

Attendance

Find a Course

Filter by Student Criteria

Record Absences

- Mark All Present
- Clear
- Mark Remaining Present
- Comment

Professors recording class attendance

Record My Class Attendance

- Mark All Present
- Clear
- Mark Remaining Present
- Toggle Pattern/Comment

Adding a Progress Report

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- Census

View Attendance Information

Users with relevant permissions can enter classroom attendance in GradesFirst.

Find a Course

To access the **Attendance Tracking** screen, click the **Record Class Attendance** link in the **Options** menu on the right side of your home page.

To take attendance, first locate the course for which attendance is to be taken. You can use the **Filter Course, Location, Professor** field to automatically narrow down the search grid. For instance, if you wish to look for only those courses offered in Yates Hall, simply type in "Yates" in the filter and press <enter>. The search grid will then automatically narrow down the results and only show you those courses offered at that location.

Filter by Student Criteria

If you would rather search by student criteria e.g. category, tag, classification, major, students at-risk. Simply click in one of the fields and you will see the options available to you. You may also click on the plus icon to open up additional fields for the selection you have chosen in the event you would like to search by: Any of these, None of these or All of these in the criteria.

The screenshot shows the 'Attendance Tracking' interface. On the left is a navigation sidebar with icons for home, messages, calendar, attendance, and settings. The main content area is titled 'Attendance Tracking' and features a search bar for 'Filter Course, Location, Professor'. Below this are three filter sections: 'Filter by Student Criteria' with dropdowns for Category, Tag, Classification, and Major, and a checkbox for 'At-Risk Students'; and 'Filter Date & Time' with a calendar for 'November 2015'. To the right, a table titled 'Course Times On 11/04/2015' displays the following data:

TIME	LOCATION	SECTION & COURSE	PROFESSOR		
8:00a-9:00a	Kenwright	CJ 325-B Criminal Courts	Steve Place	Record Absences	No Response
9:00a-10:20a	Corbett PE Bldg 202	KIN3034-1 Lifespan Motor Dev	Tami Benham-Deal	Record Absences	No Response
12:00p-1:00p	Yates	ART 362-1A Printmaking I	Heidi Allen	Record Absences	No Response
3:00p-4:30p	Corbett PE Bldg 221	ENGL4010-41 Technical Writing in Professions	Jennifer Sorensen, DJ McLaughlin	Record Absences	No Response

You can also narrow the search results down to only classes happening right now by checking the **Classes in Progress** checkbox.

Once you find the course and section, click the **Record Absences** link. The system will then display the **Record Absences** screen.

Record Absences

RECORD ABSENCES

Actions ▾

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	COMMENTS
Adams, Chasio		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Adams, Julian		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Alford, Whitney		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Allen, Dana		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	

Mark Remaining Present

2 Present 1 Absent 1 Tardy

Save Attendance

Mark each student Present, Absent, or Tardy. Designate an absence as excused by checking the checkbox in the **Excused?** column. Comments can also be entered on a per student, per incident basis. Then, click **Save Attendance**.

If you prefer to mark all students as present and don't want to select each individual student in the class, there are two places you can accomplish this. One is from the Actions menu dropdown. Click on the menu and you will see the option to Mark All Present.

Mark All Present

This feature allows professors to mark all students as present rather than indicating attendance for each individual.

Clear

Click this option if you would like to clear all of your selections from the screen.

Mark Remaining Present

This check box is on the left side of the screen just below the grid and allows professors to mark all remaining students as "Present."

Comment

This button allows you to record comments about the student and his or her absence.

Professors recording class attendance

Professors also have a link to record record attendance. To access the **Attendance Tracking** screen, click the **Record My Class Attendance** link in the **Options** menu on the right side of your home page.

Record My Class Attendance

To take attendance, first locate the course on the left side of the screen for which attendance is to be taken. Selecting the radio button for the course will bring up the course results. You may also use the Choose a Date option if you wish, to select a day that a course is scheduled for.

Course Attendance

ENGL4010-41 Technical Writing In Professns : Wednesday, Nov. 04, 2015

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCLUDED?	PATTERN	
Adams, Brittany	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Angell, Eric	1 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Augustina, Andre	2 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Last day on 09/24	Add Progress Report
Banulus, Val	4 (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Clean, Shantelle	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Gregar, Cass	9 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Horns, Patrick	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Johns, Anthony	10 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Mopar, Roy	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Muldowny, Sam	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Newton, Courtney	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Tray, Will	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Angell, Eric	1 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report

Mark Remaining Present

Mark each student Present, Absent, or Tardy. Designate an absence as excused by checking the checkbox in the **Excused?** column.

If you prefer to mark all students as present and don't want to select each individual student in the class, there are two places you can accomplish this. One is from the Actions menu dropdown. Click on the menu and you will see the option to Mark All Present.

Mark All Present

This feature allows professors to mark all students as present rather than indicating attendance for each individual.

Clear

Click this option if you would like to clear all of your selections from the screen.

Mark Remaining Present

This check box is on the left side of the screen just below the grid and allows professors to mark all remaining students as "Present."

Toggle Pattern/Comment

This button allows you to record comments about the student and his or her absence toggling between the attendance patterns and comments entered. Comments can also be entered on a per student, per incident basis. When you are all done, click **Save Attendance**.

Adding a Progress Report

For each student in the class, the professor also has the option to add a progress report. Once the progress report is entered and saved, notifications can be delivered to advisors etc and inform them of the students current state.

PROGRESS REPORT FOR BRITTANY ADAMS

Previous Progress Reports For Enrollment

CREATED AT	AT-RISK TO FAIL YOUR CLASS?	ABSENCES	COMMENT
None previously submitted.			

Student
Brittany Adams

Course
ENGL4010-41 Technical Writing in Professns

At-Risk to Fail Your Class?
 Yes
 No

Select one or more Alert Reasons (required if student is being marked at-risk).
 X

Number of Absences

Current Grade

Comment
 Brittany needs to work harder and pay attention in class.

[Save Progress Report](#)

To Excel

This link exports all of the classes recorded attendance to Excel, allowing for quick and easy manipulation, printing, saving, etc.

ENGL4010-41 Technical Writing in Professns				Legend:																			
Professors:		DJ McLaughlin, Jennifer Sorensen		<ul style="list-style-type: none"> . Student Marked Present for Course # Absent - with the number being the absences occurrences (e) Excused x Last Day of Attendance <input type="text"/> * Attendance with a Comment (click the handle to view) 																			
Printed On:		2015-11-04T15:01:57.000																					
Total # of Enrollments		14																					
Total Drops		1																					
Total No-Shows		0																					
Student	Enrollment Status	Total Absences	# of Excused Absences	6/7/2014	6/9/2014	6/12/2014	6/15/2014	6/16/2014	6/19/2014	6/11/2014	6/11/2014	6/13/2014	6/16/2014	6/17/2014	6/19/2014	6/19/2014	6/20/2014	6/23/2014	6/24/2014	6/25/2014	6/26/2014	6/27/2014	
Adams, Brittany		0	0																				
Angeli, Eric	Dropped	1	0																				
Angeli, Eric		1	0																				
Augstana, Andre		1	1																				
Ban, Ivan		0	0																				
Banulus, Val		4	0																				
Clean, Shantelle		0	0																				
Gregar, Cass		9	9																				
Horns, Patrick		0	0																				
Johns, Anthony		10	9																				
Mopar, Roy		0	0																				
Muldowny, Sam		0	0																				
Newten, Courtney		0	0																				
Tray, Will		0	0																				

Census

This link will direct you to a page where you can fill out the last day of attendance for those students who are no longer active in your course. This is commonly referred to as an Attendance Audit or Course Census. Click the "Show all" link to enter a student's Last Day of Attendance or mark them as a No-Show.

Note: Adding a Last Day of Attendance will no longer allow you to take attendance for a student.

View Attendance Information



Course Attendance ENGL4010-41 Technical Writing in Professns Course Attendance

Options

View Options

Show All

Course Section

ENGL4010-41

Course Name

Technical Writing in Professns

Meeting Times

MTWRF 3:00p-4:30p

What is this page?

You can record your Course Census. Campuses commonly refer to the following as "Last Day of Attendance", Attendance Audit, or Course Census. Then, registrars can print the available reports.

Only record information for those students who are **not active** in the course. Mark those as either "Last Day Attended" or "No Show."

What is the Extra Information?

We try to give you information necessary to determine if a student is participating in your course. Absence information is available if either the school is:

Using the Attendance System or
Imports absence information from another system.

STUDENT	LAST DAY OF ATTENDANCE	NO-SHOW?	DROPPED?	LAST RECORDED ATTENDANCE	ABSENCES
Adams, Brittany				Never	0 (0)
Angeli, Eric	10/08/2014	<input type="checkbox"/>	Dropped	09/30/2014	1 (1)
Angeli, Eric				Never	1 (1)
Augustina, Andre				Never	2 (1)
Bar, Ivan				Never	0 (0)
Banulus, Val				12/19/2014	4 (4)
Clean, Shantelle				10/02/2014	0 (0)
Gregar, Cass				Never	9 (0)
Horns, Patrick				10/02/2014	0 (0)
Johns, Anthony				Never	10 (1)
Mopar, Roy				10/02/2014	0 (0)
Muldowny, Sam				Never	0 (0)
Newten, Courtney				Never	0 (0)
Tray, Will				Never	0 (0)

Save Attendance Census

Also, clicking the number of absences (the total number of absences is the number outside of the parentheses- the number of unexcused absences is the number on the inside of the parentheses) will generate a list view of all those student's absences.

DATE	PRESENT / ABSENT	EXCUSED?	COMMENT	CREATED BY
07/01/2014 03:00 PM	Absent (1)	--		McLaughlin, DJ
07/08/2014 03:00 PM	Tardy	Yes		McLaughlin, DJ
07/15/2014 03:00 PM	Present	--		McLaughlin, DJ
07/22/2014 03:00 PM	Tardy	Yes		McLaughlin, DJ
07/29/2014 03:00 PM	Absent (2)	--		McLaughlin, DJ
08/05/2014 03:00 PM	Absent (3)	--		McLaughlin, DJ
08/12/2014 03:00 PM	Present	--		McLaughlin, DJ
08/14/2014 03:00 PM	Present	--		McLaughlin, DJ
08/21/2014 03:00 PM	Tardy	Yes		McLaughlin, DJ
08/26/2014 03:00 PM	Absent (4)	--		McLaughlin, DJ
09/29/2014 03:00 PM	Present	--		McLaughlin, DJ
09/30/2014 03:00 PM	Present	--		McLaughlin, DJ
10/01/2014 03:00 PM				McLaughlin, DJ

[Detailed View](#)

You can also select "Detailed View" to get more details about each of the absences for a student.