

SISK12: Attendance Marking

Display List of Classes

The Staff Home screen includes a section titled My Classes. This area provides quick access to the teacher functions, along with limited data on the classes taught.

1 Choose a different time frame.

2 Select a sorting order.

3 Update Display

	Per	Term	Sub	#Std
	1	S1	H500	27
	2	S1	H500	26
	3	S1	H500	30
	5	S1	H500	25

Mark Attendance by Period

1 Click the Attendance button next to the appropriate class.

BULLETINS: 05/07/09

MY CLASSES:

	Per	Term	Subject	Title
	1	S2	H2000-02	MATH PLANNING PERIOD
	2	S2	H2200-01	ALGEBRA I
	3	S2	H2200-04	ALGEBRA I
	4	S2	H2110-02	APPLIED MATH I
	6	S2	H2240-01	ALGEBRA II
	7	S2	H2230-03	GEOMETRY



The screenshot shows a software interface for marking attendance. At the top, there is a 'View / Maintain' menu and a 'Favorites (Select Item)' dropdown. Below that is a 'Student Data Links' dropdown and a row of icons. The main area is titled 'CURRENT DAY ATTENDANCE' and includes a date 'ay, 08/18/09(R D)' and 'Semester: 1'. There are buttons for 'Done', 'Apply', and 'Cancel'. A checkbox labeled 'Show student photos' is checked, with a 'Perfect Attendance Today' button below it. At the bottom, there is a table with columns for 'L/E', 'Student', 'Gr', 'P1', 'P2', and 'P3'. The 'P1' column is highlighted in green. Three callout boxes provide instructions: one points to the 'Show student photos' checkbox with the text 'Display student photos.', another points to the 'P1' column with the text 'The current hour's column is green. If a student is absent or tardy, click their cell and use the drop down menu that appears.', and a third points to the 'L/E' column with the text 'Click here if all students are present and on time.'

Mark Attendance by Homeroom

1. Click the Attendance button next the Period 1 Homeroom Class.
2. Follow the directions in the image above.

