

# InformationNOW for Teachers – Classroom Attendance



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## Taking Attendance in *InformationNOW*

Teachers should first log in to *InformationNOW* and select the appropriate school. Then perform the following steps:

- From the menu tree at left, select **Classroom | Attendance**.
- Select the correct *Active Date* (the date for which attendance is to be entered) and *Grading Period*. The current date and period will appear by default, but the user may change these values if necessary. Click **Refresh**.

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*Note:* When the *Grading Period* is changed, only dates within that grading period may be selected.

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- Choose the course for which attendance is to be taken by clicking on the Course Number that appears as a blue link or by clicking to bullet the circle to the left of the course number and then clicking **View**.

- The *Attendance* screen will appear displaying a list of currently enrolled students.

**Attendance**  
**Period Attendances**

Section Number: 209.01      Section Name: LinearAlg

Term: Term 1      Grading Period: Grading Period 1      Period: 3      Teacher: Pitt, Brad      Date:

Missing Tardy Present

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input checked="" type="checkbox"/>	S1001	Adams, Amy Louise		11	11a	F				
<input checked="" type="checkbox"/>	S1007	Anniston, Jessica		11		F				
<input checked="" type="checkbox"/>	S1009	Arthur, Jessica		11		F				
<input checked="" type="checkbox"/>	S1011	Ball, Christina		11		F				
<input checked="" type="checkbox"/>	S1013	Blair, Bonnie		11		F				
<input checked="" type="checkbox"/>	S1015	Branson, Jacob		11		M				
<input checked="" type="checkbox"/>	S1017	Callaway, Ann		11		F				
<input checked="" type="checkbox"/>	S1019	Connick, Hank		11		M				
<input checked="" type="checkbox"/>	S1021	Dawes, Dorothy		11		F				
<input checked="" type="checkbox"/>	S1023	Elway, Jerry		11		M				
<input checked="" type="checkbox"/>	S1025	Fitzgerald, Esther		11		F				
<input checked="" type="checkbox"/>	S1028	Froman, Angel		11		F				
<input checked="" type="checkbox"/>	S1044	Winslet, Kim		11		F				

Missing Tardy Present

13 - Present     
 0 - Absent     
 0 - Missing     
 0 - Tardy

Post Close

- There are four attendance statuses for students for the selected day and period:

- Present
- Absent
- Missing
- Tardy

Note: A calendar icon  indicates that the student was not present on the last day that the class met.

- Students will be marked *Present* as indicated by the  icon to the left of their name. However, if a student has been marked as absent for the day (this could happen, for instance, if the office marked the student absent), the student will appear with an  *Absent* icon to the left of his/her name, as indicated by student John Cummings in the view above.

## Marking Student Missing

- To mark a student as  *Missing*, check the box to the left of each missing student's number. Click the **Missing** icon.

**Attendance**  
Period Attendances

Section Number: 209.01 Section Name: LinearAlg  
 Term: Term 1 Grading Period: Grading Period 1 Period: 3 Teacher: Pitt, Brad Date:

Missing Tardy Present

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input checked="" type="checkbox"/>	S1001	Adams, Amy Louise		11	11a	F				
<input type="checkbox"/>	S1007	Anniston, Jessica		11		F				
<input type="checkbox"/>	S1009	Arthur, Jessica		11		F				
<input type="checkbox"/>	S1011	Ball, Christina		11		F				
<input type="checkbox"/>	S1013	Blair, Bonnie		11		F				
<input type="checkbox"/>	S1015	Branson, Jacob		11		M				
<input checked="" type="checkbox"/>	S1017	Callaway, Ann		11		F				
<input type="checkbox"/>	S1019	Connick, Hank		11		M				
<input type="checkbox"/>	S1021	Dawes, Dorothy		11		F				
<input type="checkbox"/>	S1023	Elway, Jerry		11		M				
<input type="checkbox"/>	S1025	Fitzgerald, Esther		11		F				
<input type="checkbox"/>	S1028	Froman, Angel		11		F				
<input type="checkbox"/>	S1044	Winslet, Kim		11		F				

Missing Tardy Present

13 - Present      0 - Absent      0 - Missing      0 - Tardy

Post Close

- The  *Missing* icon will appear next to any student who was marked as *Missing*.
- The number of  *Missing* students will be updated in the count at the bottom of the screen.

 2 - Missing      0 - Tardy

## Marking Student Tardy

- To mark a student as  *Tardy*, check the box to the left of each applicable student number. Click the **Tardy** icon.

**Attendance**  
Period Attendances

Section Number: 213.1 Section Name: Geometry  
 Term: Term 1 Grading Period: Grading Period 1 Period: 1 Teacher: Pitt, Brad Date:

Missing Tardy Present

	Student	Name	Alerts	GR	Home	G	Daily		Period	
							Att	Tdy	Att	Tdy
<input type="checkbox"/>	 S1093	Adams, Michael James		9		M				
<input type="checkbox"/>	 S1099	Anderson, Andrea		9		F				
<input checked="" type="checkbox"/>	 S1101	Dillon, Michael		9		M				
<input type="checkbox"/>	 S1111	Freitag, Belinda		9		F				
<input type="checkbox"/>	 S1104	Miller, Shane		9		M				
<input type="checkbox"/>	 S1106	Smith, Sue		9		F				
<input type="checkbox"/>	 S1108	Swanson, Sue		9		F				
<input type="checkbox"/>	 S1110	Watts, Naomi		9		F				

Missing Tardy Present

8 - Present    0 - Absent    0 - Missing    0 - Tardy

Post Close

- The  *Tardy* icon will appear next to any student who was marked as *Tardy*.
- The number of  *Tardy* students will be updated in the count at the bottom of the screen.

0 - Missing → 1 - Tardy

## Posting Attendance

Once all students in the course have been marked as *Missing* or *Tardy*, click **Post** to complete the attendance process.

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Note: Once a teacher has posted attendance, all deletions must be performed in the office.

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