

Harmony 3

Classroom Attendance



To take attendance for a class, go to Classroom...Grade book view and click the "Take Attendance" link for the class.

Description	Teacher	Enrollment	enter plan	take attendance
Behavior	Cooper, Lucy	7 students enrolled	enter plan	take attendance
Language Arts	Cooper, Lucy	8 students enrolled	enter plan	take attendance
Grade Book for Language Arts				
Math	Cooper, Lucy	7 students enrolled	enter plan	take attendance
Grade Book for Math				
Music	Cooper, Lucy	7 students enrolled	enter plan	take attendance
Reading	Cooper, Lucy	9 students enrolled	enter plan	take attendance
Grade Book for Reading				

This will bring up a roster with each student's picture. The top right corner has a color-coded key to how to mark the absences and tardies. The picture will be pink if the student is marked absent by the office already. Click the picture one time to turn it blue, which means "Absent by Teacher". Click the picture again to turn it yellow, which means "Tardy by Teacher". If you click it again, it will clear any absence entry.

If you have no absences to report, click the "No Absences" box. In addition, you can enter the lunch count at the top of the attendance report. Once you click "Save", your attendance will be submitted to the office.

Attendance Report
Math

6/23/2014 AM PM All day

no absences

Lunch Milk Option 2 Option 4

Breakfast Option 1 Option 3

Legend: Absent by office Tardy by teacher Absent by teacher

Alli, Tori grade 1	Meyer, D grade 1	Walker, Camryn grade 1	Walker, Sue grade 1
Brinkley, Samantha grade 1	Meyer, Mike grade 1	Walker, Max grade 1	