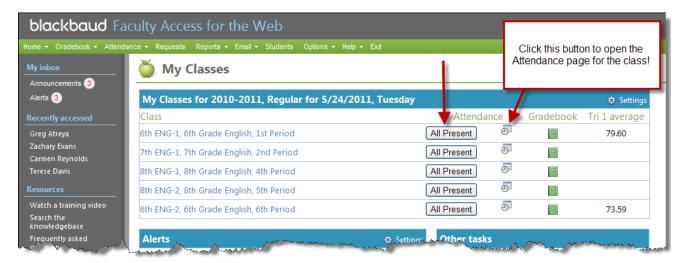
Faculty Access for the Web 7

Teacher Tutorial: How to Enter Attendance

In Faculty Access for the Web, you can enter your attendance in a grid or with a seating chart. You access attendance on the navigation bar or on your home page. On the home page, for each class, you can quickly select all students as present or open the attendance for that class.



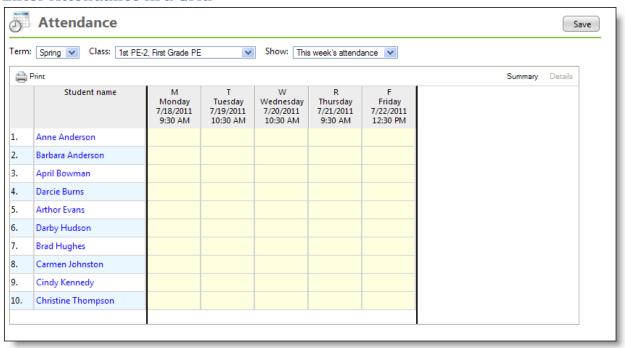
From the navigation bar, you can set up your seating charts, enter attendance in a grid, and enter attendance with a seating chart.





The attendance codes available for you to select are set up by your administrator in *Registrar's Office*.

Enter Attendance in a Grid



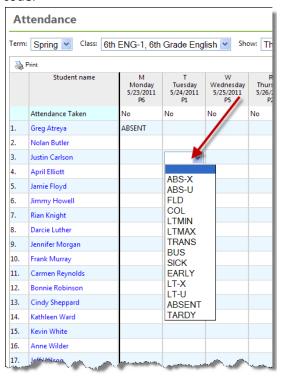
1. From the navigation bar, under Attendance, select **Enter attendance using grid**. The Attendance page appears.



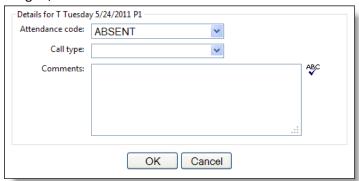
Based on your setup in *Registrar's Office*, you enter attendance by day or by class.

- 2. Select the term and class to enter attendance.
- 3. In the **Show** field, you can filter the dates that appear.
- 4. To see a printable version of your attendance, click **Print**. To print this printer-friendly page, from the web browser menu, select **File**, **Print**.

5. To enter attendance information for a student, click the student's cell and select an attendance code.



- 6. After you enter attendance, to see a view of student attendance by attendance code, click **Summary**.
- 7. To enter more information about the attendance entry, click the student's cell, and then above the grid, click **Details**.



- 8. You can edit the attendance code, select a call type, and enter comments. Click **OK** to return to the attendance grid.
- 9. After you enter attendance information, click Save.

Keyboard Shortcut Tips for Attendance Entry

To go to the cell below, press **Enter**.

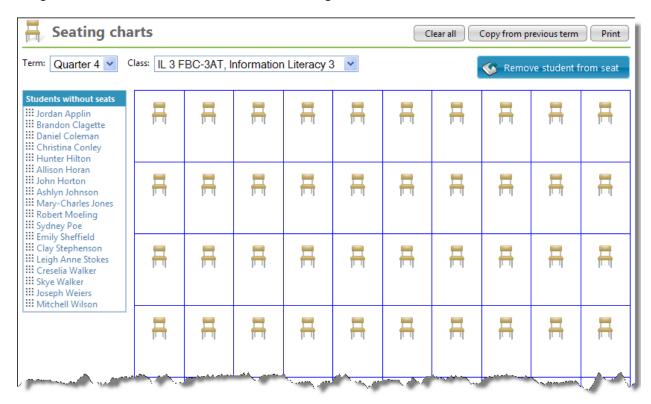
To go to the cell to the right, press **Tab**.

To go the cell to the left, press **Shift** + **Tab**.

To open the Details screen for an attendance entry, press **F7**.

Set Up Your Seating Charts

Before you enter attendance with a seating chart, you need to set up your seating charts. From the navigation bar, under Attendance, select **Edit seating charts**.

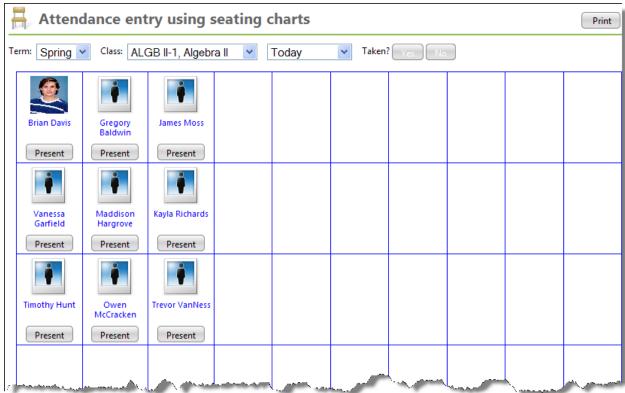


To seat students in the chart, you can either drag and drop the students into a spot or you can click **Add student** in the chart cell to select the student from a dropdown list.

Tips for Setting Up a Seating Chart

- To drag and drop a student into a seat, under **Students without seats**, select and hold (anywhere on the row with the student's name) the student's name and drag the student to the desired seat. The seat highlights in green to let you know which seat you are on.
- If you keep your students in the same seat assignment from one term to the next, click **Copy from previous term**. The seat assignments from the previous term copy to the current term.
- The seat assignments automatically save as you make changes.
- To view a printer-friendly version of the seating chart, click **Print**. The seating chart opens in a new window. To print your seating chart, from the web browser menu, click **File**, **Print**.
- The terms and classes that appear are based on the My Classes settings you chose on the Home page.
- To remove a student from a seat assignment, drag the student from the seat and drop to the **Remove student from seat** button. To clear all student seat assignments, click **Clear all**.

Enter Attendance with a Seating Chart



If you like to visually take attendance based on who is present in his or her seat, use the seating chart to take attendance. From the navigation bar, under **Attendance**, select **Enter attendance using seating chart.** The Attendance entry using seating charts page appears. Select the term, class, and date to enter attendance.

For each student necessary, click the **Present** button to change the attendance status to the correct attendance code. For example, you change Brian's attendance from Present to Absent because he is out sick.



In the seating chart, if you click the student's name, you can view student information such as biographical and class schedule information.

Once you complete attendance, in the Taken? field, click Yes.