Class Attendance

For use with the Zangle Student Information System
Please send comments, suggestions, or requests for this document to helpdesksis@sanjuan.edu. Your feedback is appreciated.
The Q Class Attendance application is a banner application which allows teachers to enter attendance for classes assigned to them. The Class Banner contains pertinent course information and is displayed anytime you are working in a course driven application. Users will only have access to data for the course which they are assigned to teach.

**General Use**

**Step 1** – Accessing the Class Attendance Application.
The Class Attendance application is located on the Attendance menu. To access the application, click on menu, and hover over the Attendance menu and single click the Class Attendance.

**Step 2** – Navigating the Class Attendance Roster
The Class Attendance roster allows you to view various student data in a class roster format.

**Step 3** – Entering Attendance by Class:
1. The default attendance code will be present. If you need to enter an attendance code other than the default code, select the code you would like to enter from the list by single clicking on it. The field will open to display other available attendance codes. If multiple attendance codes need to be entered, select a code from the attend dropdown menu, enter the appropriate attendance code, then repeat the process for the remaining attendance codes and students.
2. After all attendance codes have been entered and verified, click Submit to post them. To reset any changes made since the last submit, click Reset.

3. Once attendance has been submitted, an Attendance Taken notification will display at the top of the class roster.

Navigating the Class Attendance Roster

The Class Attendance roster allows you to view various student data in a class roster format.

1. **Roster Changes:** If a change has been made to your class roster, i.e. students have been dropped or added to the class roster, the Roster Changes tab (located on the left side of the roster) will be colored yellow. Click on the **Roster Changes** tab to view any changes in your class enrollment.

2. **Alert Icons:** Students with alerts which require teachers and school staff to be aware of specific medical, behavioral or legal conditions, will have alert icons displayed to the left of the students name.
   a. To display alert information, click the alert icon located to the left of the student name in the class roster. A new window will open displaying the date and description / details of the alert.
   b. To close the Alert display window, click the **Red X** located in the upper right hand corner of the detail box, or click the alert icon you selected to open.
   c. Students enrolled in programs will have program codes to the left of their name in the class roster. These program codes are for identification purposes only and cannot be maximized to view program detail.
3. **Student Photo**: Student photos may be uploaded by your school site. If there is a photo available for students, click the camera icon. If no picture has been uploaded, a message stating “Picture Not Available” will be displayed.

4. **Student (ID)**: The student name and ID which were entered during enrollment will display in the Student (ID) field.

5. **N/N (nickname field)**: When a student request to be called by a Nickname, click on the Edit Nickname icon to open a textbox that allows users to enter a nickname for the student. Click Submit once you are done, or Cancel to close the text box and return to the Class Attendance application.

6. **Attendance Detail**: To view detailed attendance information, click the Attendance Detail icon. A new window will open displaying all attendance information beginning on the first date of enrollment. To close the attendance detail screen, click the Red X.

7. **Exc/Unxc/Trdy**: These columns will display the number of excused absences, unexcused absences, and/or tardies a student has accumulated for the class.

8. **Note**: Enter an attendance note associated with the student. For example, notes may be entered to remind you of the reason a student received a specific attendance code.