

ATTENDANCE – Taking Homeroom Attendance

Attendance→HR Attendance

The screenshot displays the 'Attendance→HR Attendance' interface. At the top, there are navigation tabs for 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', and 'Setup'. Below these are sub-tabs for 'Daily Attendance', 'Attendance Codes', 'Process Attendance Cards', 'Letters', 'NJ ASSA', 'Register', 'Auto Dialer', 'HR Attendance', and 'Reports'. The main area shows a 'Post Attendance' window for Teacher: Aude, Rich, dated 05/23/2006, Homeroom: D232. A table lists 27 students with columns for ID, Last Name, First Name, Old Code, Attendance Code (all set to '-- Present'), Time Tardy, and DNC. A 'Post Attendance' button is at the bottom of the table.

ID	Last Name	First Name	Old Code	Attendance Code	Time Tardy	DNC
1004200	Alexander	Walt	-	-- Present		<input type="checkbox"/>
1004361	Babich	Johnny	-	-- Present		<input type="checkbox"/>
1000831	Barragan	Cuno	-	-- Present		<input type="checkbox"/>
105621	Bostick	Henry	-	-- Present		<input type="checkbox"/>
105647	Bradley	Mark	-	-- Present		<input type="checkbox"/>
1005437	Briscoe	John	-	-- Present		<input type="checkbox"/>
1011152	Burns	Pat	-	-- Present		<input type="checkbox"/>
1006022	Burrell	Buster	-	-- Present		<input type="checkbox"/>
105780	Butler	Adam	-	-- Present		<input type="checkbox"/>
105794	Cadaret	Greg	-	-- Present		<input type="checkbox"/>
105847	Carpenter	Paul	-	-- Present		<input type="checkbox"/>
1006993	Clark	Jim	-	-- Present		<input type="checkbox"/>
1007045	Clary	Marty	-	-- Present		<input type="checkbox"/>
1007304	Comstock	Keith	-	-- Present		<input type="checkbox"/>
1005095	Costello	Dan	-	-- Present		<input type="checkbox"/>
1012163	Davis	Jacke	-	-- Present		<input type="checkbox"/>
1008453	Decker	Frank	-	-- Present		<input type="checkbox"/>
1012491	Eckenstahler	Eric	-	-- Present		<input type="checkbox"/>
1012789	Flynn	Doug	-	-- Present		<input type="checkbox"/>
404190	Leith	Bill	-	-- Present		<input type="checkbox"/>

Figure 1 – Attendance→HR Attendance screen before HR Attendance has been taken for the day

Taking HR Attendance

Homeroom Attendance is taken on the [Attendance→HR Attendance](#) screen. This is a very simple process:

1. Go to the [Attendance→HR Attendance](#) screen. This may be the first screen you see when you log in.
2. All your students are presumed to be present. If they are all in class, simply click the **Post Attendance** button at the bottom of the screen.
3. If any student is absent or is tardy to homeroom, click on the drop down list corresponding to that student. Select the proper Attendance Code. In most schools you will have the option of selecting either **Absent** or **Tardy**.
4. When you have selected an Attendance Code for all absent or tardy students, click the **Post Attendance** button at the bottom of the screen.

This screen only takes attendance for “today”: it does not give you a choice of dates.

Selecting an Attendance Code for a Student

Homeroom Attendance gives you a small number of possible Attendance Codes.

The screenshot shows the 'Attendance.HR Attendance (Aude, Rich-D232)' screen. At the top, the 'Attendance status for the HR is shown here' callout points to the 'Attendance.HR Attendance' label. The table below lists students with columns for ID, Last Name, First Name, Old Code, Attendance Code, Time Tardy, and DNC. A callout points to the 'Attendance Code' dropdown menu, stating 'The list of possible Attendance codes is available in each drop down.' Another callout points to the 'DNC' column, stating 'The “DNC” checkbox is a ‘do not call’ indicator'. A third callout points to the 'Post Attendance' button at the bottom, stating 'Attendance is not posted until you click the Post Attendance button.' A red box at the top right of the table area contains the text 'Attendance Not Yet Posted Today'.

ID	Last Name	First Name	Old Code	Attendance Code	Time Tardy	DNC
1004200	Alexander	Walt	-	-- Present		<input type="checkbox"/>
1004361	Babich	Johnny	-	-- Present		<input type="checkbox"/>
1000831	Barragan	Cuno	-	-- Present		<input type="checkbox"/>
105621	Bostich		-	-- Present		<input type="checkbox"/>
105647	B		-	-- Present		<input type="checkbox"/>
1005437	B		-	1 - Absent - Full Day T - Tardy (Unexcused)		<input type="checkbox"/>
1011152	B		-	-- Present		<input type="checkbox"/>
1006022	B		-	-- Present		<input type="checkbox"/>
105780	B		-	-- Present		<input type="checkbox"/>
105794	C		-	-- Present		<input type="checkbox"/>
105847	Carpenter		-	-- Present		<input type="checkbox"/>
1006993	Clark	Jim	-	-- Present		<input type="checkbox"/>
1007045	Clary	Marty	-	-- Present		<input type="checkbox"/>
1007304	Comstock	Keith	-	-- Present		<input type="checkbox"/>
1005095	Costello	Dan	-	-- Present		<input type="checkbox"/>
1012163	Davis	Jacke	-	-- Present		<input type="checkbox"/>
1008453	Decker	Frank	-	-- Present		<input type="checkbox"/>
1012491	Eckenstahler	Eric	-	-- Present		<input type="checkbox"/>
1012789	Flynn	Doug	-	-- Present		<input type="checkbox"/>
404190	Leith	Bill	-	-- Present		<input type="checkbox"/>

Figure 2 – Attendance Search Screen with Counselor List displayed

The “Do Not Call” (DNC) Checkbox

Each student has a checkbox on the far right side of the screen corresponding to their entry in the list. This is the “DNC” or “Do Not Call” checkbox. If your school has an autodialer system that automatically calls the parents of absent students, checking the “Do Not Call” checkbox prevents the student’s name and phone number from being given to the autodialer: checking the box prevents the student’s home from being called. You would only check the box if you knew where the student actually was – for example, if they are on a field trip.

The HR Attendance Status Message

Attendance → HR Attendance

The screenshot shows the 'Post Attendance' screen for teacher 'Aude, Rich' on '05/23/2006' in homeroom 'D232'. The interface includes a navigation menu with 'Attendance' selected, and a table of student attendance records. A yellow callout bubble points to a green message 'Attendance Posted At 2:05:48 PM' in the top right corner of the browser window. A red box highlights the same message in the top right corner of the student list table.

ID	Last Name	First Name	Old Code	Attendance Code	Time Tardy	DNC
1004200	Alexander	Walt	-	-- Present		<input type="checkbox"/>
1004361	Babich	Johnny	-	-- Present		<input type="checkbox"/>
1000831	Barragan	Cuno	-	-- Present		<input type="checkbox"/>
105621	Bostick	Henry	1	1 - Absent - Full Day		<input type="checkbox"/>
105647	Bradley	Mark	-	-- Present		<input type="checkbox"/>
1005437	Briscoe	John	-	-- Present		<input type="checkbox"/>
1011152	Burns	Pat	-	-- Present		<input type="checkbox"/>
1006022	Burrell	Buster	T 08:47AM	T - Tardy (Unexcused)	08 :47 AM	<input type="checkbox"/>
105780	Butler	Adam	-	-- Present		<input type="checkbox"/>
105794	Cadaret	Greg	1	1 - Absent - Full Day		<input checked="" type="checkbox"/>
105847	Carpenter	Paul	-	-- Present		<input type="checkbox"/>
1006993	Clark	Jim	-	-- Present		<input type="checkbox"/>
1007045	Clary	Marty	-	-- Present		<input type="checkbox"/>
1007304	Comstock	Keith	-	-- Present		<input type="checkbox"/>
1005095	Costello	Dan	-	-- Present		<input type="checkbox"/>
1012163	Davis	Jacke	-	-- Present		<input type="checkbox"/>
1008453	Decker	Frank	-	-- Present		<input type="checkbox"/>
1012491	Eckenstahler	Eric	-	-- Present		<input type="checkbox"/>
1012789	Flynn	Doug	-	-- Present		<input type="checkbox"/>
404190	Leith	Bill	-	-- Present		<input type="checkbox"/>

HR Attendance Status Message

The HR Attendance Status Message is displayed in the upper right hand corner of the screen. This message says one of two things:

- Attendance Not Yet Posted Today
- Attendance Posted at 10:47:23 AM

Note that the “not yet posted” message really is displayed in **bold red font** and the “Attendance posted at” message really is displayed in **bold green font**.