

# 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**.

	Course.Section	Description	Per	Term	Ct	Att
<input type="radio"/>	<a href="#">206.1</a>	Algebra I	4	Term 1, Term 2	8	
<input type="radio"/>	<a href="#">207.1</a>	Algebra II	5	Term 1, Term 2	18	
<input type="radio"/>	<a href="#">209.1</a>	Linear Algebra	2	Term 1, Term 2	7	
<input type="radio"/>	<a href="#">213.1</a>	Geometry	1	Term 1, Term 2	8	
<input type="radio"/>	<a href="#">223.1</a>	Trigonometry	6	Term 1, Term 2	18	
<input type="radio"/>	<a href="#">209.01</a>	Linear Algebra	3	Term 1, Term 2	13	

- 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**.

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

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- 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:

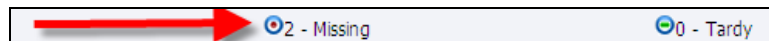
Missing 
Tardy 
Present 

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



Term:  Grading Period:  Period:  Teacher:  Date:

Missing  **Tardy**  Present

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

Missing  **Tardy**  Present

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

- 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.

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

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## 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:

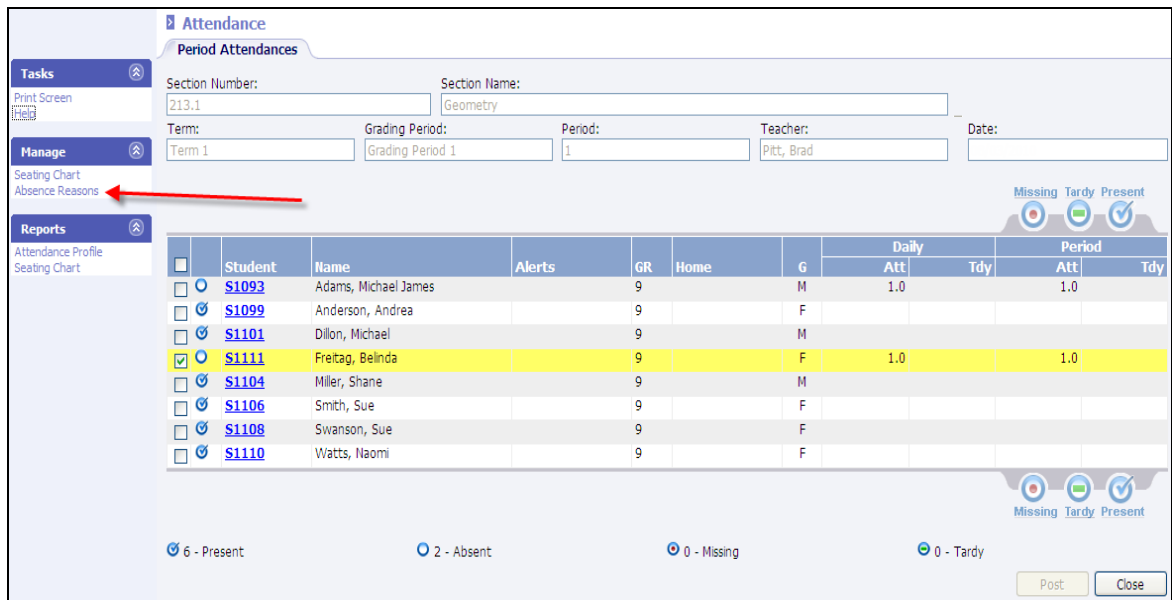
- Clicking the course number that appears as a blue link; or,
- Clicking to bullet the course number and then clicking **View**.

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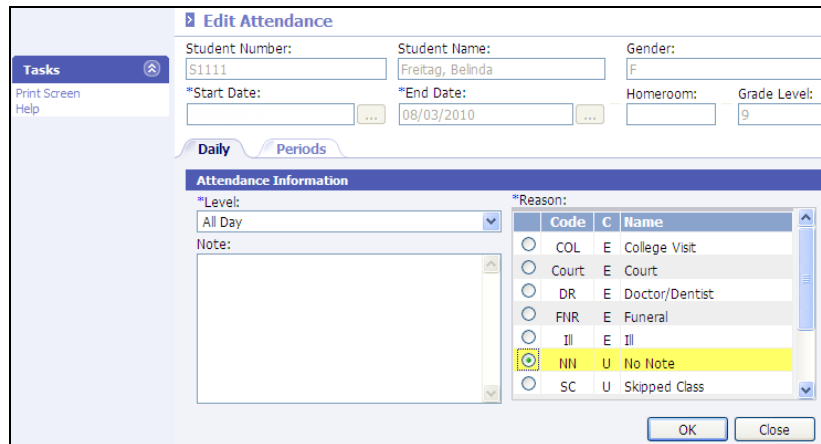
Note: The **Post** button will be inactive because attendance has already been posted for the selected date and period.

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- 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.