

SASI-XP CLASSROOM

Daily Attendance Procedure

Training Guide p 15

Is everyone on your chart?

Training Guide p 18

1. Pull down the **Class** menu and select **Show Students Entering** and **then Show Students Leaving**. Training Guide p 43
2. Pull down the **Class** menu and select **Show Student List**. If any students are listed in as **Out of Chart**, drag them onto the chart. Training Guide p 32

Mark attendance

1. Make the seating chart active, by clicking on a student once; a red frame will appear.
2. Pull down the **Class** menu.
3. Select **Take Attendance**.
4. Click on a student once to mark them absent (UNV) and twice to mark them tardy (TDY). If a student has been verified absent by the office all ready, an excuse may already appear.
5. Click the gray bar stating “**Taking Attendance (click here to stop)**” at the top of the window when done.
6. Send unverified readmits to Johanna. Set Preferences to show readmits automatically. Or Pull down the Class menu and select Show Readmits.

At Dana:

- Teachers will be taking attendance on SASI for first period, and then tracking attendance for periods 2- 6 as usual.
- PE will still use bubble sheets.
- Subs will be asked to fill out white “absent slips” for students absent first period. Teachers will still be required to keep a hard copy of class rosters and seating charts for subs, as usual.

More Attendance Features

Open your afternoon periods to view students absent from class, instead of using the absence list.

To show class attendance for past days of term:

1. Pull down the **Class** menu.
2. Select **Show Class Attendance**.