

Quick Guide for Period Attendance – Class Entry

Menu Path: *Attendance Window* > *Period Attendance* > *Class Entry*

PERIOD ATT. – CLASS ENTRY


Classes

Tumble Semester Term Day

Course: AAF424 Sec.: 03 S: 1 T: 0 D: 0 P: 3 Teacher: Room: SB06 Absences: 99 Lates: 6

A	L	Course	Sec.	Student Name	Reason	Abs.	Lts.	Sign In/Out	Time	Pupil No.	Phone No.
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			3	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			2	1				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			7	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			5	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	AAF425	03		PERSONAL ILLN	10	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			4	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			2	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			6	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			0	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			8	2				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			6	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF425	03			4	0				
<input type="checkbox"/>	<input type="checkbox"/>	AAF424	03			22	1				

Attendance Entry Completed

1. The row with the course and teacher fields are display fields.
2. When the window comes up, you are in query mode. Enter criteria to search on For the class you are looking for and press the F8 key on your keyboard. If you Want to scroll all classes, press the F8 key and then you can use the scroll bar to select the class you need to work with. eSIS displays a list of all students registered in each class.
3. Teachers have entered either “A” for absent or “L” for late in the boxes next to the student number.
4. Click in the applicable **Absent** and **Late** boxes beside each student who is absent/late on this date.
5. When attendance is complete, click the checkbox on for ‘Attendance Entry Completed’.
6. To save the information, click on the SAVE button. 

Need Help?

Try the **Help** feature located on each eSIS screen **OR** call the eSIS Help Line at **571.eSIS (3747)**