



**Attendance Module Training Guide
Administrator**

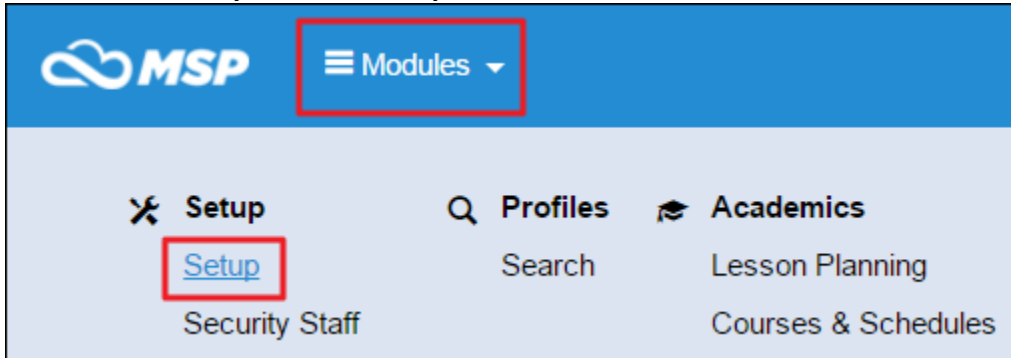


OVERVIEW: The Attendance Module allows an Administrator to enter and track attendance by student for tracking purposes. Attendance is a key component to any school as it directly affects the staffing requirements and funding available based on student enrollment. You are able to setup your own school attendance codes, and choose the way you would like to track attendance.

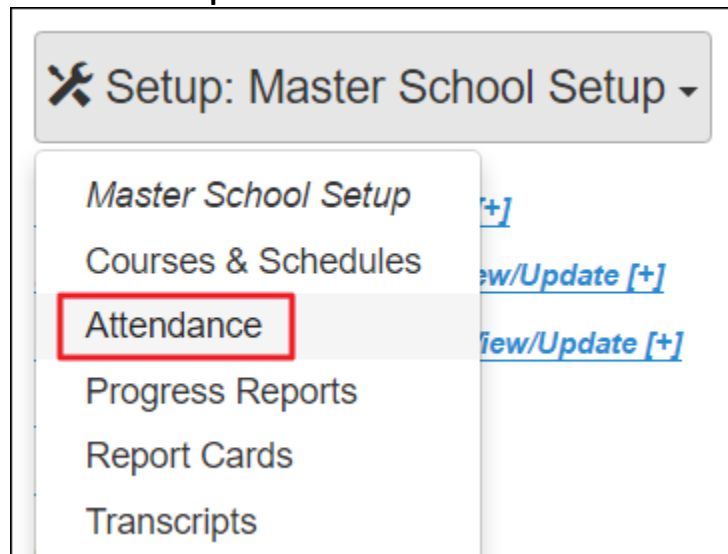
I. Attendance Setup

A. Hover over Modules at the top left of the screen

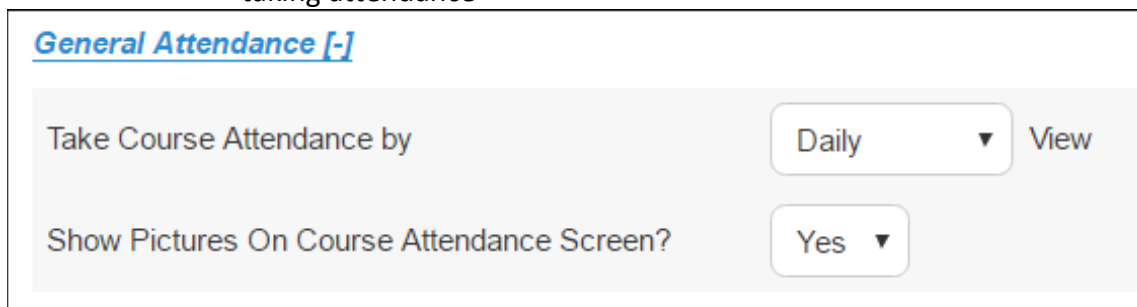
B. Under Setup, click on Setup




C. Hover over the Setup tab and click on Attendance




1) Click on General Attendance to when attendance is taken and whether or not you wish to display student and faculty pictures when taking attendance











A screenshot of the 'General Attendance [-]' settings form. The form has a light gray background. At the top, there is a title 'General Attendance [-]' in blue. Below the title, there are two rows of settings. The first row is 'Take Course Attendance by' with a dropdown menu set to 'Daily' and a 'View' button. The second row is 'Show Pictures On Course Attendance Screen?' with a dropdown menu set to 'Yes'.

- 2) Click on Attendance Codes to customize attendance descriptions and abbreviations
 - a. Click on Student Codes to view student attendance codes
 - b. Click on the pencil icon  to edit an attendance code

[Attendance Codes \[-\]](#)

[Student Codes \[-\]](#)

 Add New Item

Attendance Description	Attendance Code	Default	Notify Parent On #	Notification Frequency	Actions
Present	P	Yes	N/A		 
Excused Absence	EA	No	N/A		 
Unexcused Absence	UA	No	1	Daily	 
Unexcused Tardy	UT	No	3	Weekly	 
Excused Tardy	ET	No	N/A		 

[Faculty/Staff Codes \[+\]](#)

- 3) You are able to edit the attendance description, code (abbreviation), type, value, whether or not you wish teachers to be able to use this attendance code, whether or not you want the attendance code to be the default attendance for students, and when you want parents to be notified when their students receive this attendance code a certain amount of times

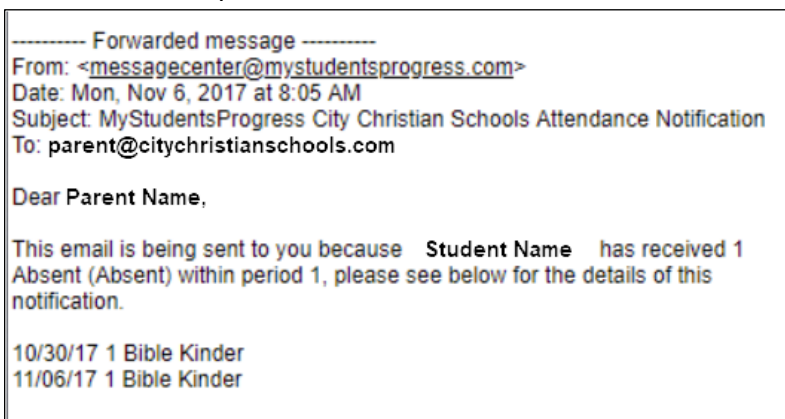
[Attendance Codes \[-\]](#)

[Student Codes \[-\]](#)

Attendance Description	Attendance Code	Attendance Type	Attendance Code Value
<input type="text" value="Present"/>	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text" value="1.000"/>

Attendance Type 2	Attendance Code Value 2	LTPC	Teacher View	Default	Notify Parent On #
<input type="text" value="N/A"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="N/A"/>

a. Sample of attendance notification shown below



- 4) Click on School Calendar to edit the days your school is in session
 - a. Check and un-check days to mark them in session or not in session, then click save at the bottom of the screen
 - b. To add dates to the calendar, enter the dates at the top (Add From/Add Thru) and then click Submit

[School Calendar \[-\]](#)

Add From

Add Thru

7/15/2016

7/15/2016

Submit >>

Instructions:

Click on the Month header to check/uncheck all days within month.
 Click on the Weekend header to check/uncheck weekend days within month.

Mar 2016							Apr 2016							May 2016							Jun 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

- 5) Click on Faculty/Staff Attendance to determine whether you want to take faculty/staff attendance and whether or not admins are the only ones able to take faculty/staff attendance
 - a. If no is selected for Admin Privilege Only, then teacher/staff will be able to take their own attendance

Faculty/Staff Attendance [-]

Track Faculty/Staff Attendance?

Admin Privilege Only?

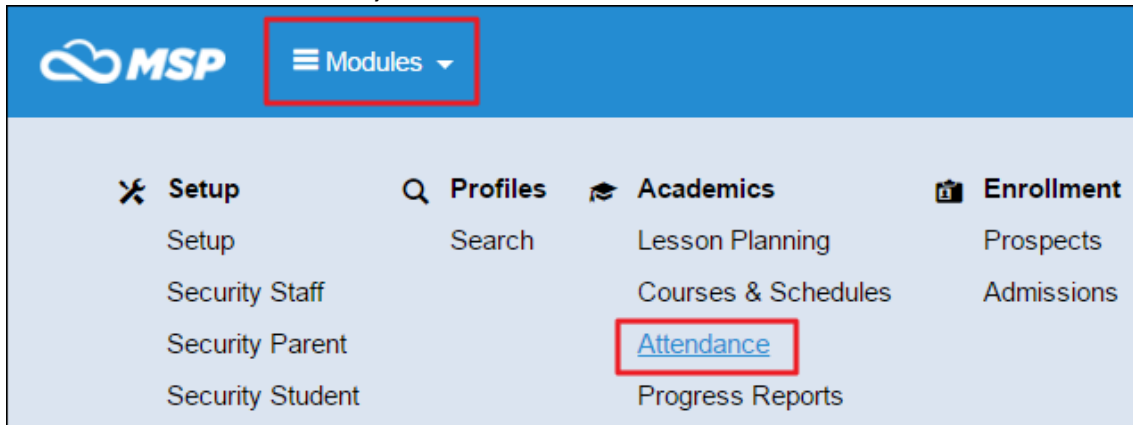
Yes ▼

No ▼

II. Attendance Module


A. Hover over Modules at the top left of the screen

B. Under Academics, click on Attendance



The screenshot shows the MSP interface. At the top left is the MSP logo. To its right is a blue button labeled "Modules" with a dropdown arrow, which is highlighted with a red rectangle. Below this is a light blue menu area with four main categories: Setup, Profiles, Academics, and Enrollment. Under "Academics", the "Attendance" link is highlighted with a red rectangle. Other links visible include Setup, Security Staff, Security Parent, Security Student, Search, Lesson Planning, Courses & Schedules, Progress Reports, Prospects, and Admissions.

- 1) You are now able to take attendance by Student, Course, or Period
- 2) To take attendance by student, search for the student(s) for whom you want to take attendance

 Attendance: Add, Edit Student Attendance ▾

Search for Students

Student ID:

Last Name:

First Name:

Teacher:

Select... ▾

Grade:

All ▾

Course:

Select... ▾

***Show Results:**


☒ By Student
☐ By Course
☐ By Period

School Year:

2016-2017 ▾

Search >>

3) Select a student from the search results

Search Results					
← Return to Search					
 Mass LTTPC Code Update					
✓	Student ID	School Year	Student	Grade	Gender
		2016-2017	Aaron, Aaron	1	M
		2016-2017	Aaron, Alex	1	F
		2016-2017	Aaron, Amanda	K	F
		2016-2017	Albert, Jamie	PK	F
		2016-2017	Anders, Alex	1	M
		2016-2017	Anderson, Adriana	4	F
		2016-2017	Anderson, Alfred	4	M

4) You are now able to select an attendance code for each class the student is assigned to that takes attendance

- a. Click Update at the bottom of the screen to save any attendance selections

Aaron, Aaron Grade: 1
Attendance for Friday, July 15, 2016 (School Year: 2016-2017)

Course ID	Course	Period	Teacher	Unmarked	P	EA	UA	UT	ET	Comments	Attendance 07/04 - 07/08	Attendance 07/11 - 07/15
											M T W Th F	M T W Th F
Religion 1		01	Long	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	P	
Chars: 0 of MAX 255												
Art 1		01	Adams	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	P P P	P
Chars: 0 of MAX 255												
Computer Skills 1		01	Guy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	P P P	
Chars: 0 of MAX 255												

- 5) If By Course is selected when taking attendance, a list of courses will be displayed
- 6) Select the course from the search results

Search Results

[← Return to Search](#)




<input checked="" type="checkbox"/>	Period	Course ID	Course	Teacher
	04		Vocabulary 8	Mitchell
	10		Art 6	Adams
	11		Computer Skills 6	Guy
	12		Music 6	Mike
	13		Physical Education 6	Harrison
	04		Vocabulary 6	Batty
	10		Art 7	Adams
	11		Computer Skills 7	Guy

- 7) You are now able to take attendance for all of the students assigned to the course
 - a. Also, if you track faculty/staff attendance, you are able to take the teacher's attendance at the top of the screen

Vocabulary 8 (S1,S2) - Mitchell
Attendance for Friday, July 15, 2016

Attendance Report: From: 7/15/2016 Thru: 7/15/2016 Generate Report >>

Teacher	U/M	Pr	S	V	AE	AU	Comments	Attendance 07/04 - 07/08	Attendance 07/11 - 07/15
								M T W Th F	M T W Th F
Mitchell, Megan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

Student	Grade	M/F	U/M	P	EA	UA	UT	ET	Comments	M 07/04	T 07/05	W 07/06	T 07/07	F 07/08	M 07/11	T 07/12	W 07/13	T 07/14	F 07/15
 Chadwick, Clayton	8	M	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				P							
 Charles, Christopher	8	M	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				P							
 Daniel, Dillon	8	M	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				P							

8) If By Period is selected when taking attendance, you will be asked to choose a period, and either an Activity or Student

Search By Period

[Return to Search](#)

* Period: ☐ 05 ☐ 06 ☐ 07 ☒ 08
☐ 09 ☐ 01 ☐ 02 ☐ 03
☐ 04 ☐ 10 ☐ 11 ☐ 12
☐ 13


Activity: *OR*

Student:
 Aaron, Alex
 Aaron, Amanda
 Albert, Jamie
 Anders, Alex
 Anderson, Adriana
 Anderson, Alfred
 Anderson, Anna
 Anna, Ann
 Anne, Aubrey
 Anderson, Johnny

search >>

- 9) If a period and activity are selected, you will be able to take attendance for students in the activity and that have a course during the period selected that takes attendance

Attendance for Friday, July 15, 2016 (School Year: 2016-2017)


Student	Grade	PD	Course	Teacher	U/M	P	EA	UA	UT	ET	Comments	M 07/04	T 07/05	W 07/06	T 07/07
 Anderson, Anna	7	13	Physical Education 7	Harrison	<input type="radio"/>	<input checked="" type="radio"/> *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>				
Student	Grade	PD	Course	Teacher	U/M	P	EA	UA	UT	ET	Comments	M 07/04	T 07/05	W 07/06	T 07/07
MARK ALL					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

* Attendance Default in use, you must click Update in order to record attendance

[Update Attendance](#)

- 10) If a period and student are selected, you will be able to take attendance for the student's course in the selected period


Attendance for Friday, July 15, 2016 (School Year: 2016-2017)

Student	Grade	PD	Course	Teacher	U/M	P	EA	UA	UT	ET	Comments	M 07/04	T 07/05	W 07/06	T 07/07
 Anderson, Anna	7	13	Physical Education 7	Harrison	<input type="radio"/>	<input checked="" type="radio"/> *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>				
Student	Grade	PD	Course	Teacher	U/M	P	EA	UA	UT	ET	Comments	M 07/04	T 07/05	W 07/06	T 07/07
MARK ALL					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

* Attendance Default in use, you must click Update in order to record attendance


[Update Attendance](#)

- 11) To take Faculty/Staff Attendance, hover over Attendance at the top of the screen and click on Add, Edit Faculty/Staff Attendance

 Attendance: Add, Edit Student Attendance ▾

[Add, Edit Student Attendance](#)

[Add, Edit Faculty/Staff Attendance](#)

 Help

School Year: 2016-20

- 12) Search for the faculty for whom you wish to take attendance

Search for Faculty/Staff

Staff ID:

Last Name:

First Name:

Course:

School Year:

- 13) Teachers and their courses will be displayed according to the search criteria. Select the appropriate attendance for each teacher and then click Update at the bottom of the screen

Attendance for Friday, July 15, 2016

Faculty/Staff	Course	U/M	Pr	S	V	AE	AU	Comments	Attendance 07/04 - 07/08					Attendance 07/11 - 07/15				
									M	T	W	Th	F	M	T	W	Th	F
Adams, Denise	Art 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>										
Adams, Denise	Art 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>										
Adams, Denise	Art 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>										
Adams, Denise	Art 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>										
Adams, Denise	Art 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>										
Adams, Denise	Art 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>										