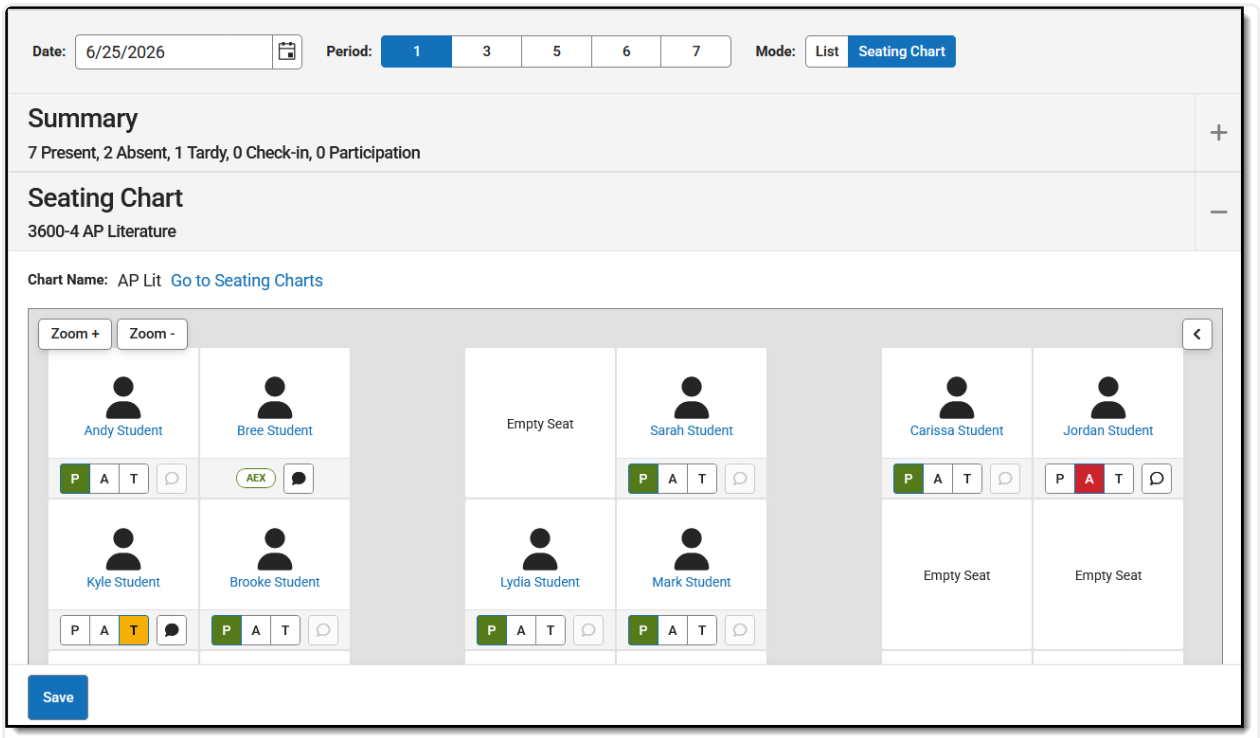
Take Attendance with a Seating Chart

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Location: Attendance > click Seating Chart

One option for taking attendance is to use the seating chart you've created for the section. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. If you teach multiple sections in a period, each appears in its own section.

To use seating charts for attendance by default, mark the **Use Seating Charts for Attendance** option in your Account Settings.



Take attendance using a seating chart by marking students as Absent or Tardy.

Before you start

- Attendance entered by the Attendance Office displays already, as with Bree Student in the image above. Excuses can only be entered by the attendance office; teachers cannot enter or modify them.
- To take attendance, you must have a Section Staff History record for the section. Also, the day you're taking attendance for must be marked as an Attendance Day.
- You must create a Seating Chart before you can use it to take attendance.
- If a school has implemented Blended Learning, a **Virtual** tag displays in seating chart attendance for students who are attending school virtually. Use the roster-based attendance tool to record virtual attendance and participation.
- Tool Rights to the Attendance tool provide full access to this tool.

Take Attendance

Click on a student's name to view their demographic and contact info.

1. Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy.
2. Include any information you may have about the attendance event by clicking the speech bubble icon and entering a **Comment**.
3. Click **Save** to submit the attendance record to the attendance office.

Impact

Once you save attendance, the Summary section is updated and a checkmark icon displays next to the period you took attendance for in the list of Periods at the top.