

The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided attendance via a roster or other list of students in that section.

1) Select the upcoming Year, School, and Calendar



2) Click Attendance > Classroom Monitor



3) The date will default to the current date. If the date needs changed to a different date, enter the date and click **Refresh**.



4) The Classroom Monitor lists all the primary teachers in the building along with the two periods they are scheduled. If the teacher has taken attendance in the class, the Classroom Monitor will display Green for the section. If the teacher has not taken attendance, the section will display in Red.

Classroom Mor	itor												
This tool mo	nitors classroom a	ttendance.											
Date: 03/12/20	13 Refresh	(B) Inc	complete Teache	r Attendance	Primary Te	eacher	s Only	Last Rel	reshed: (	03:31:13 PM			
Teacher	Dept	Contact	HR	1a	1b		2a	Tead	cher	3a	3b	4a	4b
Internet, Transie	Music	M .				8606	1 (15/16	has t	aken	602-1 (6/7)	7610-1 (19/19)	6722-6 (13/14)	6604-1 (34/39)
with Training	Language Arts		7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100	7 (25/26	attend	lance			7500-5 (26/27)	7500-5 (26/27)
con india	Science		6999-7 (25/27)	63 3 (25/27)	6300-5 (25/27)	6300	7 (23/25	in this	class	250-6 (24/25)	6250-6 (24/25)		
BATTORN TOP	Social Studies	M	7999-2 (24/27)	7400-1 (26/28)	7400-1 (26/28)	7400	-3 (23/26					7500-3 (-/27)	7500-3 (-/27)
AND THE	Social Studies		8999-10 (24/26)	8400-9 (23/25)	8400-9 (23/25)	)		-		8400-11 (21/21)	8400-11 (21/21)	8500-11 (17/19)	8500-11 (17/19
ingen General	Science					8720	-8 (15/15)	8720-6	(12/13)	7712.10 (16/16)	7712-12 (/20)	6716-10 (16/17)	6716-12 18/19
test mode	Science	$\mathbf{\nabla}$	6999-11 (/25)	6290-9 (24/25)	6300-9 (24/25)	6300	11 (23/25	6300-1	(23/25)	6250-10 (-/25)	6250-10 (/25)		
AND A COMPANY	Mathematics		8999-12 (23/24)	8200-9 (23/23)	2200 9 (23/23)	)	Tea	cher		8200-11 (18/21)	8200-11 (18/21)	8250-10 (25/25)	8250-10 (25/25
CALLER GALLER.						9808	has	NOT	2/3)	9807-1 (4/4)	9807-3 (1/1)	9806-1 (3/4)	9806-3 (1/2)
Angen lange	Science	$\leq$	7999-11 (/25)	7300-9 (24/25)	7300-9 (24/25)	7300	tak	en	(27/27)			7250-10 (27/27)	7250-10 (27/27
berlägste Startie		$\leq$				8614	attend	lance	(4/5)	7706-6 (15/16)	7706-3 (14/15)	6710-9 (12/13)	6710-11 (19/22
and highly shall	Mathematics	2	8999-4 (20/22)	8200-1 (20/22)	8200-1 (20/22)	)	in this	class		8200-3 (19/20)	8200-3 (19/20)	8250-2 (27/29)	8250-2 (27/29)
oprotein destat	Social Studies	23	7999-10 (24/25)	7400-9 (24/25)	7400-9 (24/25)	7400		onaco	(25/26)			7500-11 (/27)	7500-11 (-/27)
inter (bised)	Language Arts	23	7999-) (23/27)	7100-9 (25/27)	7100-9 (25/27)	7100	-11 (25/25	) 7100-1 <sup>4</sup>	(25/25)			7500-9 (26/28)	7500-9 (26/28)
STREET, TRANSPORT	Mathematics	M 3	6999-12 (/26)	6200-9 (/26)	6200-9 (/26)	6200	-11 (-/25)	6200-1	1 (/25)	6250-12 (/25)	6250-12 (-/25)		
TRAFT CETTER	Language Arts	M	7999-1 (23/26)	7100-1 (/25)	7100-1 (/25)	7100	3 (24/26)	7100-3	(24/26)			7500-1 (25/27)	7500-1 (25/27)
100.000	Language Arts		6999-1 (23/24)	6100-1 (24/24)	6100-1 (24/24)	6100	3 (24/26)	6100-3	(24/26)	6500-1 (24/26)	6500-1 (24/26)		
	Science	23				8726	7 (23/25)	8726-5	(20/20)	7722-5 (22/23)	7722-7 (27/28)	6726-5 (21/25)	6726-7 (-/23)
Anna China	Science		8999-3 (19/22)	8300-1 (18/22)	8300-1 (18/22)	)				8300-3 (23/23)	8300-3 (23/23)	8250-4 (16/19)	8250-4 (16/19)
11.00011.000	Social Studies		6999-5 (/26)	6400-5 (/26)	6400-5 (/26)	6400	-7 (/26)	6400-7	(/26)	6500-7 (/24)	6500-7 (/24)		
Second States	Encore					8720	4 (20/20)	8720-2	(12/13)	7712-2 (15/16)	7712-4 (20/22)	6716-6 (17/17)	6716-8 (16/19)
And I State State	Language Arts	S7.83	8999-3 (23/25)	8100-9 (22/23)	8100-9 (22/23)	1	1			8100-11 (21/22)	8100-11 (21/22)	8500-9 (23/25)	8500-9 (23/25)

5) To narrow the list to only view primary teachers, select the **Primary Teachers Only** check box.

Classroom Mon	itor							
This tool mo	nitors classroom a	ttendance.						
Date: 03/12/201	13 Refresh		complete Teache	r Attendance	🗹 Primary T	eachers Only	Last Refreshed:	03:31:13 PM
Teacher	Dept	Contact	HR	<b>1</b> a	1b	2a	2b	3a
Ackmann, Diane	Music					8606-1 (15/16)		7602-1 (6/7)
Arrent Street	Language Arts		7199-5 (25/26)	7.100-5.(25/26)	7100-5/25/26	7100-7 (25/26)	7100.7.(25/26)	

6) To view a report of all teachers who have not completed their attendance, click on the **Incomplete Teacher Attendance** print icon.

This tool mo	nitors classroom al	tendance.						
Date: 03/12/20	13 Refresh	Binc	omplete Teache	r Attendance	Primary Te	achers Only	Last Refreshed	03:31:13 PM
		- 110	suprete redente				Luori (chicolico.	00.01.1011
Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Teacher Ademann, Chane	Dept Music	Contact	HR	1a	1b	2a 8606-1 (15/16)	2b	3a 7602-1 (6/7

7) If a teacher has not taken attendance, contact needs to be made with that teacher to make sure they take attendance. If the Contact column has an envelope and you have Outlook Client set up as a default e-mail account on your computer (not the web-based version), the teacher can be directly e-mailed by clicking on the envelope. If you do not know if you have Outlook Client set up, e-mail the Technology department.

Classroom I	lonitor			
This tool	monitors classroom a	ttendance.		
Date: 03/12	/2013 Refresh		omplete Teache	J
			100 ACC 100 ACC 100	
Teacher	Dept	Contact	HR	
Teacher	Dept Music	Contact	HR	
Teacher	Dept Music Language Arts	Contact	HR 799§-5 (25/26)	7
Teacher	Dept Music Language Arts Science	Contact	HR 7995-5 (25/26) 5995-7 (25/27)	7 6

8) If there is a substitute for the teacher that day and you have a paper attendance sheet, attendance can be entered straight from this screen by the Attendance Clerk. Click on the section that attendance needs to be taken.

This tool	monitors classroom a	ttendance.		
Date: 03/12	/2013 Refresh		complete Teacher	r Attei
Teacher	Dept	Contact	HR	
HILISHIE THE	Music			_
forma Tennali	Language Arts		7999-5 (25/26)	710
town - most or	Science		6999-7 (25/27)	630
Harristen Ten	Social Studies		7999-2 (24/27)	740
Baseli Bala	Social Studies		8999-10 (24/26)	840
Hope Team	Science			_
BARRY TRANSF	Science		6999-11 (/25)	630
Kontres   Guile	Mathematics		8999-12 (23/2	820

9) A window will appear over the Classroom Monitor. Mark attendance and attendance comments for the students who are not in class and click **Save**.

This tool mo	nitors classroom al	tendance.			6999-11 Blazer Time 6	-	-	_	_	
Date: 03/12/201	3 Refesh	Ø In	complete Teache	r Attend	Close Save					
eacher	Dept	Contact	HR	1	Date Selector					
August Table	Music	2			03/12/2013 Change Date					
ant factors	Language Arts		7999-5 (2526)	7100-5		_	_	_		
10.0000	Science		6999-7 (2527)	6300-5	Student Name	P		т	XCHS	e Comments
CONTRACTOR .	Social Studies	2	7999-2 (2427)	7400-1	6999-11 Blazer Time 6	and dis			and the	
and them	Social Studies		8999-10 (24/26)	8400-9	Studente: 25 Totale	24	4	0		
and division	Science				Siudenis, 23 Toldis	24	1	5	0.000	
ALC: NO.	Science		6999-11 (25)	6300-9	06	00	0		E	dad called, PR, excused kniw
state in state	Mathematics	2	8999-12 (21/24)	8200-9	06 Henrik Bookers	0	0	0		
street, dropping	-			10 37	on the second	-	1	0		
-	Science		7999-11 (25)	7300-9			0	0	-	
STREET, STREET,					06 (#10.000) (#1.00)	0	0	0		
	Mathematics	2	8999-4 (2022)	8200-1	06 Heart Barrier	0	3	0	1	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
	Social Studies	3	7999-10 (24/25)	7400-9			10	0		
	Longuage Lide	000	7000 0 (2227)	7400 0	00 11 11 11 11 11 11 11 11 11 11 11 11 1	.0	0	0		

10) After the attendance is saved, the section will turn from **Red** to **Green** showing that attendance has been taken for the class.

Classroom M	onnor			8
This tool r	monitors classroom a	ttendance.		
Date: 03/12/2	2013		complete Teacher	Attend
Teacher	Dept	Contact	HR	
Arrenam Teac	Music		1	
Arith: Texast	Language Arts		7999-5 (25/26)	7100-
LOS BORN	Science		6999-7 (25/27)	6300-
Supervision . Treat-	Social Studies		7999-2 (24/27)	7400-
Barris Mala	Social Studies		8999-10 (24/25)	8400-
Nuge Teen	Science			
Real Profil	Science		6999-11 (24/25)	5300-
Berreres i reality.	Mathematics		8999-12 (23/24)	8200-
		the second se	and the second se	