attendance Book

## Displaying Attendance Status to Parents and Guardians

By default, a student's attendance status is displayed instantly *(not including the student present status)* on the group Homepage where the attendance resource is located. If the school elects to publish the Attendance report as a progress report, then parents may also see the progress report.



> **Note:** *A parent/guardian's view is limited to the child(ren) that they are associated within the profile. A teacher may view the entire group's attendance.*

# Frequently Asked Questions

1. **Can I change the attendance from a different day?**
   **Answer**: To view the attendance from a different date, change the date in view at the top of the attendance resource.

2. **The attendance administrator cannot see the attendance, how do I fix it?**
   **Answer**: Please add the attendance administrator's name to the EDIT permission of the attendance resource.

3. **A student's name is not listed in the attendance resource?**
   **Answer**: Verify that the child is included within the group listed on the VIEW permission of the resource.

4. **Can I change the attendance codes that are listed?**
   **Answer**: The attendance codes may be changed within the Settings section of the attendance resource. Please note some schools may be limited in the kinds of changes allowed to guideline that have been given to SchoolSpeak. Please contact SchoolSpeak Support for more information.

5. **How can I add a person to list of members who can use the attendance book?**
   **Answer**: By default, SchoolSpeak will setup the account so that the homeroom teacher is able to take attendance. To add additional people:
   1. Click the attendance book.
   2. Click the resource Admin link.
   3. Locate the Edit permission box and add the member/group  that is needed.

   > **Note:** *Take special care not to add a parent to the view.*