Entering Attendance

The Attendance module allows teachers to select a specific number of absences for a given week. PRISM transfers total absences and attendance issue flags from the Attendance module to the Progress module (please see separate Progress instructions). Total absences and attendance flags are contained in Progress Update emails that are sent out by PRISM.

To enter attendance, please:

Go to Classes, click the action button ⋮ next to one of your classes, and select View. (Note: if you have several classes, you can chose to Filter by Semester by clicking the Show Filters button).

Click the Attendance tab. In this view, you will see the following information for each of your students:

- Preferred Name
- First Name
- Lasts Name
- Total Absences – the aggregate number of absences based on current entries for each week.
- Attendance Issue – turn on this flag for students for whom attendance is a concern. When activated, the student's VP is included in Progress Update emails for the student until such time that the flag is turned off (please see separate Progress instructions).
- Weeks – Click the Edit ✎ button for the appropriate week, then select the number of absences for each student during that week.