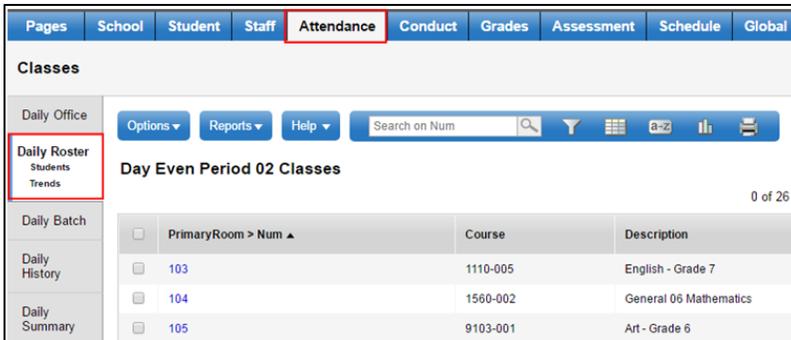# Enter Student Attendance by Homeroom or Classroom from the Office

You can use the Daily Roster side-tab to enter student daily attendance from the office **by homeroom or classroom** input period, depending on your school's daily attendance preferences.

You might want to use this feature, for instance, if your school has a substitute teacher. Substitute teachers manually take attendance on these sheets and submit them to the office, where office staff members enter those attendance records in Aspen.

To enter student attendance by homeroom or classroom:

1. Log on to the School view.

2. Click the **Attendance** tab, **Daily Roster** side-tab. The Daily Roster page displays a list of homerooms or classroom input periods in your school.

3. Click the homeroom or classroom name or number you want to enter attendance for. The list of students in that room appears:
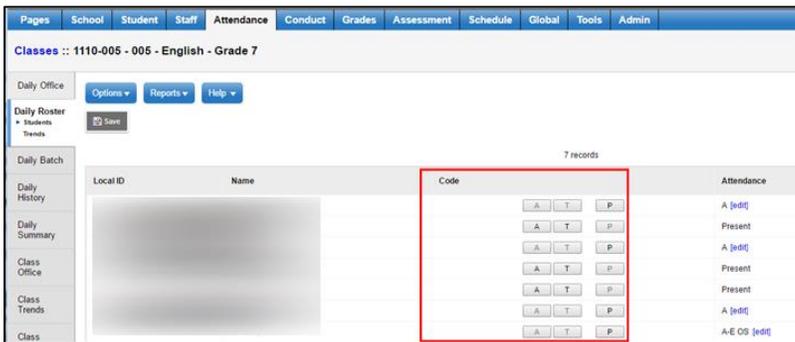
4. In the **Code** column, click the correct code for any students who are not present.

After you click a code, the system highlights that row with gray. This alerts you that you clicked a code but have not saved that attendance record.

When you click a code, be sure to verify the value that appear in the **Attendance** column.

If you select a code for a student by mistake, click **P** to mark the student present and delete the attendance record. When a student's calendar is not in session, the student is grayed out, and the daily and class attendance codes appear as "Not in session."

This helps prevent teachers from mistakenly marking students absent who are in their homeroom but on a different calendar from the current day, such as kindergartners or seniors.

- You can use the record navigation bar [◄◄ ◄ 🔍 ► ►►] to move through homerooms or class input periods and enter all records at once. Then, click **Save** to save all attendance at once.

Managing Student Attendance

- In the **Attendance** column, [edit] appears next to any code you entered. Click **[edit]** if you need to change an attendance record.

Enter Attendance for Individual Students from the Office

You can enter attendance for students one at a time by name or ID on the Attendance tab, Office Input side-tab.
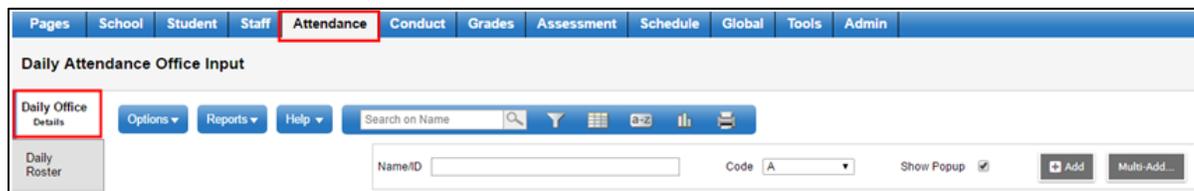

Commonly, attendance staff members use the Office Input side-tab to update attendance for students who arrive or are dismissed after daily attendance has been initially entered.

For example, assume a student arrives at school an hour after homeroom period. He or she is already absent in the system. The attendance manager types the student's name and changes the original absent code to tardy.

To enter attendance for one student at a time on the Office Input side-tab:

1. Log on to the School view.
2. Click the **Attendance** tab, and then the **Daily Office** side-tab. The Daily Attendance Office Input page appears:
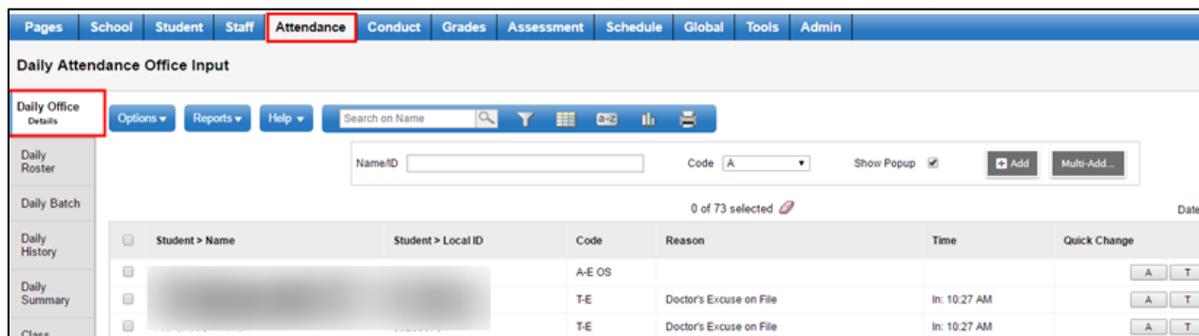
3. In the **Name/ID** field, do one of the following to select the record you want to update:
- Type the student's full or partial name. A list of students appears, starting with the closest match.
- Type the student's ID.
4. At the **Code** field, click to select the code you want to update most students to.

If attendance has already been entered and you are preparing to enter students who arrive tardy to school, select the **Tardy** attendance code and click in the **Name/ID** field. Then, when tardy students arrive, you only need to type their name and click **Add** or press **ENTER.**

5. If you want to enter more detailed information for each code you select for each student, select the **Show Popup** checkbox. Otherwise, deselect this checkbox.

8. To enter this same attendance code for more than one day, click **Multiple Dates**. The Add Attendance pop-up now displays "Start date" and "End date" fields:
9. Enter the date range. The system creates the attendance record for each date in the range.
10. Enter the appropriate attendance data.
11. Click **Save**. The student's attendance record appears on the Daily Attendance Office Input page.

Enter Attendance for Several Students at Once From the Office

Use the Multi-Add button on the Daily Attendance Office Input page to enter the same attendance code for several students at once by section, selection, or homeroom, query, or snapshot.

For example, assume an entire homeroom will be absent today because of a field trip. You can use the Multi-Add button to enter the absent code for all students in that homeroom. Or, if a bus full of students will be tardy, use the button to enter the tardy code for each student on the bus.

To enter attendance for several students at a time on the Daily Attendance Office Input page:

1. Log on to the School view.
2. Click the **Attendance** tab, **Daily Office** side-tab. The Daily Attendance Office Input page appears.
3. Click **Multi-Add.** The Multi-Add Attendance pop-up appears:

4. Select **Section, Homeroom, Query, Snapshot**, or **Selection.** The corresponding pick list appears.

5. In the pick list, select the homeroom, section, students, query, or snapshot containing the students you want to enter the same attendance code for.

Managing Student Attendance

6. To determine what you want the system to do if students you include already have an attendance record for the date, select **Skip** or **Replace.**

7. To enter this attendance record for the selected students for multiple dates, click **Multiple Dates.** The Multi-Add Attendance pop-up now displays "Start date" and "End date" fields:

8. Enter the date range. The system creates the attendance record for each date in the date range.

9. To enter attendance for one date, click **Single Date.**

10. Click **Save.** The attendance records for the students you selected appear on the Daily Attendance Office Input page.

Attendance Classroom and Homeroom Input Sheets

Run Attendance Classroom or Homeroom Input sheets to distribute to teachers or substitutes who take daily attendance:

Print Classroom Input sheets if daily attendance is taken in a specific class period at your school. Print Homeroom Input sheets if daily attendance is taken in a homeroom period at your school.

To print input sheets:

1. Log on to the School view.

2. Click the **Attendance** tab.

3. Click the **Daily Office, Daily Roster,** or **Daily History** side-tab.

4. On the **Reports** menu, click **Attendance Classroom Input** or **Attendance Homeroom Input.** The appropriate pop-up appears.

5. Enter the report parameters.

Managing Student Attendance

View Student Attendance History by Date

You can view student attendance history information on the **Attendance** tab, **Daily History** side-tab. This page displays a list of student attendance records by date.

To view student attendance history:
1. Log on to the School view.
2. Click the **Attendance** tab.
3. Click the **Daily History** side-tab. The Daily Attendance History page displays a list of students for whom attendance codes were entered:

Use the **Field Set** menu to view different columns of information in a different order.
4. In the *Date* column, click a date to view or edit the details of that student's attendance record. Ex. A student has an excuse note for an absence, find the date of absence, and mark the absence as excused: **Y**

View Student Attendance Summary Information

Managing Student Attendance

You can view student attendance summary information for a date range, filtered by the specific criteria you specify. For example, you can view a list of students who had more than five absences or three tardies in the last month.

To view student attendance summary information by criteria for a specific date range:

1. Log on to the School view.
2. Click the **Attendance** tab.
3. Click the **Daily Summary** side-tab. The date range defaults to the current month through the current date.
4. To determine the date range and criteria, click **Change Filter.** The Attendance Details dialog box appears:
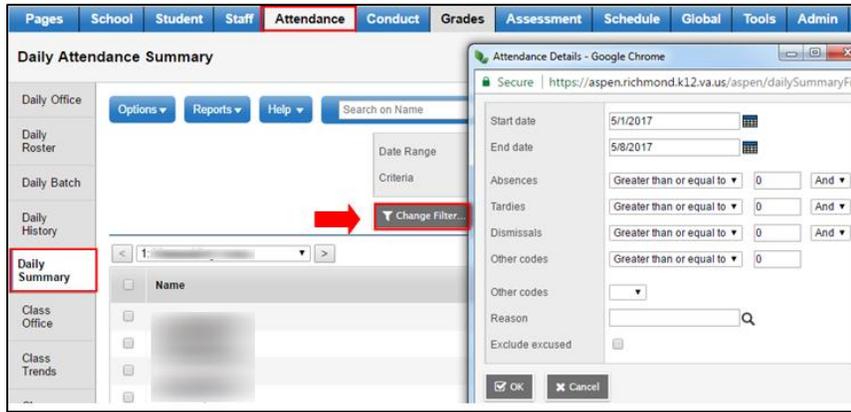
5. Type the date range, or click 📅 to select it.
6. For each category **(Absences, Tardies, Dismissals,** or **Other codes),** determine the operator, such as **greater than, equal to,** or **less than.**
7. Enter the value you are searching for.
8. Determine if you want to search for more than one category. For example, if you want to search for students who were absent more than five times AND had more than three tardies, select **And.** If you want to search for either students who were absent more than five times OR had more than three tardies, select **Or.**
9. At the **Other codes** field, select any other codes you are searching for, such as **ISS** (in-school suspension) or **FT** (field trip).
10. If you want to view only records for which a specific reason was entered, at the **Reason** field, click 🔍 to select a reason.
11. Select the **Exclude excused** checkbox if you do not want to include any attendance records that were marked excused.
12. Click **OK.** The Daily Summary page displays the attendance records that meet the criteria you specify.

Managing Student Attendance