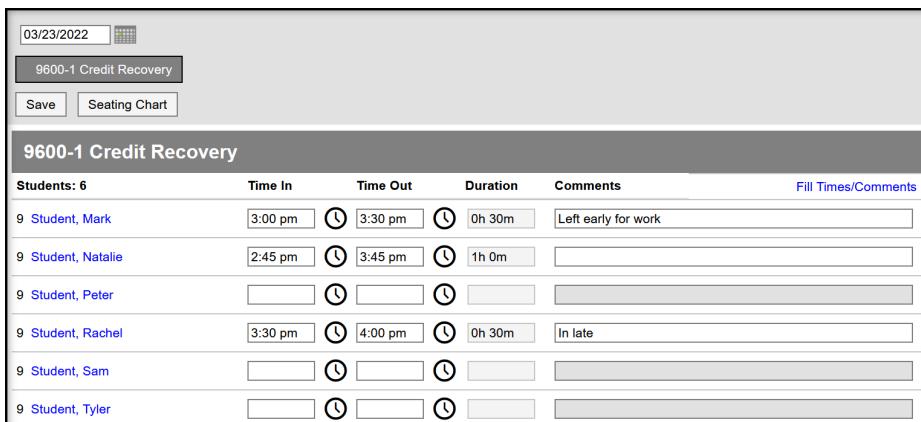


Positive Attendance (Instruction)

Last Modified on 01/30/2026 2:59 pm CST

Tool Search: Positive Attendance

Use the Positive Attendance tool to record attendance based on the time in and time out of the classroom, rather than present or absent. Access to this tool depends on correct setup outside of the teacher tools, including on the course and attendance settings. The [Positive Attendance](#) article describes the necessary setup.



The screenshot shows the Positive Attendance tool interface. At the top, there are buttons for '03/23/2022' (with a calendar icon), '9600-1 Credit Recovery', 'Save', and 'Seating Chart'. The main area is titled '9600-1 Credit Recovery' and shows a table of student attendance. The table has columns for 'Students', 'Time In', 'Time Out', 'Duration', and 'Comments'. The 'Comments' column contains a link 'Fill Times/Comments'. The data in the table is as follows:

Students	Time In	Time Out	Duration	Comments
9 Student, Mark	3:00 pm	3:30 pm	0h 30m	Left early for work
9 Student, Natalie	2:45 pm	3:45 pm	1h 0m	
9 Student, Peter				
9 Student, Rachel	3:30 pm	4:00 pm	0h 30m	In late
9 Student, Sam				
9 Student, Tyler				

Positive Attendance Tool in Campus Instruction

See the [Instruction Tool Rights](#) article for information on available tool rights.

Click a [student's name](#) to view student details and contact information. Report positive attendance by term using the [Positive Attendance Section Summary](#) report.

Record Attendance

1. Select which **Date** for which you are recording attendance. The default option is the current day, but you may be able to select other date based on the [Positive Attendance Preferences](#) set.
2. Select which **Section** for which you want to record attendance. Only sections of courses that have Positive Attendance enabled display as options.
3. Indicate if you'd like to take attendance using your [Seating Chart](#) or the [Attendance List](#). The default option is dependent on your [Account Settings](#).
4. For each student, indicate what time they entered and left the classroom in the **Time In** and **Time Out** fields. Click the **clock icons** to select times based on the period schedule of the school. The **Duration** calculates automatically. Alternately, use the [Fill Times/Comments](#) option to enter attendance information for multiple students.
5. Enter any **Comments** for each student. Comments can only be entered for students who

have time recorded.

6. Click **Save** to record attendance as entered.

It is possible to save attendance records with only a **Time In** entered. However, make sure to go back and enter the **Time Out**. If any past days do not have both a Time In and Time Out entered, a message displays at the top of the tool indicating that *There are incomplete positive attendance records on prior days*.

You cannot save an attendance record with only a **Time Out** entered.

After saving, [modify](#) as needed.

Follow the same steps to take attendance using an existing [seating chart](#):

Student, Mark	Student, Natalie	Student, Peter
Time In 3:00 pm <input type="button" value="Clock"/>	Time In 2:45 pm <input type="button" value="Clock"/>	Time In <input type="text"/> <input type="button" value="Clock"/>
Time Out 3:30 pm <input type="button" value="Clock"/>	Time Out 3:45 pm <input type="button" value="Clock"/>	Time Out <input type="text"/> <input type="button" value="Clock"/>
Duration 0h 30m <input type="button" value="Comment"/>	Duration 1h 0m <input type="button" value="Comment"/>	Duration <input type="text"/> <input type="button" value="Comment"/>
Total Time: 0h 0m	Total Time: 0h 0m	Total Time: 0h 0m

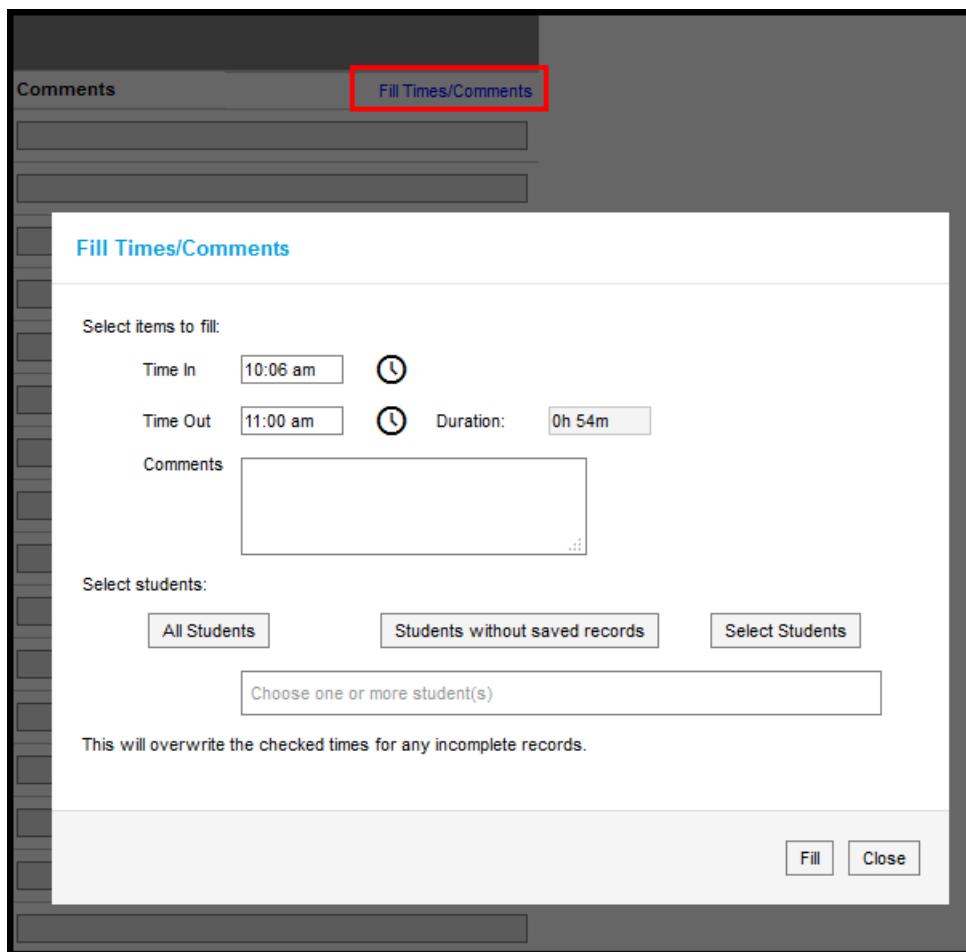
Student, Rachel	Student, Sam	Student, Tyler
Time In 3:30 pm <input type="button" value="Clock"/>	Time In <input type="text"/> <input type="button" value="Clock"/>	Time In <input type="text"/> <input type="button" value="Clock"/>
Time Out 4:00 pm <input type="button" value="Clock"/>	Time Out <input type="text"/> <input type="button" value="Clock"/>	Time Out <input type="text"/> <input type="button" value="Clock"/>
Duration 0h 30m <input type="button" value="Comment"/>	Duration <input type="text"/> <input type="button" value="Comment"/>	Duration <input type="text"/> <input type="button" value="Comment"/>
Total Time: 0h 0m	Total Time: 0h 0m	Total Time: 0h 0m

Recording Attendance Using a Seating Chart

In the seating chart, enter **Comments** by clicking the blue speech bubble icon.

Fill Times/Comments

The **Fill** options allow you to enter Time In and Out for all students in a section, or just for those who do not have attendance entered. Attendance entered this way overwrites any attendance records that have not been saved.



Fill Options for Recording Attendance

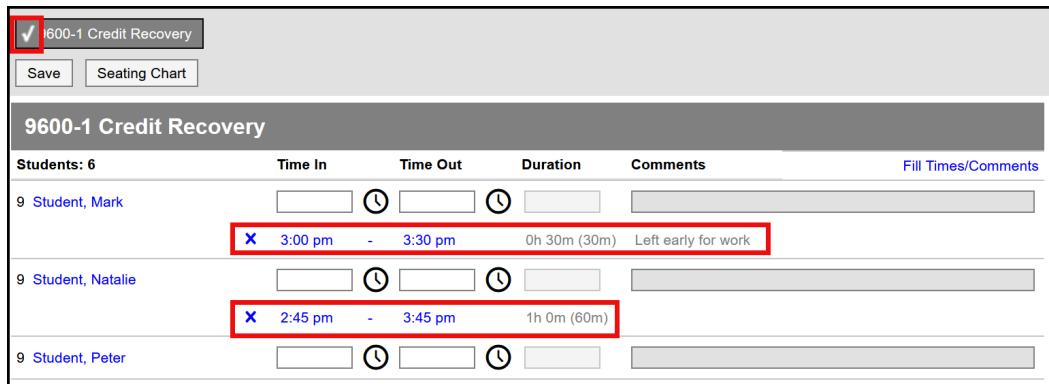
1. Click **Fill Times/Comments**.
2. Enter a **Time In** and **Time Out**, or click the **clock icon** to select times based on the period schedule. **Duration** calculates automatically.
3. Enter any **Comments** to go with each attendance record.
Select Students to fill, either *All students*, *Students without saved records (date of attendance)*, or *Select Students*.
4. Click **Fill** to enter attendance times.
5. Click **Save** to record attendance as entered.

When selecting students:

- The **All Students** option places all of the students active in the section into the search box. Remove students who are present for this time by clicking the X next to their names.
- The **Students without saved records** option places all students active in the section who do not already have an attendance entry for the entered time into the search box. Remove students by clicking the X next to their names.
- The **Select Students** option displays a search field to enter the start of a student's name, or scroll through the list of students to select them. Multiple students can be selected.

Modifying Recorded Attendance

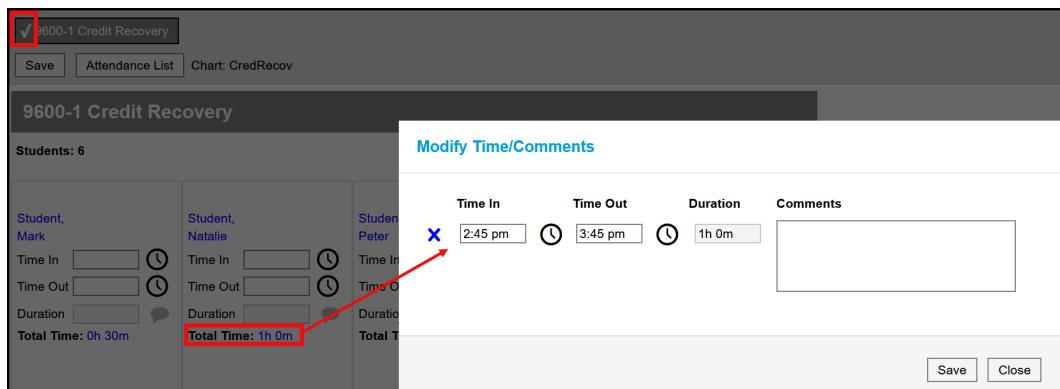
Once you've saved attendance for a section, a checkmark displays next to the section button at the top of the screen and saved records display below the Time In/Out fields. You can edit attendance based on the [Positive Attendance Preferences](#) set. To modify saved attendance from the attendance list, click the **X** next to a record to remove it, or enter a new Time In and Time Out to record additional attendance time.



Students: 6	Time In	Time Out	Duration	Comments	Fill Times/Comments
9 Student, Mark	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Student, Natalie	<input type="text"/>	<input type="text"/>	<input type="text"/>	X 3:00 pm - 3:30 pm 0h 30m (30m) Left early for work	
9 Student, Peter	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Example of a Saved Attendance Record

To modify saved attendance from a seating chart, click the **Total Time** value to open a list of the time entered for the student.



Students: 6	Modify Time/Comments		
Student, Mark	Student, Natalie	Student, Peter	
Time In <input type="text"/>			
Time Out <input type="text"/>			
Duration <input type="text"/>	Duration <input type="text"/>	Duration <input type="text"/>	Duration <input type="text"/>
Total Time: 0h 30m	Total Time: 1h 0m		

Example of Modifying a Saved Attendance Record in a Seating Chart