Teacher Attendance Scanner

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Scanning tools are available with Campus Workflow Suite.

Tool Search: Teacher Attendance Scanner

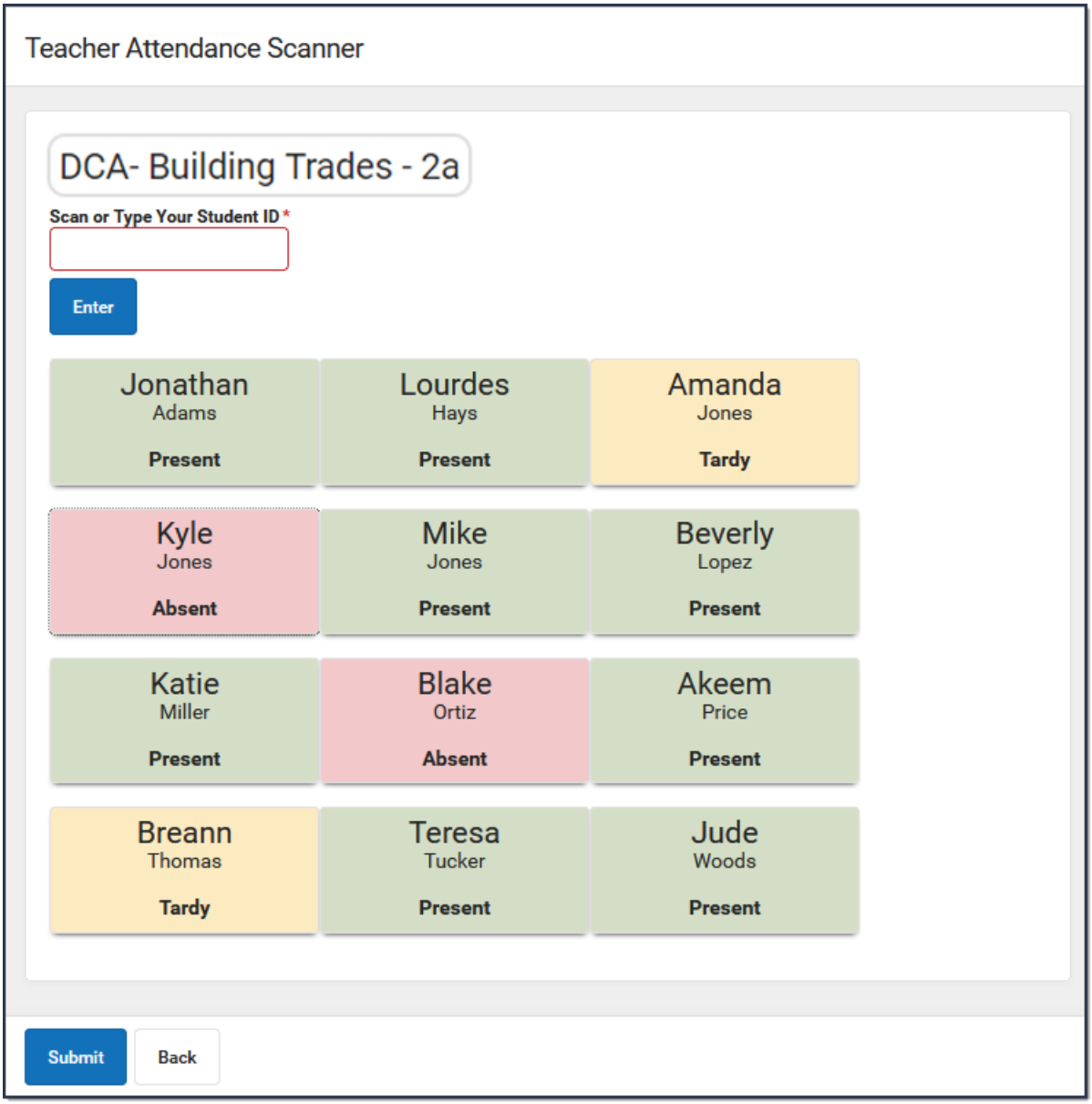
Use the Teacher Attendance scanning tool to take classroom attendance. To take attendance, teachers can:

- monitor students as they scan in ID cards,
- manually enter student ID numbers, or
- click the button with the student's name to mark them as Absent, Present, or Tardy.

NOTE: In order to manually enter Student Numbers or scan badges that use Student Number for taking attendance, the **Enable Alternate Identifiers** option in Scanner Settings must be set to either **No** or **Yes, w/Fallback**. See Alternate Identifier for more information.

This tool is designed to have a teacher logged into Campus and actively monitoring students. See the Classroom Kiosk article for information on how to take attendance in an unaccompanied kiosk mode that allows students to scan in for attendance without having access to a Campus account.

What can I do?	What do I need to know?
Take Attendance	Important Information About this Tool



Important Information About this Tool

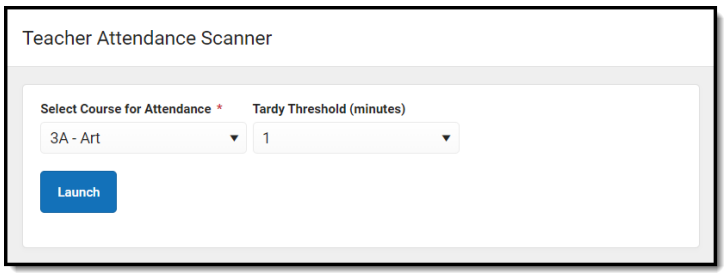
- The Lunch Configuration settings apply only to the Classroom Attendance Kiosk and NOT the Teacher Attendance Scanner.
- The **Select Course for Attendance** drop-list only provides the course sections assigned to the teacher.
- The **Tardy Threshold** drop-list is used to set the number of minutes past the bell students can scan in without being counted as tardy. For example, if the Tardy Threshold is set to 1, students can scan in up to one minute after the bell rings and be counted as present. After one minute, students who scan in are marked Tardy.

Users with only R (Read) rights to the Teacher Attendance scanner cannot modify the Tardy Threshold. The Tardy Threshold value is set at System Administration > Scanning > Scanner Settings. See the Scanner Settings documentation for additional information.

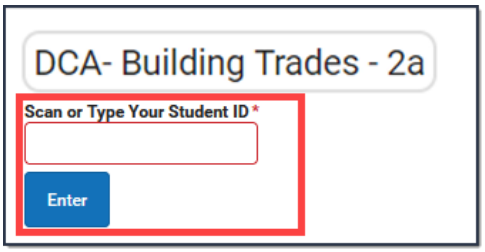
Users need Teacher Attendance Tool Rights for their sections to appear in the drop list.

Take Attendance

1. Choose a course from the **Select Course for Attendance** drop-list, select the **Tardy Threshold,** then click **Launch**.



2. Complete one of the following options.

Scan ID Cards	Manually Enter Student ID Numbers	Click the Student's Name
Students can scan their ID cards. The roster at the bottom of the screen automatically reflects their attendance as present or tardy. **NOTE:** If students are scanning their IDs that use their Student Number, the **Enable Alternate Identifiers** option in Scanner Settings must be set to either **No** or **Yes, w/Fallback**. See Alternate Identifier for more information. For scanners to work correctly, the cursor must be positioned in the entry box before scanning a barcode. If the cursor is not in the box, the scanner will not be able to copy/paste the number into the box and the student will not be scanned in correctly.	If the student does not have their ID card, teachers can manually enter their student ID in the **Scan or Type Your Student ID** field. Press **Enter** to update the roster at the bottom of the screen.  **NOTE:** If teachers are taking attendance by manually entering Student Numbers, the **Enable Alternate Identifiers** option in Scanner Settings must be set to either **No** or **Yes, w/Fallback.** See Alternate Identifier for more information	Click the student's name to change their attendance status to Present, Tardy, or Absent. The default attendance status for all students is *Absent*. If you make a mistake, click the student's name again to change to the correct status.

3. Click **Submit**.

If a student enters the classroom after attendance is submitted, you can restart the Teacher Attendance Scanner and resubmit attendance.