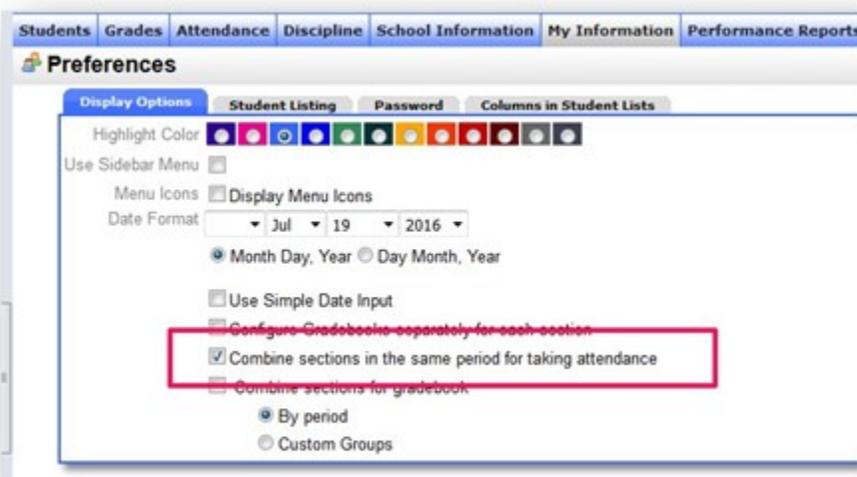# Attendance

9 months ago · Updated

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Overview

Focus has many easy to use tools for taking, tracking, and auditing attendance. In this document, we will explain how to set your attendance preferences, take attendance, and track attendance.

Attendance Preferences

If you teach multiple sections during one period, you have the option to combine these sections that are in the same period for taking attendance so that you can take attendance on one roster for each school period even if the students are in different courses. If you wish to use turn this on, navigate to **My Information> Preferences > Display Options.**

At the bottom of the **Display Options** page, you will see a checkbox next to **Combine Sections in the same period for taking attendance**. Click this checkbox and then click the **Save** button.

Attendance Alerts

Focus alerts you to take attendance through **Portal Alerts**. From the Portal screen, you will see an **Alerts** area. The Attendance Alerts message will read: **You need to take attendance today**: Focus will list the courses assigned to you that you have not yet recorded attendance for. You can click the link for each course to access the take attendance screen.

Once attendance has been taken the alerts will no longer appear on your portal screen.

Taking Attendance

There are two ways you can access the take attendance screen. You can **click on the attendance alert** from the portal page or you can click **Attendance > Take Attendance.** Both will take you to the same screen. On this screen, there are two ways to enter attendance which we cover below.

List View

A. This pulldown menu displays the class that you have selected to take attendance for.

B. When the list is highlighted in grey it means that you are currently displaying the **list view** for attendance.

C. Click on **Seating Chart** to display students in seating chart format to take attendance. This view is covered in the next section.

D. Today's Attendance will display the attendance taken for all student's classes, each box corresponds to one period during the day. The boxes will be color-coded as follows:

Green = Present

Red = Absent

Yellow = Tardy

Grey = Attendance has not been taken

E. Here you will have the ability to mark today's attendance for each student who is currently enrolled in the section you have selected. Each district determines the attendance codes that the teachers can use in addition to other attendance settings. Thus, you may have access to additional attendance codes or students may not default to present. If you see a student has an attendance code that you cannot change it means the office has already entered attendance for that student.

F. This area will display the previous day(s) attendance for your class. Each district determines the number of days a teacher sees here and how far back you are able to change them

G. When you have completed attendance click **Save**.

Once attendance has been completed and saved you will see a green checkmark at the top of the page with a message letting you know that attendance has been successfully taken for this class.
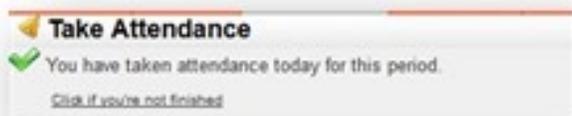
Attendance Reports

There are several different attendance reports available for both teachers and administrators in Focus. Each

report is dynamic and displays real-time data.

Attendance Chart

To access the attendance chart click the **Attendance** menu**,** then **Attendance Chart**.

You will be prompted to search for a student or use more search options to search for a group of students. Focus will only search in the section selected in your course menu in the top right side of the page unless you check **Search All Sections**.

A. Use the **Report Timeframe** to select the attendance dates.

B. Use the **Period pull-down** menu to select the period of attendance you would like to view.

C. Click **Update** to display the attendance data you selected.

D. Depending on your district profile permissions you can view and update student attendance by clicking on the attendance code, changing the code, and clicking save.

Absence Summary

This feature is helpful in establishing the total number of absences for individual students or groups of students sharing certain characteristics. For example, this feature can identify students in certain classes or those with habitual tardies or unexcused absences. To view an Absence Summary of one of your classes, click the **Attendance** menu, then select **Absence Summary** from the pull-down menu.

You will be prompted to search for a student or use more search options to search for a group of students. Focus will only search in the section selected in your course menu in the top right side of your screen unless you check **Search All Sections**.

From the top-most line in this screen, use the **Report Timeframe** calendar pull-downs or click on the calendar icon to identify the date parameters for this report. You may then select the period you want to view and click on the **Go** button.

This view will display all daily attendance codes across the top header row, and the total number of days each student listed on the left was marked with the attendance code.

Click on any student name to see more detailed information for a student. In the Absence Summary for a student, the title of the attendance codes appear in the daily attendance field, while the short name appears for the period attendance. The Absence Summary report for a specific student shows a comprehensive summary of attendance data:

A. Totals by attendance code in periods and days

B. Total attendance counts and percentages present and absent

C. Any date the student received an attendance code other than "Present" for any period will be listed with the attendance data for that date

Attendance Verification Report

The attendance verification report is useful for both maintaining hardcopy records of attendance for auditing purposes and to provide paper attendance rosters for substitute teachers to take attendance on. To access this report click on the **Attendance** menu and select **Attendance Verification**.

From the top-most line in this screen, use the **Report Timeframe** calendar pull-downs or click on the calendar icon to identify the date parameters for this report. You may then select the period (s) you would like to view, click **Update**.

You can include **Page breaks between each section**, **Print Teacher Signature Lines** and **Hide empty classes** by checking the checkboxes by these options.

Once all of your selections have been made you can select **Preview** to review your results or **Print** to print a copy of this report.