

EDP Web Attendance for Office staff

Use this document to guide you through marking Web attendance for your EDP site.

Log In

1. From <http://connect.spps.org>, click on Custom Websites (left side of screen). When new screen appears, click to select **EDP Attendance**.
2. Log in using your Campus login.

Take Attendance by Student

1. Select a Search Option: **Find students by school**. (See circled area above picture number 2.)
2. Select calendar (top of box) (see picture 1).
3. Screen changes to look like picture 2 below. (If the schedule is not selected, select "Main.")
4. Select Term.
5. Enter student information (Student search) or select student name from drop list, and then click **Submit**.
6. If student info does not appear on right side of screen, go to "Search Results" drop list and select student name. (Look for a list that appears if there is more than one student with the same name.)
7. Student information appears on right side of page.
8. From grid on right side of screen, click on the date that you wish to update (picture 3).
9. Mark attendance for one or more periods. Attendance will automatically lock to ensure that teachers cannot overwrite. (See picture 4.)
10. Be sure to **Submit**.
11. To mark next student, repeat steps 4 - 9 (above).

| Period | Status | Comments | Lock Attendance? |
|--------|------------------------|------------------------|-------------------------------------|
| 01 | Absence due to Illness | Out ill--mother called | <input checked="" type="checkbox"/> |
| 02 | Absence due to Illness | Out ill--mother called | <input checked="" type="checkbox"/> |

| Date | 01 | 02 | 03 | 04 | 05 | 06 | 07 | Person Info |
|----------------------|----|----|----|----|----|----|----|--------------------------|
| 01/02/2008 Monday | | | | | | | | PersonID 428801 |
| 01/03/2008 Tuesday | | | | | | | | Name Fatzg, Dee |
| 02/01/2008 Wednesday | | | | | | | | Gender M |
| 02/02/2008 Thursday | | | | | | | | ID 1 |
| 02/03/2008 Friday | | | | | | | | Birth Date 04/19/1993 |
| 02/04/2008 Monday | | | | | | | | |
| 02/07/2008 Tuesday | | | | | | | | |
| 02/08/2008 Wednesday | | | | | | | | Date/Period/Comments |
| 02/09/2008 Thursday | | | | | | | | |
| 02/10/2008 Friday | | | | | | | | |
| 02/13/2008 Monday | | | | | | | | |
| 02/14/2008 Tuesday | | | | | | | | |
| 02/15/2008 Wednesday | | | | | | | | |
| 02/16/2008 Thursday | | | | | | | | |
| 02/17/2008 Friday | | | | | | | | |
| 02/21/2008 Tuesday | | | | | | | | |
| 02/22/2008 Wednesday | | | | | | | | |
| 02/19/2008 Thursday | | | | | | | | |

Take Attendance by Section

1. Select calendar (top of box)
2. Select the schedule (main).
3. Select the term.
4. Select the **period** that the section meets.
5. Select the **section** (course name and teacher name appear).
6. Student names appear on right side of page.
7. For student(s) you will mark, select absence reason from drop list, and type in comments if any.

The screenshot shows the 'Find students by section' interface. On the left, there are search options including 'Find students by section?' (checked), 'Find students by school?' (unchecked), and 'Display Options' such as 'Sort Student List by Last Name', 'Number of columns to display' (set to 2), and 'Display pictures?' (set to No). The main area displays a grid of student records for 'Accounting - Rosenow, Gal B (29 Students) for 06/12/2006 - period number 01'. Each record includes a student ID, a date, an attendance status (e.g., 'Unmarked'), and a 'Comments' field.

(Attendance locks automatically to ensure that teachers do not change attendance.)

8. At bottom of page, select **Submit**.

Note: You can click on any student name link to see the student's attendance history.

Display Options

Choose from the following options:

- Sort student list by Last Name or Student Number.
- Number of columns to view: 1, 2, 3 or 4.
- Display student pictures.
- Change Attendance Date to another date. (Use this option to take attendance for a date other than today.)

Reports

- **Monitor Attendance**
Shows which teachers have/have not taken attendance.
Lists teacher name/section/period and number of students whose attendance is listed as absent, as present and the number of unknown. Any number "Unknown" indicates that the teacher has not taken attendance.
- **Attendance Error Extract**
Shows students with missing attendance. To use, right-click on file name and place file onto your computer. Open Excel, then choose "Open" to import the information into Excel.
- **Missing Rosters**
Shows students who are enrolled but are not rostered into any class.
- **Monitor Attendance by Period**
Like "Monitor Attendance" report, but for a specified class period. To use, before beginning, select a class period at the top of the page.
- **Monitor Attendance Detail**
Lists attendance for each student for each class.
- **Section Roster**
When page is set to "Find Students by Section," use this report for a class roster. Teachers have access to this report.