How To Take Attendance On Behalf Of Teachers

If a Teacher has not taken attendance, then an Administrator can take the attendance on behalf of the teacher. This guide will walk you through the process of taking attendance on behalf of a teacher using CrownSIS.

Step 1: Accessing Teacher Functions

To begin, follow these steps to access the Take Attendance function:

1. **Navigate to the Staff Section** : Start by going to the **Staff** section in CrownSIS.
2. **Select Teacher Functions** : In the left submenu, click on **Teacher Functions**.
3. **Access Take Attendance** : Within the Teacher Functions submenu, select **Take Attendance**.

This will display a list of teachers for whom you can take attendance.



Step 2: Selecting the Teacher

After accessing the Take Attendance section, you’ll see a list of teachers. Choose the teacher for whom you wish to take attendance. This will bring up a calendar view that records the course sections taught by the selected teacher, organized by date.



Step 3: Selecting a Course Section

On the right-hand side of the calendar, you'll have the option to select a course section for which you wish to take attendance. You can navigate through the calendar using the arrows at the top to

change the month and view different schedules.



Once you've located the desired course section on the required date, click on the course section button. This will bring up a list of students enrolled in that course section.

Step 4: Recording Attendance

You will now see a list of students enrolled in the selected course section. For each student, you need to select the appropriate attendance status from the following options:

- **Present**
- **Absent**
- **Half Day**
- **Medical Leave**
- **Excused Absence**
- **Unexcused Absence**

After you’ve recorded the attendance for all students, click **Submit** to save the entry.



Step 5: Reviewing and Finalizing Attendance

Once you've submitted the attendance, it will be recorded for the selected course section and teacher. You can review the attendance records at any time to ensure accuracy and make any necessary adjustments.

By following these steps, administrators can efficiently manage the attendance-taking process on behalf of teachers in CrownSIS, ensuring that student attendance records are up-to-date and accurately maintained.

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