

Positive Attendance (Instruction)

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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.

| Students: 6 | Time In | Time Out | Duration | Comments | Fill Times/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

Positive Attendance [tool rights](#) grant full access to the tool.

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 | Time In | Time Out | Duration | Total Time |
|------------------|---------|----------|----------|------------|
| Student, Mark | 3:00 pm | 3:30 pm | 0h 30m | 0h 0m |
| Student, Natalie | 2:45 pm | 3:45 pm | 1h 0m | 0h 0m |
| Student, Peter | | | | 0h 0m |
| Student, Rachel | 3:30 pm | 4:00 pm | 0h 30m | 0h 0m |
| Student, Sam | | | | 0h 0m |
| Student, Tyler | | | | 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

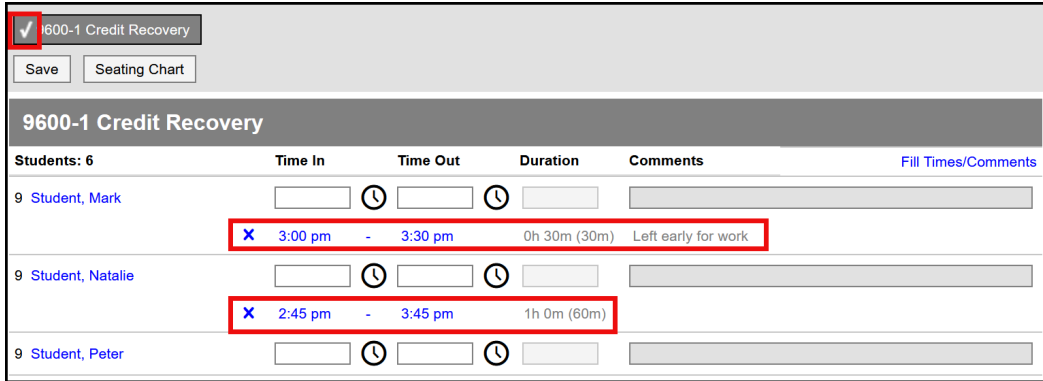
1. Click **Fill Times/Comments**.
2. Enter a **Time In** and **Time Out**, or click the **clock icon** to select times based on the period schedule. **Duration** calculates automatically.
3. Enter any **Comments** to go with each attendance record.
Select Students to fill, either *All students*, *Students 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.

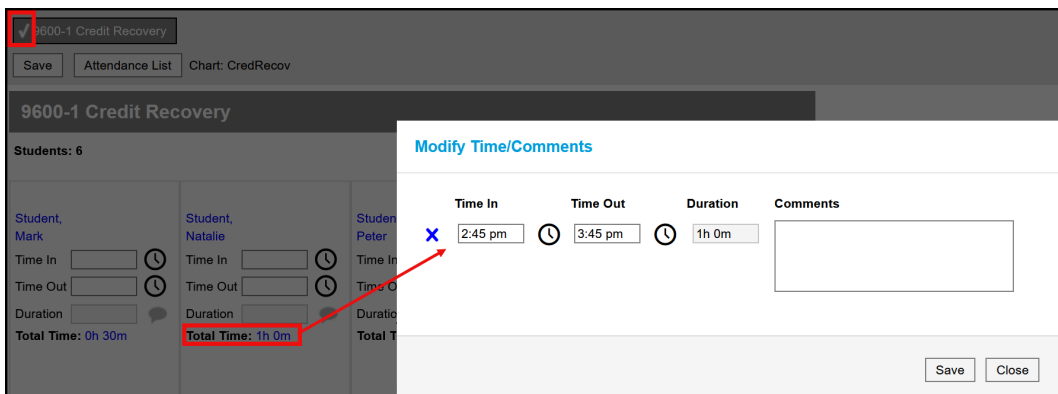
Modifying Recorded Attendance

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.



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.



Example of Modifying a Saved Attendance Record in a Seating Chart