Attendance Crosswalk

Attendance is an ever-changing challenge. Due to the changing nature of attendance requirements, Attendance can be a difficult thing to understand across the ProgressBook suite applications. StudentInformation and GradeBook each have their own setup instructions for administrator attendance to help you understand the attendance requirements in each application.

This guide will focus on the integration aspect of attendance between the suite applications.

School Attendance System Maintenance

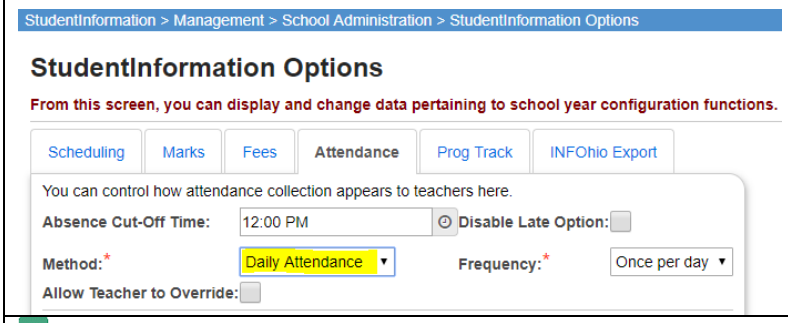
Attendance Method Setup

Schools must be set up using *daily* or *period* attendance. This setup must be completed in both StudentInformation and GradeBook. "Live SIS Integration" must be enabled in Gradebook to complete the communication between StudentInformation and GradeBook. GradeBook and StudentInformation must have the same attendance method enabled for the school (daily or period**)**. This configuration is *not* integrated.

StudentInformation

SIS/Scheduling/SchoolYearConfiguration.aspx

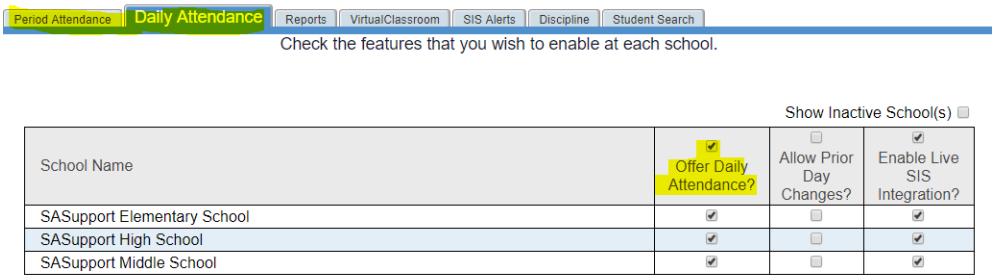
StudentInformation > Management > School Administration > StudentInformation Options



Gradebook

Admin/FeaturesBySchoolDailyAttendance.aspx

Administrator Home Page > District Setup > School Features > Daily Attendance or **Period Attendance** tab



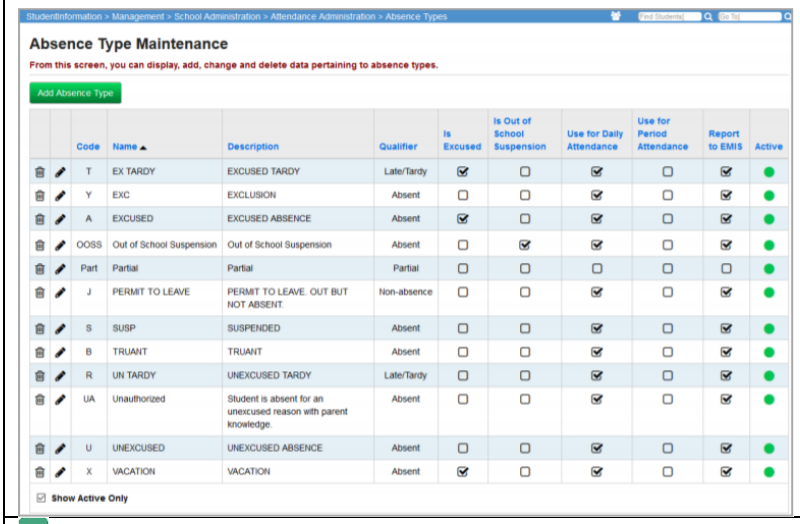
Absence Types Setup

In StudentInformation, absence types are set up on the **Absence Type Maintenance** screen for district and school absence types based on the school in context. Both daily and period absence types are displayed and selected on the same screen. Both school and district absence types are collected for each school during integration, passed to GradeBook, and attached to a school's codes. This means that if a code in StudentInformation is identical for the district level and the school level, it will cause problems integrating to GradeBook. The attendance method specified for each code will make that code available only on the respective daily or period absence page in each application.

StudentInformation

SIS/Maintenance/Attendance/AbsenceType.aspx

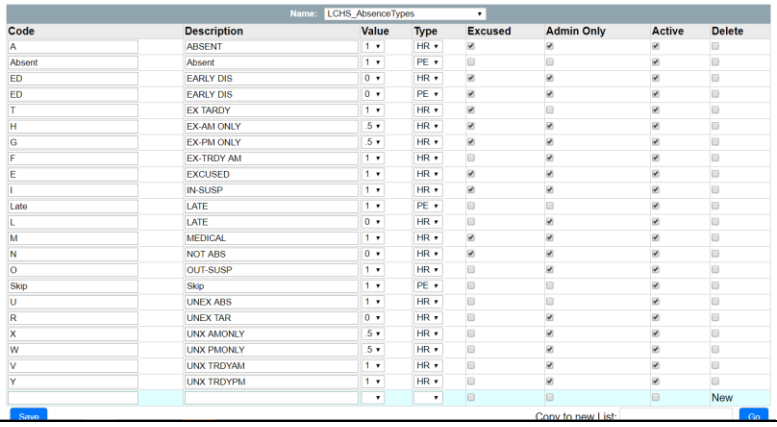
StudentInformation > Management > School Administration > Attendance Administration > Absence Types



Gradebook

Attendance/AbsenceTypes.aspx

Administrator Home Page > Named Codes > Absence Types



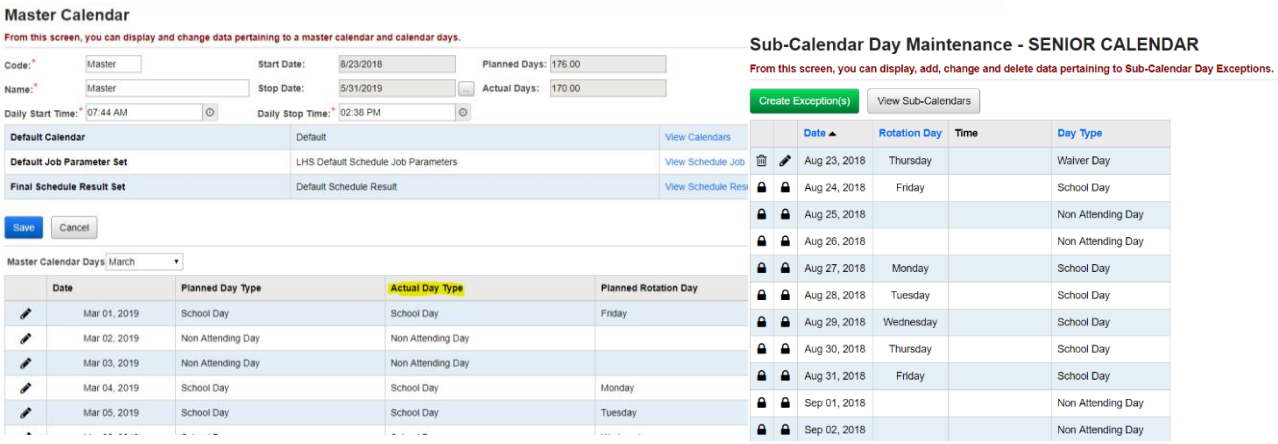
Calendar Setup

Schools must set up a **Master Calendar** and have the default **Sub-Calendar** to save attendance in StudentInformation. Schools can set up sub-calendars if they want specific non-attending days to be passed to GradeBook. All StudentInformation calendars will integrate into GradeBook calendars and share the same **Actual Day Type**. This day type will determine whether or not attendance will be taken for a specific day in both applications.

StudentInformation

SIS/Scheduling/SubCalendars.aspx (MasterCalendar.aspx)

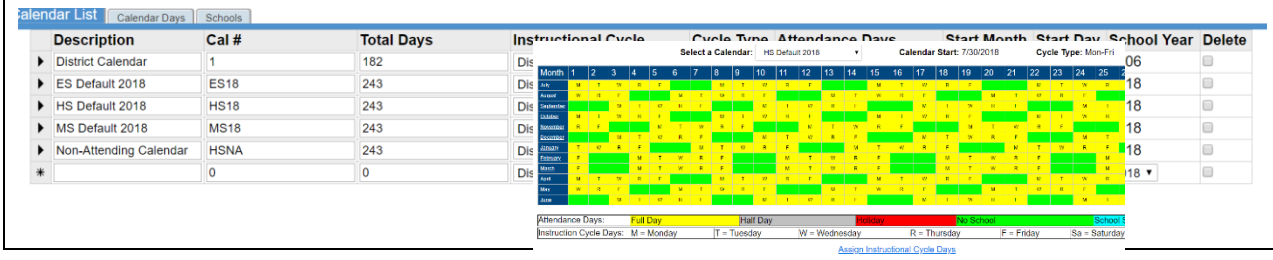
StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendar Days (Master Calendar)



Gradebook

Attendance/SchoolCalendar.aspx

Administrator Home Page > Annual Setup > School Calendars



Posting Daily Attendance

In Gradebook, live attendance is available only on the teacher **Homeroom Attendance** and **Period Attendance** screens. The GradeBook **Attendance Queue** is not live. In StudentInformation, there are multiple screens used to maintain a student's attendance. All daily attendance screens in GradeBook and StudentInformation send and receive attendance from a single location. Absence notes and absence reason are not passed through live integration.

GradeBook Teacher

(HR) Daily Attendance

Teacher/HRAttendanceForm.aspx

Teacher Home Page > Daily Attendance(HR)

Period Attendance

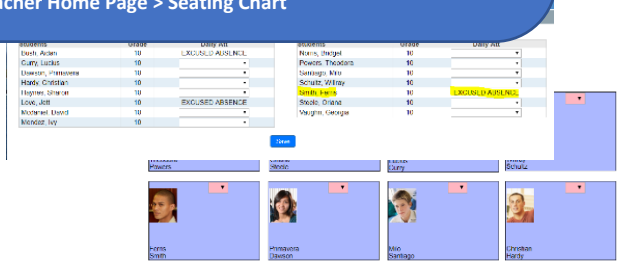
Teacher/AttendanceByBlock.aspx

Teacher Home Page > Period Attendance

Seating Chart

Teacher/SeatingChartForm.aspx

Teacher Home Page > Seating Chart



StudentInformation Teacher

Daily Attendance by Classroom

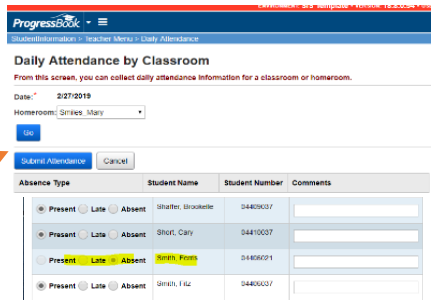
SIS/Attendance/DailyAbsenceByHomeroom.aspx

StudentInformation > Teacher Menu > Daily Attendance

Period Attendance by Course Section

Attendance/PeriodAbsenceByCourseSection.aspx

StudentInformation > Teacher Menu > Period Attendance



SI Attendance

StudentInformation Administrator

Daily Absence List

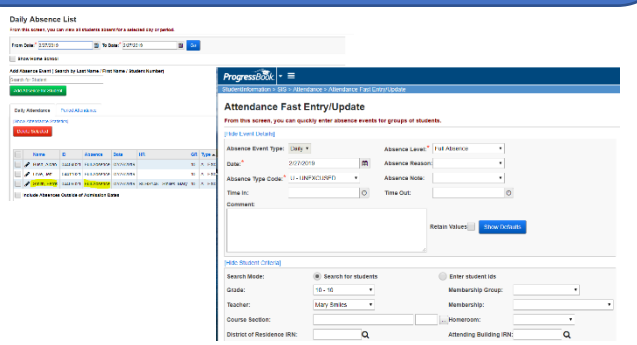
SIS/Attendance/DailyAbsenceList.aspx

StudentInformation > SIS > Attendance > Daily Absence List

Attendance Fast Entry

SIS/Attendance/AttendanceFastEntry.aspx

StudentInformation > SIS > Attendance > Attendance Fast Entry/Update

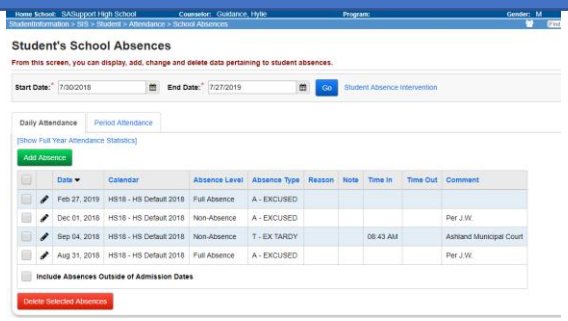
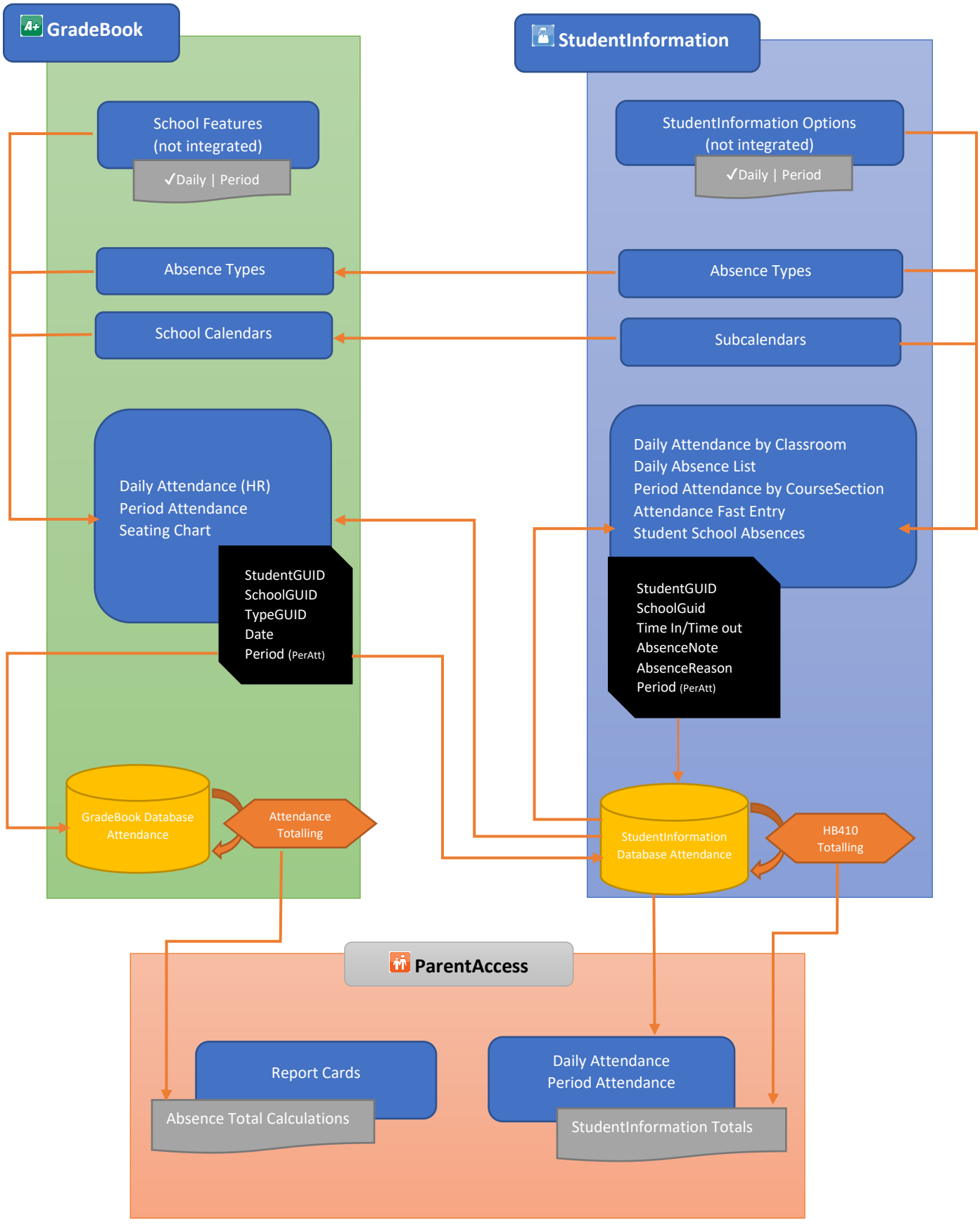


StudentInformation Single Student

Student School Absences

SIS/Attendance/StudentAbsence.aspx

StudentInformation > SIS > Student > Attendance > School Absences



Attendance Suite Crosswalk