

# Faculty Access for the Web 7

## Teacher Tutorial: How to Enter Attendance

In *Faculty Access for the Web*, you can enter your attendance in a grid or with a seating chart. You access attendance on the navigation bar or on your home page. On the home page, for each class, you can quickly select all students as present or open the attendance for that class.

The screenshot shows the 'blackbaud Faculty Access for the Web' interface. The navigation bar includes Home, Gradebook, Attendance, Requests, Reports, Email, Students, Options, Help, and Exit. The left sidebar contains 'My inbox' (Announcements 3, Alerts 3), 'Recently accessed' (Greg Atreya, Zachary Evans, Carmen Reynolds, Terese Davis), and 'Resources' (Watch a training video, Search the knowledgebase, Frequently asked). The main content area is titled 'My Classes' and shows a table of classes for 2010-2011, Regular for 5/24/2011, Tuesday. The table has columns for Class, Attendance, Gradebook, and Tri 1 average. The 'Attendance' column contains 'All Present' buttons for each class. A red box highlights the 'All Present' button for the first class, with a callout box stating 'Click this button to open the Attendance page for the class!'.

Class	Attendance	Gradebook	Tri 1 average
6th ENG-1, 6th Grade English, 1st Period	All Present	79.60	
7th ENG-1, 7th Grade English, 2nd Period	All Present		
8th ENG-1, 8th Grade English, 4th Period	All Present		
8th ENG-2, 8th Grade English, 5th Period	All Present		
6th ENG-2, 6th Grade English, 6th Period	All Present	73.59	


From the navigation bar, you can set up your seating charts, enter attendance in a grid, and enter attendance with a seating chart.

The screenshot shows the 'blackbaud Faculty Access for the Web' interface with the 'Attendance' dropdown menu open. The menu options are 'Enter attendance using grid', 'Enter attendance using seating chart', and 'Edit seating charts'. A red arrow points to the 'Enter attendance using grid' option. The background shows the same 'My Classes' table as in the previous screenshot.



The attendance codes available for you to select are set up by your administrator in **Registrar's Office**.

## Enter Attendance in a Grid

 **Attendance** Save

Term: Spring Class: 1st PE-2, First Grade PE Show: This week's attendance

Print Summary Details

	Student name	M Monday 7/18/2011 9:30 AM	T Tuesday 7/19/2011 10:30 AM	W Wednesday 7/20/2011 10:30 AM	R Thursday 7/21/2011 9:30 AM	F Friday 7/22/2011 12:30 PM	
1.	Anne Anderson						
2.	Barbara Anderson						
3.	April Bowman						
4.	Darcie Burns						
5.	Arthor Evans						
6.	Darby Hudson						
7.	Brad Hughes						
8.	Carmen Johnston						
9.	Cindy Kennedy						
10.	Christine Thompson						

1. From the navigation bar, under Attendance, select **Enter attendance using grid**. The Attendance page appears.




Based on your setup in **Registrar's Office**, you enter attendance by day or by class.

2. Select the term and class to enter attendance.
3. In the **Show** field, you can filter the dates that appear.
4. To see a printable version of your attendance, click **Print**. To print this printer-friendly page, from the web browser menu, select **File, Print**.

- To enter attendance information for a student, click the student's cell and select an attendance code.

**Attendance**

Term: Spring Class: 6th ENG-1, 6th Grade English Show: TH

 Print

Student name	M Monday 5/23/2011 P6	T Tuesday 5/24/2011 P1	W Wednesday 5/25/2011 P5	R Thursday 5/26/2011 P9
Attendance Taken	No	No	No	No
1. Greg Atreya	ABSENT			
2. Nolan Butler				
3. Justin Carlson				
4. April Elliott				
5. Jamie Floyd				
6. Jimmy Howell				
7. Rian Knight				
8. Darcie Luther				
9. Jennifer Morgan				
10. Frank Murray				
11. Carmen Reynolds				
12. Bonnie Robinson				
13. Cindy Sheppard				
14. Kathleen Ward				
15. Kevin White				
16. Anne Wilder				
17. Jeff Nease				

A red arrow points to the cell for student Justin Carlson on Tuesday 5/24/2011 P1, which has a dropdown menu open showing the following attendance codes: ABS-X, ABS-U, FLD, COL, LTMIN, LTMAX, TRANS, BUS, SICK, EARLY, LT-X, LT-U, ABSENT, and TARDY.

- After you enter attendance, to see a view of student attendance by attendance code, click **Summary**.
- To enter more information about the attendance entry, click the student's cell, and then above the grid, click **Details**.

Details for T Tuesday 5/24/2011 P1

Attendance code: ABSENT

Call type:

Comments:

OK Cancel

- You can edit the attendance code, select a call type, and enter comments. Click **OK** to return to the attendance grid.
- After you enter attendance information, click **Save**.

### Keyboard Shortcut Tips for Attendance Entry

To go to the cell below, press **Enter**.

To go to the cell to the right, press **Tab**.

To go to the cell to the left, press **Shift + Tab**.

To open the Details screen for an attendance entry, press **F7**.

## Set Up Your Seating Charts

Before you enter attendance with a seating chart, you need to set up your seating charts. From the navigation bar, under Attendance, select **Edit seating charts**.

**Seating charts**

Clear all Copy from previous term Print

Term: Quarter 4 Class: IL 3 FBC-3AT, Information Literacy 3 Remove student from seat

**Students without seats**










- Jordan Applin
- Brandon Clagette
- Daniel Coleman
- Christina Conley
- Hunter Hilton
- Allison Horan
- John Horton
- Ashlyn Johnson
- Mary-Charles Jones
- Robert Moeling
- Sydney Poe
- Emily Sheffield
- Clay Stephenson
- Leigh Anne Stokes
- Creselia Walker
- Skye Walker
- Joseph Weiers
- Mitchell Wilson

To seat students in the chart, you can either drag and drop the students into a spot or you can click **Add student** in the chart cell to select the student from a dropdown list.

### Tips for Setting Up a Seating Chart

- ♦ To drag and drop a student into a seat, under **Students without seats**, select and hold (anywhere on the row with the student's name) the student's name and drag the student to the desired seat. The seat highlights in green to let you know which seat you are on.
- ♦ If you keep your students in the same seat assignment from one term to the next, click **Copy from previous term**. The seat assignments from the previous term copy to the current term.
- ♦ The seat assignments automatically save as you make changes.
- ♦ To view a printer-friendly version of the seating chart, click **Print**. The seating chart opens in a new window. To print your seating chart, from the web browser menu, click **File, Print**.
- ♦ The terms and classes that appear are based on the My Classes settings you chose on the Home page.
- ♦ To remove a student from a seat assignment, drag the student from the seat and drop to the **Remove student from seat** button. To clear all student seat assignments, click **Clear all**.

## Enter Attendance with a Seating Chart

Attendance entry using seating charts <span style="float: right;">Print</span>									
Term: <span>Spring</span>		Class: <span>ALGB II-1, Algebra II</span>		Today <span></span>		Taken? <span>Yes</span> <span>No</span>			
 Brian Davis <span>Present</span>	 Gregory Baldwin <span>Present</span>	 James Moss <span>Present</span>							
 Vanessa Garfield <span>Present</span>	 Maddison Hargrove <span>Present</span>	 Kayla Richards <span>Present</span>							
 Timothy Hunt <span>Present</span>	 Owen McCracken <span>Present</span>	 Trevor VanNess <span>Present</span>							

If you like to visually take attendance based on who is present in his or her seat, use the seating chart to take attendance. From the navigation bar, under **Attendance**, select **Enter attendance using seating chart**. The Attendance entry using seating charts page appears. Select the term, class, and date to enter attendance.

For each student necessary, click the **Present** button to change the attendance status to the correct attendance code. For example, you change Brian's attendance from Present to Absent because he is out sick.



In the seating chart, if you click the student's name, you can view student information such as biographical and class schedule information.

Once you complete attendance, in the **Taken?** field, click **Yes**.