Attendance

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How Admin Can Mark Attendance For Students Before Teacher

Often the school Administrator has to mark student attendance before a teacher takes the attendance for a day. To do so, login as an admin and go to **Attendance >>Add Absences**

Fill out the **Attendance Category** , **Attendance Code** and the **Attendance Dates**. You can select one or more dates. Finally select the **Student**. You can also select a group of students and mark their attendances.

In this example below, the administrator needed to mark one student excused absence for one week since the student will be away from school for a week. Note that the admin does not know the student's schedule and therefore kept the **Course Section** field empty. The system will find the course sections the student is scheduled into and mark his attendance.



When the Teacher will try to take attendance for the day, the system will display the **Attendance** marked by the administrator along with the comment.



How To Override Attendance Taken By A Teacher

Sometimes an administrator has to override attendance taken by a teacher. An example would be that a student was marked absent by the teacher, but the student was actually out sick and returned with a doctor's note. So the administrator had to go into the system and change the attendance from Absent to Excused Absence.

To do this, login as an administrator and navigate to **Attendance >> Administration**.

In this example, the Teacher has marked the student absent on March 1st. To override the attendance, the administrator selected the **Attendance Date** , **Attendance Code** , selected the **Student** and changed the **Attendance** from **Absent** to **Excused Absence**. Finally the administrator added a **Comment** by clicking on the comment blurb icon and updated the screen.



What Is The Significance Of Recalculate Daily Attendance

The full-day and half-day attendance minutes are auto calculated from the **Settings >>School>>Periods **setup screen. The total minutes are added to show full-day and divided by two to show half-day minutes. Users can edit the value to match the exact requirements.

Often, the Period times are required to be changed, or a new Period is added or even the half-day and the full-day minutes are adjusted. If you make any such changes, you have to recalculate the attendances so that student attendances are correct.

All above mentioned changes are made to this Period screen as given below, which can be accessed from **Settings >>School>>Periods.**



To recalculate daily attendance, login as an administrator and go to **Attendance >>Recalculate Daily Attendance **

Suppose you had changes to the Period setting on March 7, 2023, then you should make the new calculation retroactive from the beginning of this current Term that started on Jan 4th. Put the dates and click **Recalculate Daily Attendance**



While the system is recalculating the attendance records, it will display a screen like this. Once completed, you will get a confirmation message on screen.

