
Q – Class Attendance

Overview:

The Q Class Attendance module display a larger span of student information on a single page, while allowing for quick and easy student attendance recording.

Click the **Q Shell** menu item from the TeacherConnection Main menu.

On the Q Shell Screen, hover over the Menu button and then hover over the Class Attendance located under the Attendance menu and give it a single click to access the module.

Use the **navigation arrows** or **Find** button, locate the course you would like to take attendance for.

Roster Changes


This tab will be black with white text if no changes are available.

If changes have been made recently, the text on the tab will turn **yellow**-alerting you for attention. Clicking the tab will cause it to slide out and display recent student adds and drops to your selected course.

Click the tab again to hide it.

Attendance Area

Click the **camera** icon to view a student photo. Click again to hide.

All students will start set to **Present**. Click the arrow  next to a student's name to assign the current **default attendance** code.

The “default attendance code” can be identified by looking at the heading area, next to the word **Attend** in parenthesis. The default attendance code can be changed by clicking the word **Attend** and selecting a new attendance code.



Attend (Unverified)

Student **behavior** and **medical** alerts will be shown to the left of the student name, click an alert icon to display the alert information. You can also take attendance using the previously configured seating chart layout by clicking the **Seating Chart** link above student attendance summary. (This link will only appear if a Seating Chart has been configured)

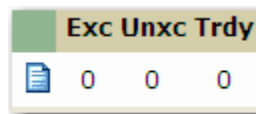
Student Attendance Summary


Note the summary area to the right of the applied attendance code. By clicking on the **page** icon, will display a yearlong summary of the student's attendance history.

The “**Exc**” column will display all excused absences for the student.

The “**Unxc**” will display all unexcused absences for the student.

The “**Trdy**” column will display ALL tardy marks recorded for the student.



	Exc	Unxc	Trdy
	0	0	0

Submitting Attendance

To submit attendance, click the **Submit** button below the student banner. Click **reset** to erase the current sessions changes.

Attendance can be modified anytime; however, when the attendance has been submitted at least once, the **Attendance Taken** indicator above the notes sections will be displayed. This will help inform teachers and attendance clerk that attendance has been taken for the day.

Seating Chart

Seating Chart can be created by Class from the menu and selecting Seating Chart. This will take you to the Design Layout tab.

Click Instructions related to Seating Chart. Once Seating Chart has been created, click Assign Students to assign students to seating chart. They can be assigned Alphabetically or Assigned Randomly.