



ESC Region 15

Attendance Posting

txGradebook

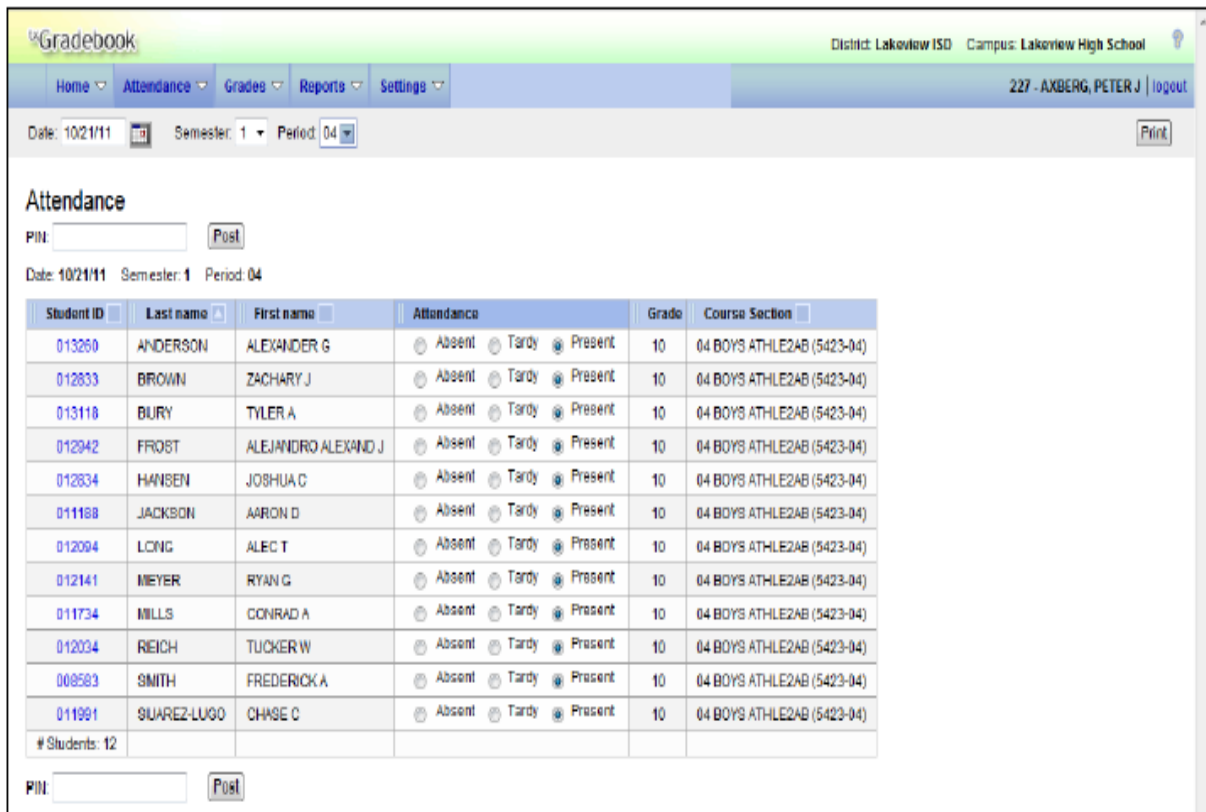
August 14, 2018

Post/View Attendance

The attendance page allows you to record and post attendance for each period. You can also use the page to view attendance data that has already been posted. You can post the data only once for each period/course. If you discover an error after you have posted, you must contact the attendance clerk to correct the error.

The system checks for valid periods for the current date. If there are no valid periods for the date, the message “No attendance to post” is displayed.

Attendance > Post/View Attendance



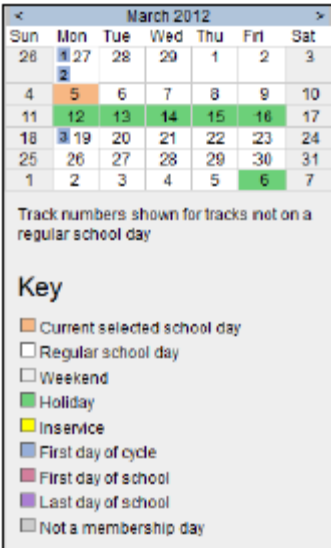
The screenshot shows the Gradebook Attendance page for Lakeview High School. The page includes a navigation menu with Home, Attendance, Grades, Reports, and Settings. The current date is 10/21/11, Semester 1, and Period 04. A PIN field and Post button are visible. The main content is a table with columns for Student ID, Last name, First name, Attendance, Grade, and Course Section. The table lists 12 students, all of whom are marked as Present. A summary row at the bottom indicates 12 students.

Student ID	Last name	First name	Attendance	Grade	Course Section
013260	ANDERSON	ALEXANDER G	Present	10	04 BOYS ATHLE2AB (5423-04)
012833	BROWN	ZACHARY J	Present	10	04 BOYS ATHLE2AB (5423-04)
013118	BURY	TYLER A	Present	10	04 BOYS ATHLE2AB (5423-04)
012942	FROST	ALEJANDRO ALEXAND J	Present	10	04 BOYS ATHLE2AB (5423-04)
012834	HANSEN	JOSHUA C	Present	10	04 BOYS ATHLE2AB (5423-04)
011188	JACKSON	AARON D	Present	10	04 BOYS ATHLE2AB (5423-04)
012094	LONG	ALEC T	Present	10	04 BOYS ATHLE2AB (5423-04)
012141	MEYER	RYAN G	Present	10	04 BOYS ATHLE2AB (5423-04)
011734	MILLS	CONRAD A	Present	10	04 BOYS ATHLE2AB (5423-04)
012034	REICH	TUCKER W	Present	10	04 BOYS ATHLE2AB (5423-04)
008583	SMITH	FREDERICK A	Present	10	04 BOYS ATHLE2AB (5423-04)
011991	SUAREZ-LUGO	CHASE C	Present	10	04 BOYS ATHLE2AB (5423-04)
# Students: 12					

To select a posting date:

The page displays data for the current date by default. To enter another date, type the date in the MMDDYYYY format or open the calendar and select a valid date. To close the calendar, you must click a valid date on the calendar or click the calendar icon.

- For multi-track campuses, the tracks are listed below the date and are highlighted with color-coding, when applicable. (See illustration on next page)

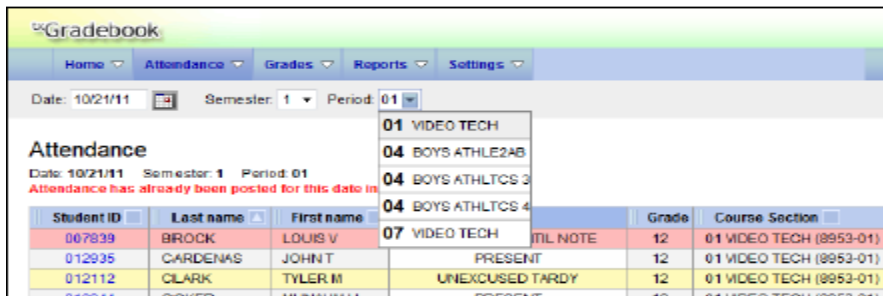


- You cannot select a date outside the current calendar year. Valid school dates begin with the earliest meeting day for any track at the campus and end with the last meeting day for any track at the campus.
- Most campuses do not allow you to post attendance for a prior date. In this case, the Post button is not displayed for prior dates.
- Courses are only displayed on the days met. For example, a course that meets only on Monday is displayed only when the attendance date is a Monday.

To select a posting period:

In the Period field, select the period/course for which you want to view or record attendance. By default, the page displays data for the first period for which you have not posted attendance. The list of active students for the selected date and period is displayed.

- If you teach multiple courses for the selected period, all students in all courses are displayed.
- Attendance may be posted only once for each date/period. If you already posted attendance for the date/period, the period is shaded gray in the drop-down list. If you choose a date/period that has already been posted, a view-only list is displayed.



- If the date chosen is the student’s first day of enrollment in the period/course, the student is identified with the word “New” located to the right of the student’s local ID. All students will be “New” on the first day of school. **NOTE:** Students cannot be marked absent during the ADA period on their first day. The Absent option is disabled.


Attendance

Date: 08/23/17 Sem

Student ID	
190062	NEW
190097	NEW
200003	NEW

To record attendance:

When the date/period is selected, a class list is displayed. All students are set to Present by default. For students who are tardy or absent, mark accordingly in the Attendance fields.

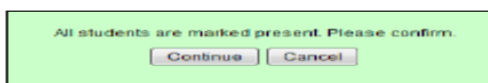
- As students are marked Absent or Tardy, the rows change color. Tardy students are shaded yellow and absent students are shaded red. The Tardy field is disabled if the default tardy code is blank in the attendance application of TxEIS.
- The total number of students enrolled in the period is displayed at the bottom of the column.
- You can click the student’s ID to view the student’s profile.
- If a student’s absence is pre-posted (e.g. a scheduled field trip or a sick student reported by the parent), the student is shaded gray and the reason for his absence is displayed. Pre-posted absences are recorded by the office and cannot be changed by the teacher.
- The Star of Life icon  is displayed for students who have medical circumstances that need to be known. To view details, click on the icon or student ID.

013156	CONNOLLY	GEORGE W	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	03 Printing Tech (8953-03)
010558	FOOTE	MACKENZIE G	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	12	03 Printing Tech (8953-03)
 012072	GAGE	VINCENT D	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	03 Printing Tech (8953-03)

To post attendance:

After attendance is recorded, review your input carefully. You may post the data only once for each period/course. When you are satisfied with your attendance input, you must post the data.

- Type your PIN in the PIN field.
- Click Post. If your entries posted successfully, the page loads with a message indicating that the attendance was posted successfully. If you click post with no absences reported, you will receive:



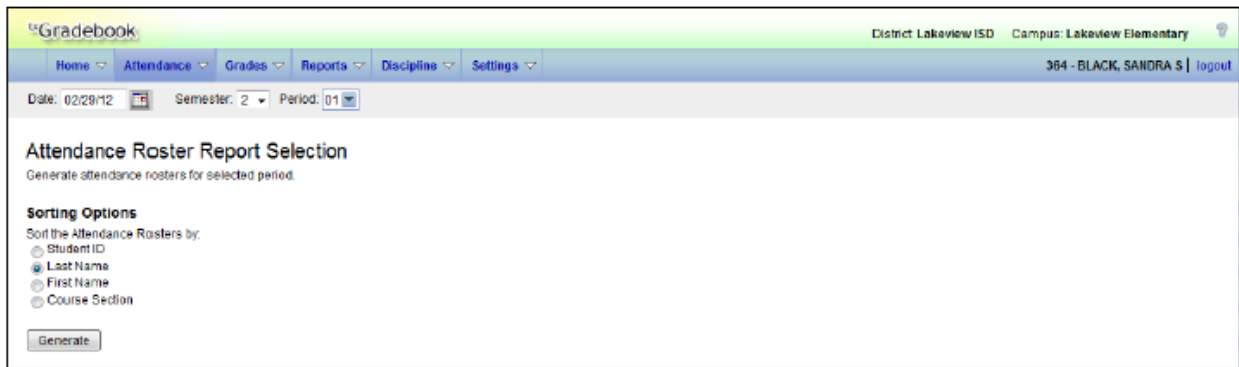
- Click Continue to confirm or Cancel to make changes. After posting is complete, the attendance list is view only.

To record attendance on the first day of school:

On the first day of school, instructors cannot use Gradebook to record or post attendance during the ADA period. They can only view and print data. A student’s enrollment or “No Show” status should be recorded manually on the printed sheets. **Note:** A student cannot be absent during the ADA period until they have been in attendance (enrolled).

To generate attendance rosters:

Attendance > Attendance Rosters



- In the Period field, indicate the period for which you want to print rosters. An ALL option is available.

To print the report:

Once you have selected your options, click Generate. The report opens in a new window. From the report window, click Print to print the report.

Student ID	Last name	First name	Attendance	Grade	Course Section
011301	BARHAM	ANDRE M	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
011356	BLOUNT	TAYLOR R	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012090	CARRROLL	KEVON J	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
011350	CHICKERY	SHAKARI J	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012100	ELZEY	JAMES Q	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
012807	FIDERWUTZ	JORDAN L	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
010783	GRISWOLD	MEGAN L	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
012134	IRWIN	MATTHEW D	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
010833	PAISLEY	CAROLINE M	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012397	PHARRIS	JESSICA D	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
009966	ROBERTS	BRETT A	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
010825	RYDER	REBEKAH E	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012952	SCHULTZ	NICOLE E	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
009942	VALENZUELA	MICHAEL L	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
010182	WALKER	ABBIE R	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
# Students: 15					

NOTES: _____
