

Entering Missing Attendance

* It's very important to keep your OLS updated and not accumulate "missing days". State requirements are very strict about absences, and, "missing days" on your OLS reflect on our progress reports as an absence. Here's how to update your OLS and enter in attendance for Missing Days:

Welcome, Steve

Home Plan Progress Courses

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TODAY'S TO DO LIST Wednesday, August 28, 2013

- Attendance**
Enter Attendance (131 missing days)
- Class Connect**
See Upcoming Class Connect Sessions
- Advance Prep**
Check Upcoming Advance Prep

Quick Links

- Class Connect Sessions
- Contact Our Teachers
- My Info
- Study Island
- Grolier's Encyclopedia
- Noodleverse

MY STUDENTS

Go

Click on attendance under your Today's To Do List.
*You will of course never show this many missing days! ☺

A new window will load. Select the student you wish to enter attendance in for and use the drop down box on the right to view and select Missing Days.

5th Grade's Attendance Total days missing for all students: 131 View

Monday, August 5, 2013 Missing Days: 12 View

You can edit attendance you've entered today until midnight tonight. Any attendance you've entered before will be edited. Click the Auto-Enter drop-down to automatically enter zeroes for all of today's attendance. Click attendance.

Courses	Auto-Enter	Enter Time	To
Math Plus Yellow			1 h
Language Skills 5			0
Language Skills 5 (v1)			0
Literature 5 SY2011			1 h
Spelling 5			0
Science 5			2 h
American History A*			0

08/05/2013
08/06/2013
08/07/2013
08/08/2013
08/12/2013
08/15/2013
08/19/2013
08/21/2013
08/22/2013
08/23/2013
08/26/2013
08/27/2013

Click on the Student Name to select a student

Click "View" and then the date to enter in attendance

Finally, click inside the cell titled "Enter Time".
Enter in the amount of time and be sure to SAVE.