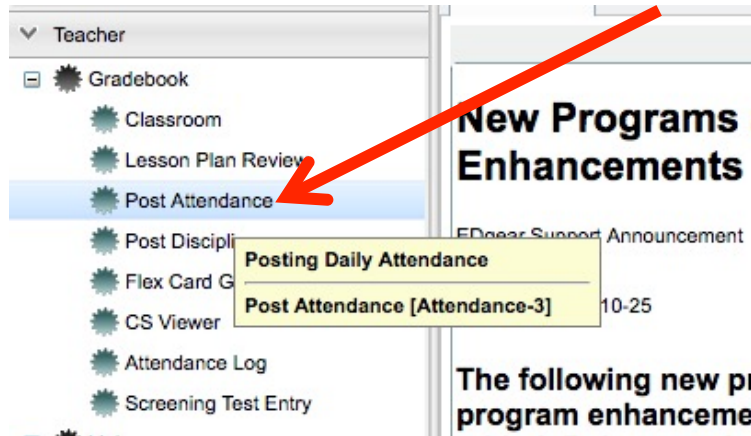


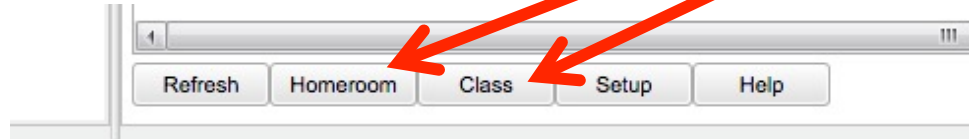
# JCampus Attendance

## I. Taking Attendance

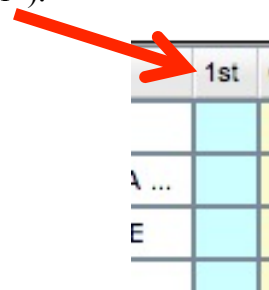
- a. In the homepage of JCampus click the gear icon for “Post Attendance”.



- b. Once in the “Post Attendance” page, click either “Homeroom” or “Class” at the bottom to take attendance.



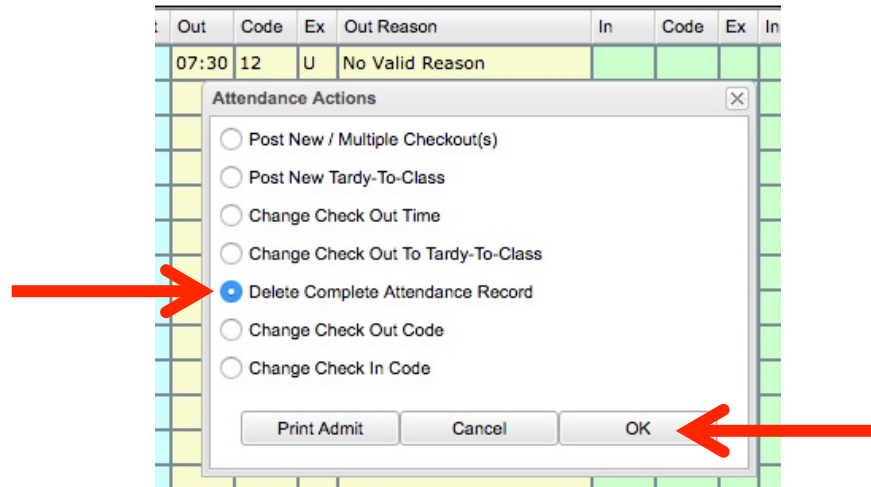
- If you click on Class, you will then have to choose the class period you want to take attendance (click on the appropriate class period).
- c. When taking attendance for Homeroom or 1<sup>st</sup> Period you will use the first column next to the students’ names (it’s blue and labeled 1<sup>st</sup>).



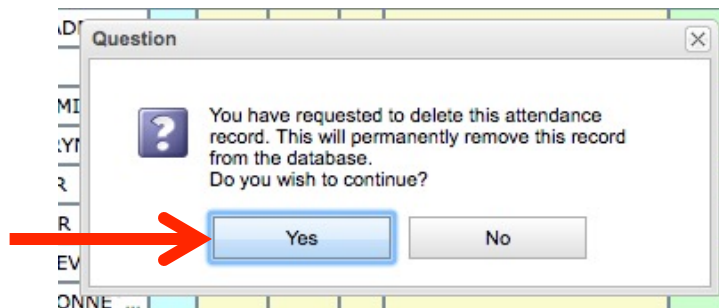
- If a student is absent either in Homeroom or 1<sup>st</sup> Period just click in the blue box next to their name, and the following will be displayed showing that the student is absent since the beginning of the school day.

	1st	Out	Code	Ex	Out Reason
		07:30	12	U	No Valid Reason

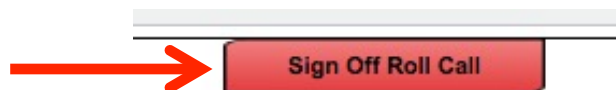
- If you accidentally marked the wrong student absent or marked someone absent who was indeed present, you can fix this.
  - Click the time stamp “7:30”.
  - You will then see a dialog box that looks like:



- Then select “Delete Complete Attendance Record” and click “OK”.
- After you have clicked “OK”, you will be prompted with the following image. Click “Yes” if you want to erase the student from being marked absent.



- When you are done with a Homeroom or 1<sup>st</sup> Period, click the “Sign Off Roll Call” button at the top of the page (you can always change attendance for students after this – just make sure to “Sign Off” when done with any changes you made).



- d. If you are taking attendance for all other periods you should be able to tell if a student is absent or in another location.
- If there is a student who is supposed to be in class, but they are not present, you can mark them as “Skipped” by clicking in the “Out” box next to their name.

	1st	Out	Code
LA ...			
IE ADELE			

- Once you have clicked in the “Out” box, you will click “Skipped” (#08) to mark the student as skipping your class.

Value	Description
<input type="checkbox"/> 01	E Received contact from parent
<input type="checkbox"/> 02	D Dr Note Verified*
<input type="checkbox"/> 03	P In School Suspension
<input type="checkbox"/> 04	P School Business/Ed Trip
<input type="checkbox"/> 05	U Dr./Parent Note Needed
<input type="checkbox"/> 06	N Extenuating Circumstances
<input type="checkbox"/> 07	N Funeral
<input type="checkbox"/> 08	U Skipped
<input type="checkbox"/> 09	S Out of School Suspension
<input type="checkbox"/> 10	N Hospital Stay*
<input type="checkbox"/> 11	P Homebound
<input type="checkbox"/> 12	U No Valid Reason
<input type="checkbox"/> 13	U Dress code violation

Name	F	H	O	U	S	E	ND
	0	0	0	0	0	0	0

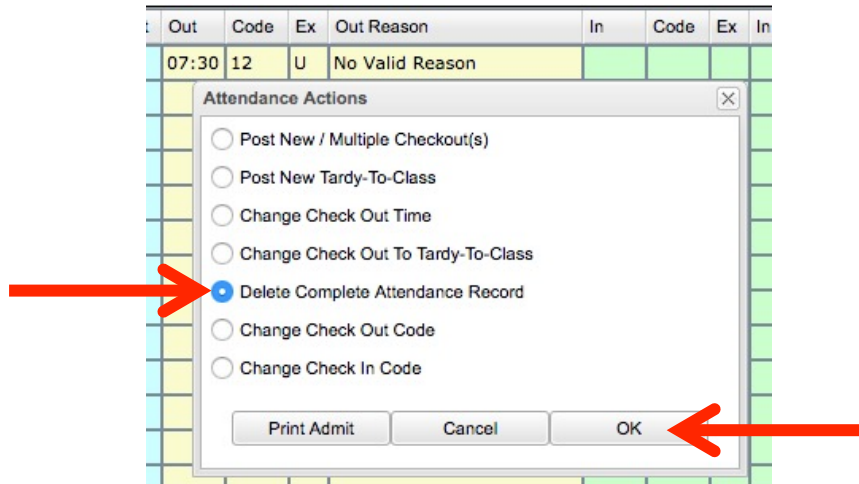
- If you accidentally marked a student at skipping and they weren't (or they come in late with a note), you can fix this.
  - First click the time stamp where you marked them skipping.

	1st	Out	Code	Ex	Out Reason	In
ET DELA ...		13:27	08	U	Skipped	
IE ADELE						
E						
AS MICHA...						
PHRYN						
TAR						
JTER						

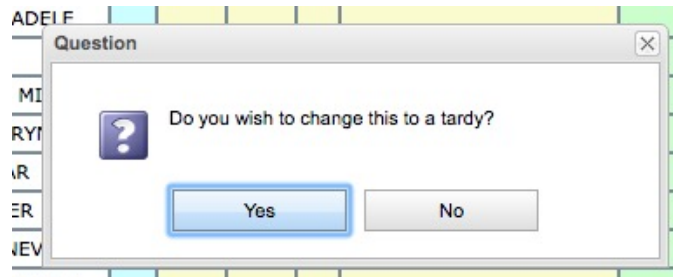
Click the out cell for Attendance Actions.

- Post New / Multiple Checkout(s)
- Post new Tardy-To-Class
- Change Check-Out Time
- Change Check-Out To Tardy-To-Class
- Delete Entire Attendance Record
- Change Check-Out Code
- Change Check-In Code

- Next, click “Delete Complete Attendance Record”.



- After that, you can either change the attendance to a “Tardy” or just erase the complete record (select “No” if you didn’t mean to mark the student as skipping and/or they have an excuse as to why they were late).



- When you are done with a Class Period, click the “Sign Off Roll Call” button at the top of the page.

