

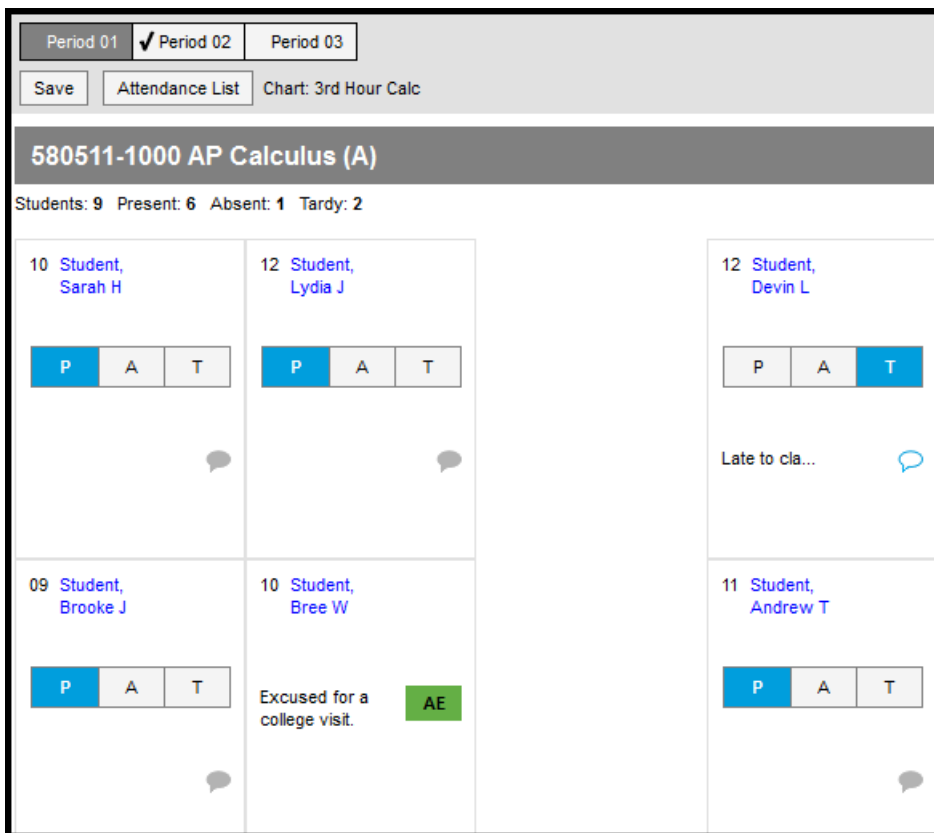
Taking Attendance with a Seating Chart

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Location: [Attendance](#) > [click Seating Chart](#)

Another 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. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.

To use seating charts for attendance, mark the **Use Seating Charts for Attendance** option in your [Account Settings](#).



The screenshot shows the 'Seating Chart' interface for '580511-1000 AP Calculus (A)'. At the top, there are tabs for 'Period 01', 'Period 02' (selected), and 'Period 03'. Below the tabs are buttons for 'Save', 'Attendance List', and 'Chart: 3rd Hour Calc'. The course title '580511-1000 AP Calculus (A)' is displayed in a grey header. Below the header, the attendance summary shows 'Students: 9 Present: 6 Absent: 1 Tardy: 2'. The seating chart is organized into columns for different sections. Each student's name is listed with a corresponding attendance row containing 'P' (Present), 'A' (Absent), and 'T' (Tardy) buttons. For example, Sarah H. is Present, Lydia J. is Present, Devin L. is Tardy, Brooke J. is Present, Bree W. is Excused for a college visit (marked with a green 'AE' button), and Andrew T. is Present. Each student's row also includes a speech bubble icon for adding comments.

Taking Attendance Using a Seating Chart

Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event by clicking the speech bubble icon and entering a **Comment**. Click **Save** to submit the attendance record to the attendance office.

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

If any attendance information has already been entered by the attendance office, that information

loads automatically, as with Bree Student in the example above.

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.
