



In order to accommodate part-time and/or full-time online learning, WebSmart has added features to handle remote attendance tracking.

These features may be used only if the district has applied to TEA — and received approval — for remote learning.

Three ways of being present

The state now provides for three ways of being present when remote learning is approved:

- Present: The student is physically present on campus.
- Remote synchronous: The student is logged into a system and “attending” the lecture or coursework live at the same time it’s being presented.
- Remote asynchronous: The student is logged in on their own time, moving through the coursework on their own pace.

Different types of attendance tracking

Each campus may be set up separately for different types of attendance tracking as described in the situations below.

1. Campus-wide *remote synchronous* attendance model.
 - Set the Default Remote Code, but not the Default Async Code in the Campus editor.
 - For each qualifying date in the schedule, choose the attendance model RS for the appropriate dates in the Grading Calendar editor.
 - The attendance codes available in the Grade Book on those dates would then be only the default remote and absence codes configured for that campus. A user with access to the Attendance Manager could then change the attendance code to any other code depending on the situation.
2. Campus-wide *remote asynchronous* attendance model.
 - Set the Default Async Code, but *not* the Default Remote Code in the Campus editor.
 - For each qualifying date in the schedule, choose the attendance model RA for the appropriate dates in the Grading Calendar editor.
 - The attendance codes available in the Grade Book on those dates would then be only the default async and absence codes configured for that campus. A user with access to the Attendance Manager could then change the attendance code to any other code depending on the situation.
3. Campus-wide *on campus/in person* attendance model.
 - Set the Default Remote Code and Default Async Code to None in the Campus editor.
 - For each qualifying date in the schedule, choose the attendance model OC for the appropriate dates in the Grading Calendar editor.
 - The attendance codes available in the Grade Book on those dates would then be only the default present code, the default tardy code (if selected), and the default absence code configured for that campus. A user with access to the Attendance Manager could then change the attendance code to any other code depending on the situation.



4. *Hybrid* model where students are on different attendance models.
 - Make sure the student is enrolled in the appropriate attendance model in the Student Manager.
 - Set the Default Remote Code and Default Async Code as appropriate in the Campus editor.
 - For each qualifying date in the schedule, choose the attendance model OC for the appropriate dates in the Grading Calendar editor.
 - The attendance codes available in the Grade Book on those dates would be the default present code, the default synchronous code (if set on the campus), the default asynchronous code (if set on the campus), the default tardy code (if set on the campus), and the default absence code configured for that campus. The value in the drop down list will DEFAULT to match the model the student is scheduled for on that specific date. If no enrollment is specified, present is the default.


Attendance may now be recorded or edited for some days previous to the current date depending on the setting designated by the administrator.

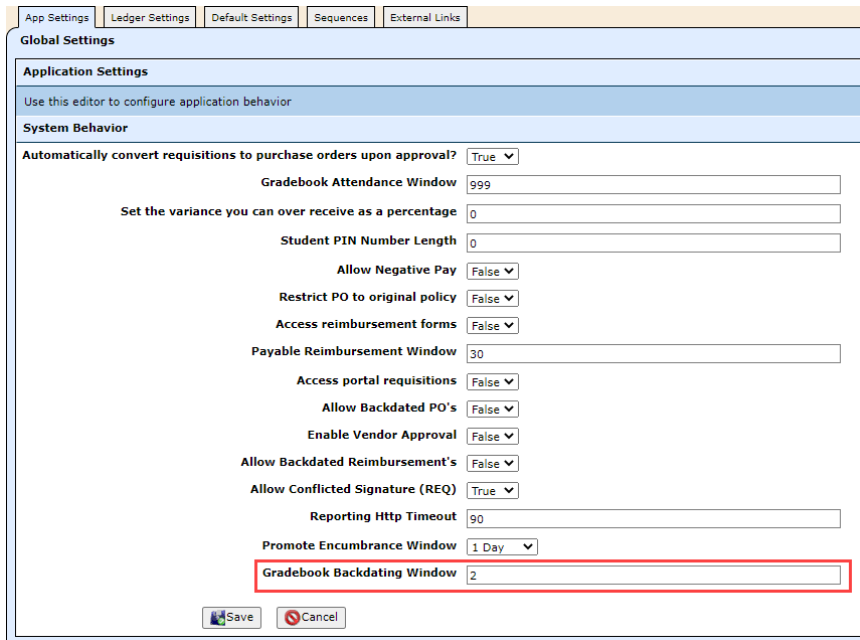
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Set up the Grade Book backdating window

You need to change this setting only if you want to allow for backdating attendance. For example, this setting allows for recording asynchronous attendance when the teacher doesn't learn about it until after the end of the school day and needs to change an absent record to a remote asynchronous record.

1. Select Admin from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Global Settings** from the **Admin** menu, and that window opens displaying the App Settings tab.
3. Click  **Edit Identifier**, and the *System Behavior* window opens.



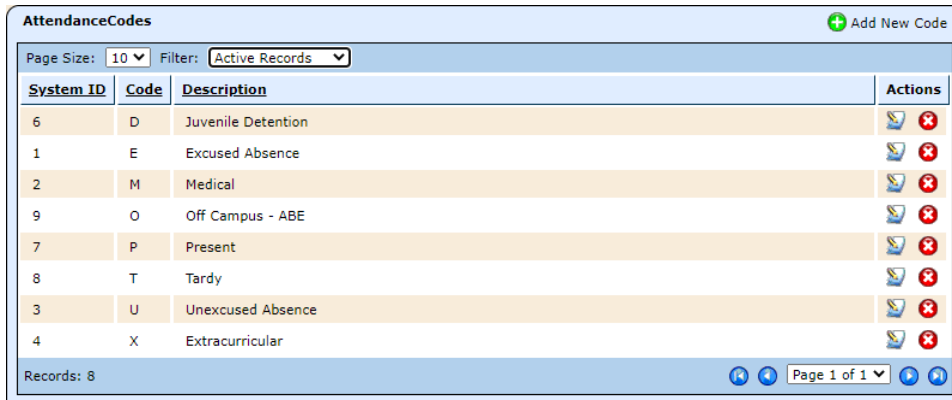
The screenshot shows the 'Global Settings' window with the 'System Behavior' tab selected. The 'Gradebook Backdating Window' field is highlighted with a red box and contains the value '2'. Other fields include 'Automatically convert requisitions to purchase orders upon approval?' (True), 'Gradebook Attendance Window' (999), 'Set the variance you can over receive as a percentage' (0), 'Student PIN Number Length' (0), 'Allow Negative Pay' (False), 'Restrict PO to original policy' (False), 'Access reimbursement forms' (False), 'Payable Reimbursement Window' (30), 'Access portal requisitions' (False), 'Allow Backdated PO's' (False), 'Enable Vendor Approval' (False), 'Allow Backdated Reimbursement's' (False), 'Allow Conflicted Signature (REQ)' (True), 'Reporting Http Timeout' (90), and 'Promote Encumbrance Window' (1 Day). The 'Save' and 'Cancel' buttons are at the bottom.

4. Enter the number of school days — not calendar days — previous to the current date that you want to allow backdated attendance.
5. Click  **Save**.

Set up the Remote Attendance feature


Step 1: Create the new attendance codes

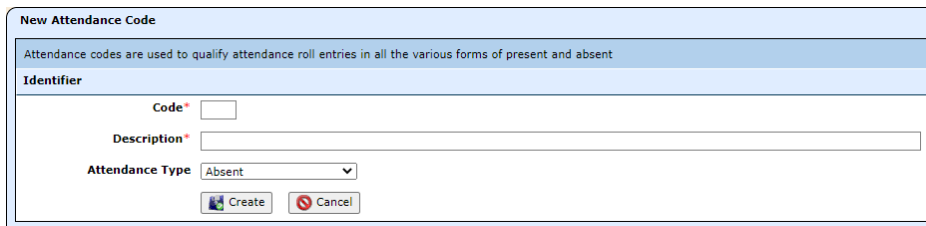
1. Select **Students** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Support Codes**, then **Attendance Codes** from the **Attendance** menu, and that window opens.




The screenshot shows the 'AttendanceCodes' window with a table of existing codes. The table has columns for System ID, Code, Description, and Actions. The codes listed are: 6 (D, Juvenile Detention), 1 (E, Excused Absence), 2 (M, Medical), 9 (O, Off Campus - ABE), 7 (P, Present), 8 (T, Tardy), 3 (U, Unexcused Absence), and 4 (X, Extracurricular). There is an 'Add New Code' button in the top right corner.

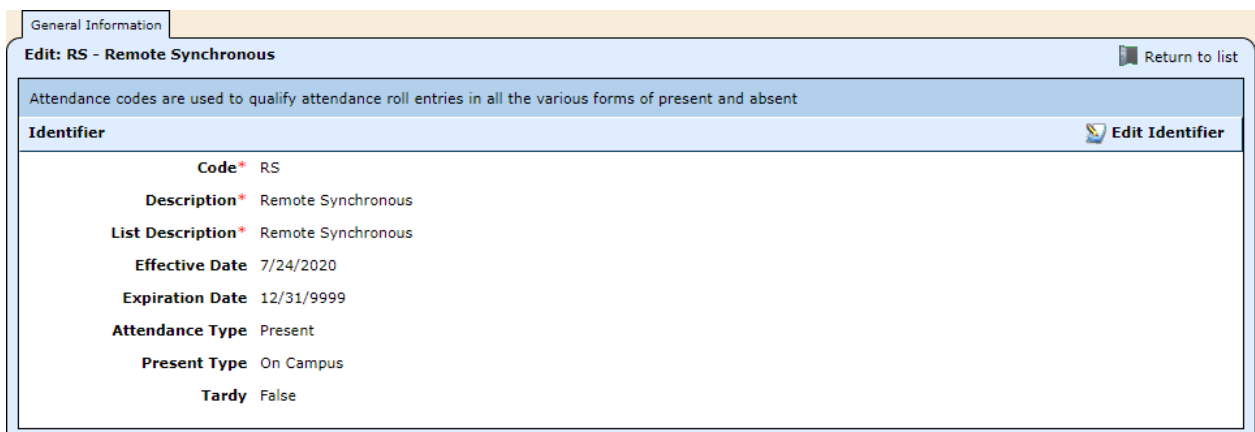
System ID	Code	Description	Actions
6	D	Juvenile Detention	[Edit] [Delete]
1	E	Excused Absence	[Edit] [Delete]
2	M	Medical	[Edit] [Delete]
9	O	Off Campus - ABE	[Edit] [Delete]
7	P	Present	[Edit] [Delete]
8	T	Tardy	[Edit] [Delete]
3	U	Unexcused Absence	[Edit] [Delete]
4	X	Extracurricular	[Edit] [Delete]

3. Click  **Add New Code**, and the *New Attendance Code* window opens.



The screenshot shows the 'New Attendance Code' form. It includes a header with the text 'Attendance codes are used to qualify attendance roll entries in all the various forms of present and absent'. Below this is the 'Identifier' section with the following fields: 'Code*' (text input), 'Description*' (text input), and 'Attendance Type' (pull-down menu set to 'Absent'). At the bottom are 'Create' and 'Cancel' buttons.


4. Complete the fields as described.
 - **Code:** Enter a short abbreviation, such as RS for remote synchronous or RA for remote asynchronous.
 - **Description:** Enter the name of the code, such as Remote Synchronous or Remote Asynchronous.
 - **Attendance Type:** Select **Present** from the pull-down list.
5. Click  **Create**, and the *Identifier* window is displayed.

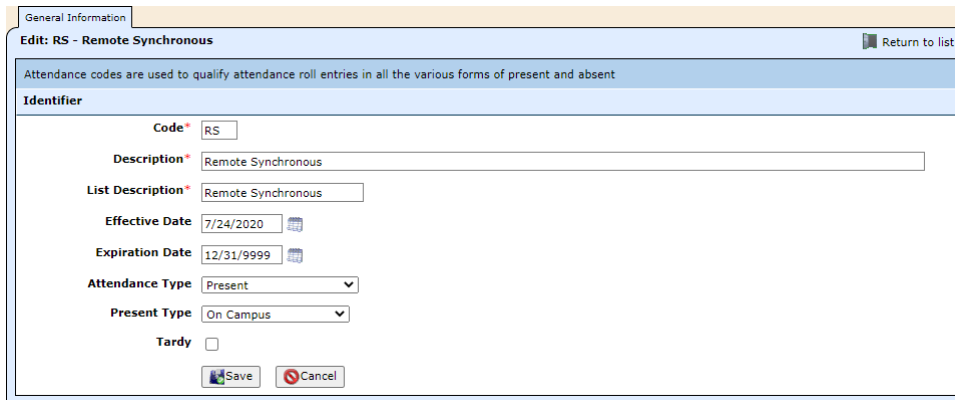


The screenshot shows the 'Edit: RS - Remote Synchronous' window. It has a 'General Information' tab and a 'Return to list' button. The main content area displays the following information for the 'Identifier':

- Code*** RS
- Description*** Remote Synchronous
- List Description*** Remote Synchronous
- Effective Date** 7/24/2020
- Expiration Date** 12/31/9999
- Attendance Type** Present
- Present Type** On Campus
- Tardy** False

There is an 'Edit Identifier' button in the top right corner of the main content area.

- Click  **Edit Identifier**, and the *Edit* window opens.



General Information

Edit: RS - Remote Synchronous Return to list

Attendance codes are used to qualify attendance roll entries in all the various forms of present and absent

Identifier

Code* RS

Description* Remote Synchronous

List Description* Remote Synchronous



Effective Date 7/24/2020



Expiration Date 12/31/9999

Attendance Type Present

Present Type On Campus

Tardy

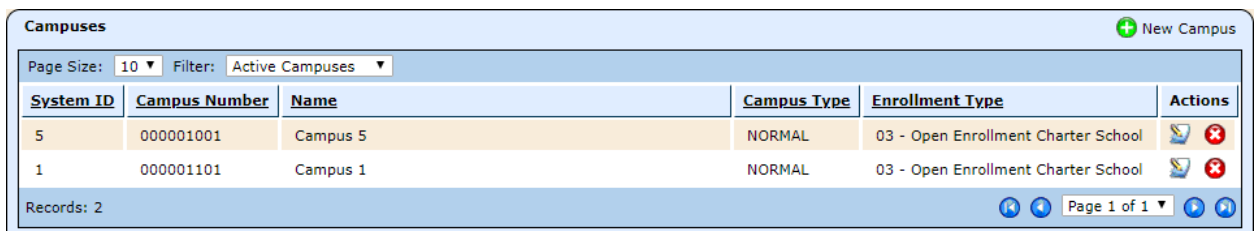
 Save  Cancel

- Change the **Present Type** to match this code — Remote Synchronous or Remote Asynchronous.
- Click  **Save**.
- Click  **Return to list**.
- Repeat steps 3 - 9 to enter the next code.

Step 2: Set default attendance codes in Campus editor





Click [here](#) for more information on setting up campuses for different ways of tracking attendance.

- Select **Admin** from the **Jump to Module** pull-down list in the upper right corner.
- Select **Campuses** from the **District** menu, and that window opens.




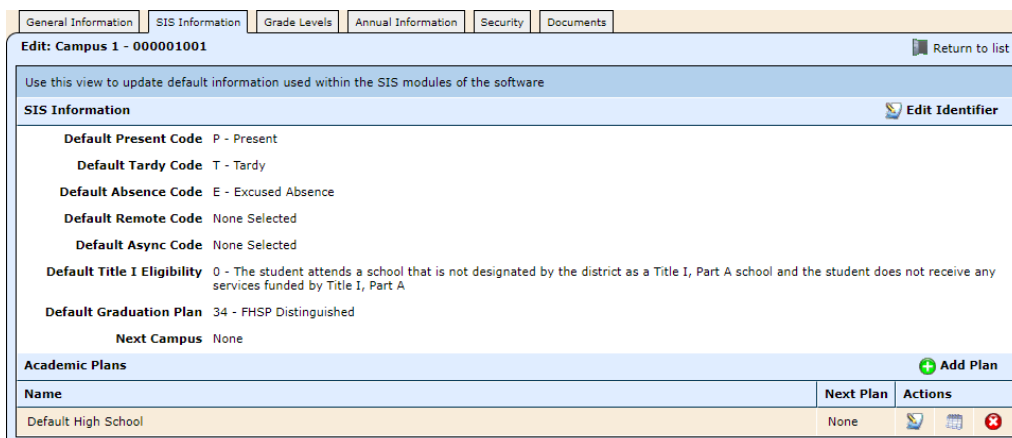
Campuses New Campus

Page Size: 10 Filter: Active Campuses

System ID	Campus Number	Name	Campus Type	Enrollment Type	Actions
5	000001001	Campus 5	NORMAL	03 - Open Enrollment Charter School	 
1	000001101	Campus 1	NORMAL	03 - Open Enrollment Charter School	 

Records: 2 Page 1 of 1

- Click the  icon for the campus you want to edit, and the Campus Editor opens displaying the General Information tab.
- Click on the **SIS Information** tab.



General Information **SIS Information** Grade Levels Annual Information Security Documents

Edit: Campus 1 - 000001001 Return to list

Use this view to update default information used within the SIS modules of the software

SIS Information Edit Identifier

Default Present Code P - Present

Default Tardy Code T - Tardy

Default Absence Code E - Excused Absence

Default Remote Code None Selected




Default Async Code None Selected

Default Title I Eligibility 0 - The student attends a school that is not designated by the district as a Title I, Part A school and the student does not receive any services funded by Title I, Part A

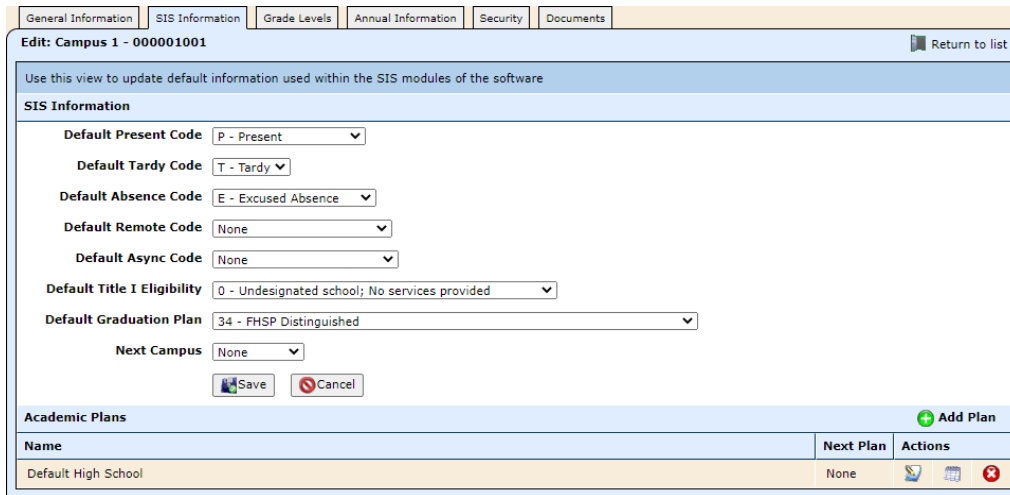
Default Graduation Plan 34 - FHSP Distinguished

Next Campus None

Academic Plans Add Plan

Name	Next Plan	Actions
Default High School	None	  

5. Click  **Edit Identifier.**



General Information | **SIS Information** | Grade Levels | Annual Information | Security | Documents

Edit: Campus 1 - 000001001 Return to list

Use this view to update default information used within the SIS modules of the software

SIS Information

Default Present Code: P - Present

Default Tardy Code: T - Tardy

Default Absence Code: E - Excused Absence

Default Remote Code: None




Default Async Code: None


Default Title I Eligibility: 0 - Undesignated school; No services provided

Default Graduation Plan: 34 - FHSP Distinguished

Next Campus: None

Academic Plans Add Plan

Name	Next Plan	Actions
Default High School	None	  

6. Set the new default codes as described for the different situations. **Note:** If neither of these codes are set, the remote attendance feature won't be visible in the Grade Book.
- Campus-wide *remote synchronous* attendance model:
 - **Default Remote Code:** Select the appropriate remote synchronous code.
 - **Default Async Code:** Leave this code set to None.
 - Campus-wide *remote asynchronous* attendance model:
 - **Default Remote Code:** Leave this code set to None.
 - **Default Async Code:** Select the appropriate asynchronous code.
 - Campus-wide *on campus/in person* attendance model.
 - **Default Remote Code:** Leave this code set to None.
 - **Default Async Code:** Leave this code set to None.
 - *Hybrid* attendance model where different students are on different attendance models:
 - **Default Remote Code:** Select as appropriate.
 - **Default Async Code:** Select as appropriate.
7. Click  **Save.**

Step 3: Edit the grading calendar

WebSmart now allows you to change the attendance model for a campus one day at a time or for all days going forward. This feature is useful in case a campus starts out with in-person learning and has to change to completely remote learning or vice versa.

Edit the grading calendar

1. Select **Students** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Schedule Manager** from the **Scheduling** menu, and that window opens.

System ID	Period	Campus	Description	Actions
31	2019-2020 School Year	Campus 1	Middle School	
30	2019-2020 School Year	Campus 1	Standard Bell Schedule	
34	2019-2020 School Year	Campus 5	HS Trimester	
32	2019-2020 School Year	Campus 5	HS Trimester 1	

3. Click the icon for the schedule you want to edit, and the **Schedule Editor** opens.
4. Click on the **Calendar** tab, and the **Grading Calendar Editor** opens.

Cycle	Term	Date Range	Valid Grade Range	Progress Date	Actions
1	1	8/11/2020 10/19/2020	No Minimum No Maximum	None	OPEN
2	1	10/20/2020 12/28/2020	No Minimum No Maximum	None	OPEN
3	2	12/29/2020 3/8/2021	No Minimum No Maximum	None	OPEN
4	2	3/9/2021 5/17/2021	No Minimum No Maximum	None	OPEN

5. Click **Edit Calendar**, and the Scheduling Dates Editor opens. The illustration below displays the on-campus (OC) attendance model in the Att column.

System ID	Date	Term	Cycle	Att	Period Layout
26913	Wednesday 7/1/2020	1	1	OC	Weekdays
26914	Thursday 7/2/2020	1	1	OC	Weekdays
26915	Friday 7/3/2020	1	1	OC	Weekdays
26916	Saturday 7/4/2020	1	1		Not In Session
26917	Sunday 7/5/2020	1	1		Not In Session
26918	Monday 7/6/2020	1	1	OC	Weekdays
26919	Tuesday 7/7/2020	1	1	OC	Weekdays
26920	Wednesday 7/8/2020	1	1	OC	Weekdays
26921	Thursday 7/9/2020	1	1	OC	Weekdays
26922	Friday 7/10/2020	1	1	OC	Weekdays

6. If needed, click through the pages until you come to the first date for which you need to change attendance model.
7. Select the new model from the **Att** pull-down list.
 - Campus-wide *remote synchronous* attendance model: For each qualifying date in the schedule, choose the attendance model RS for the appropriate dates.
 - Campus-wide *remote asynchronous* attendance model: For each qualifying date in the schedule, choose the attendance model RA for the appropriate dates.
 - Campus-wide *on campus/in person* attendance model: For each qualifying date in the schedule, choose the attendance model OC for the appropriate dates.
 - *Hybrid* model where different students are on different attendance models: For each qualifying date in the schedule, choose the attendance model OC for the appropriate dates.
8. You'll be asked, "Do you want to cascade this change to all subsequent dates?"
9. Click **OK** if you want to change all dates going forward, or click **Cancel** if you want to change just this date or a few dates. If you click Cancel, you'll be asked, "Do you want to be asked this question again (click cancel for no)?"
10. Click **Cancel** if you want to change several dates without being asked if you want to cascade the change.

Take attendance in the Grade Book

Take attendance — campus-wide remote synchronous model

1. Select **Students** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Grade Book** from the **Grades** menu, and that window opens displaying the *Attendance* tab. **Note:** The Scheduled column displays the attendance model designated in the Grading Calendar. If a student has a different Attendance Type set in Student Manager > Enrollment > ADA Enrollment, that type will be displayed here.

Student	Scheduled	Attendance Coding	Office Notes / Comments	All Sections On This Roster
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) ADA		03310300 / ECO / 02-1

3. Change the **Attendance date** if you want to enter attendance for a date previous to today's date. **Note:** You can only change the attendance date if an administrator has designated the Gradebook Backdating Window as greater than zero.
4. If needed, select the period from the **Attendance for** drop-down list.
 - This field defaults to what the system thinks is the current period based on the beginning and ending times of the period.
 - If the period is the one designated for ADA attendance, you'll see a small ADA in the Attendance Coding column, and the attendance marked in this course will also create the ADA attendance record.
5. Select the attendance codes for the students. The illustration below includes the codes — Remote Synchronous (RS) and Absent (U).

Student	Scheduled	Attendance Coding
	Campus Synchronous	Remote Synchronous (RS) ADA
	Campus Synchronous	Remote Synchronous (RS) ADA
	Campus Synchronous	Absent (U) ADA

6. When finished entering codes, click **Submit Attendance**.

Note: If student is marked Absent, but later logs onto the system for this class, the attendance must be edited in the office using Attendance Manager. Click [here](#) for instructions.

Take attendance — campus-wide remote asynchronous model

1. Select **Students** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Grade Book** from the **Grades** menu, and that window opens displaying the *Attendance* tab.
Note: The Scheduled column displays the attendance model designated in the Grading Calendar.

Grade Book Instructor:

Attendance date: 10/21/2020

Use this view to record attendance for courses **on or up to 2 day(s) before 10/21/2020**. If a roll has already been submitted, you will see the date, time and ID of the user who submitted it on the right. Otherwise, you will be able to submit the roll by click the "Submit Attendance" button.

Attendance for: B - Period 2 (08:50AM - 09:45AM) *

Attendance count: 4

Student	Scheduled	Attendance Coding	Office Notes / Comments	All Sections On This Roster
	Campus Asynchronous	Remote Asynchronous (RA) <small>ADA</small>		400 / HOMEROOM GR 4 / 121
	Campus Asynchronous	Remote Asynchronous (RA) <small>ADA</small>		400 / HOMEROOM GR 4 / 121
	Campus Asynchronous	Remote Asynchronous (RA) <small>ADA</small>		400 / HOMEROOM GR 4 / 121
	Campus Asynchronous	Remote Asynchronous (RA) <small>ADA</small>		400 / HOMEROOM GR 4 / 121

3. Change the **Attendance date** if you want to enter attendance for a date previous to today's date.
Note: You can only change the attendance date if an administrator has designated the Gradebook Backdating Window as greater than zero.
4. If needed, select the period from the **Attendance for** drop-down list.
 - This field defaults to what the system thinks is the current period based on the beginning and ending times of the period.
 - If the period is the one designated for ADA attendance, you'll see a small ADA in the Attendance Coding column, and the attendance marked in this course will also create the ADA attendance record.
5. Select the attendance codes for the students. The illustration below includes the Remote Asynchronous and Absent codes.

Student	Scheduled	Attendance Coding
	Campus Asynchronous	Remote Asynchronous (RA) <small>ADA</small>
	Campus Asynchronous	Remote Asynchronous (RA) <small>ADA</small>
	Campus Asynchronous	Absent (E) <small>ADA</small>
	Campus Asynchronous	Remote Asynchronous (RA) <small>ADA</small>

6. When finished entering codes, click **Submit Attendance**. **Note:** When the remote asynchronous option is available, a lightning bolt is displayed by the Absent code.

Student	Scheduled	Attendance Coding
	Campus Asynchronous	RA - Remote Asynchronous
	Campus Asynchronous	E - Excused Absence
	Campus Asynchronous	RA - Remote Asynchronous
	Campus Asynchronous	RA - Remote Asynchronous

Note: If students are marked as absent, but then later log into the class, the teacher can change the attendance codes from Absent to Remote Asynchronous by clicking the lightning bolt icon. When asked to confirm the action, click **OK**.

Take attendance — hybrid model

1. Select **Students** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Grade Book** from the **Grades** menu, and that window opens displaying the *Attendance* tab. **Note:** The Scheduled column displays the attendance model designated in the Grading Calendar. If a student has a different Attendance Type set in Student Manager > Enrollment > ADA Enrollment, that type will be displayed here.

Attendance | Grades | Skills | Assignments | Policies | Reports | Log

Grade Book Instructor:

Attendance date 10/21/2020

Use this view to record attendance for courses **on or up to 2 day(s) before 10/21/2020**. If a roll has already been submitted, you will see the date, time and ID of the user who submitted it on the right. Otherwise, you will be able to submit the roll by click the "Submit Attendance" button.


Attendance for 02 - Period 2 (08:50AM - 09:35AM) *


Attendance count: 22 Submit Attendance

Student	Scheduled	Attendance Coding	Office Notes / Comments	All Sections On This Roster <input type="text"/>
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>		03310300 / ECO / 02-1

3. Change the **Attendance date** if you want to enter attendance for a date previous to today's date. **Note:** You can only change the attendance date if an administrator has designated the Gradebook Backdating Window as greater than zero.
4. If needed, select the period from the **Attendance for** drop-down list.
 - This field defaults to what the system thinks is the current period based on the beginning and ending times of the period.
 - If the period is the one designated for ADA attendance, you'll see a small ADA in the Attendance Coding column, and the attendance marked in this course will also create the ADA attendance record.
5. Select the attendance codes for the students. The illustration below includes the remote present codes Remote Synchronous (RS) and Absent (E).

Student	Scheduled	Attendance Coding
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>
	Campus Synchronous	Remote Synchronous (RS) <small>ADA</small>
	Campus Synchronous	Absent (E) <small>ADA</small>

6. When finished entering codes, click  **Submit Attendance**. **Note:** When the remote asynchronous option is available, a lightning bolt is displayed by the Absent code.

Student	Scheduled	Attendance Coding
	Campus Synchronous	RS - Remote Synchronous
	Campus Synchronous	E - Excused Absence 
	Campus Synchronous	RS - Remote Synchronous
	Campus Synchronous	RS - Remote Synchronous

Note: If students are marked as absent, but then later log into the class, the teacher can change the attendance codes from Absent to Remote Asynchronous by clicking the lightning bolt icon. When asked to confirm the action, click **OK**.

Edit attendance in Attendance Manager


1. Select **Students** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Attendance Manager** from the **Attendance** menu, and that window opens displaying the By Student tab.

By Student | By Section | By Grade Book

Attendance Manager

To update the attendance records of a given student, select the student from the selection box by typing in a portion of their name and then selecting them from the list. You may use the date control to select the attendance date desired. The refresh button will reload the schedule.

Attendance By Student

Attendance Date* ◀ ▶ Friday, October 02, 2020 

Student*


3. Change the **Attendance Date**, if needed.
4. Select the **Student** by typing a portion of the name, then choosing from the list.

By Student | By Section | By Grade Book


Attendance Manager

To update the attendance records of a given student, select the student from the selection box by typing in a portion of their name and then selecting them from the list. You may use the date control to select the attendance date desired. The refresh button will reload the schedule.

Attendance By Student

Attendance Date* ◀ ▶ Friday, October 02, 2020 

Student*

Schedule 

Period	Schedule	Attendance Code	Comment
Main 01 - Period 1	08:00AM - 08:45AM CP110100 - College Preparatory Course English Language Arts / 01 /		
Main 02 - Period 2	08:50AM - 09:35AM 03310300 - ECO / 02-1 /	U - Unexcused Absence	
Main 03 - Period 3	09:40AM - 10:25AM 13000300 - Livestock Production / 03 /		
Main 04 - Period 4	10:30AM - 11:15AM 13023000 - Food Science / 04 /		
Main CH - Challenge	11:15AM - 12:15PM		
Main L - Lunch	11:15AM - 12:15PM		
Main 05 - Period 5	12:15PM - 01:00PM 03102510 - College Prep Math / 05 /		
Main 06 - Period 6	01:05PM - 01:50PM 13037300 - Engineering Design and Problem Solving (1) (ENG DPRS) / 06 /		
Main 07 - Period 7	01:55PM - 02:40PM 13002300 - Agricultural Facilities Design and Fabrication / 07 /		
Main 08 - Period 8	02:45PM - 03:30PM 03500400 - Art IV / 08 /		


5. Click  **Edit Attendance.**

By Student | By Section | By Grade Book

Attendance Manager









To update the attendance records of a given student, select the student from the selection box by typing in a portion of their name and then selecting them from the list. You may use the date control to select the attendance date desired. The refresh button will reload the schedule.



Attendance By Student

Attendance Date*  Friday, October 02, 2020

Student*


Schedule

Period	Schedule	Attendance Code	Comment
Main 01 - Period 1	08:00AM - 08:45AM CP110100 - College Preparatory Course English Language Arts / 01 / 	<input type="text"/>	<input type="text"/>
Main 02 - Period 2	08:50AM - 09:35AM 03310300 - ECO / 02-1 / 	U - Unexcused Absence	<input type="text"/>
Main 03 - Period 3	09:40AM - 10:25AM 13000300 - Livestock Production / 03 / 	<input type="text"/>	<input type="text"/>
Main 04 - Period 4	10:30AM - 11:15AM 13023000 - Food Science / 04 / 	<input type="text"/>	<input type="text"/>
Main CH - Challenge	11:15AM - 12:15PM		
Main L - Lunch	11:15AM - 12:15PM		
Main 05 - Period 5	12:15PM - 01:00PM 03102510 - College Prep Math / 05 / 	<input type="text"/>	<input type="text"/>
Main 06 - Period 6	01:05PM - 01:50PM 13037300 - Engineering Design and Problem Solving (1) (ENGDPRS) / 06 / 	<input type="text"/>	<input type="text"/>
Main 07 - Period 7	01:55PM - 02:40PM 13002300 - Agricultural Facilities Design and Fabrication / 07 / 	<input type="text"/>	<input type="text"/>
Main 08 - Period 8	02:45PM - 03:30PM 03500400 - Art IV / 08 / 	<input type="text"/>	<input type="text"/>

 Save  Cancel

6. Click the down arrow for the **Attendance Code** you want to edit.

Attendance Code	Comment
<input type="text"/>	<input type="text"/>
U - Unexcused Absence	<input type="text"/>
Present	
O - Off Campus	
P - Present	
RA - Remote Asynchronous	
RS - Remote Synchronous	
T - Tardy	
Absent but ADA Present	
D - Juvenile Detention	
M - Medical	
X - Extracurricular	
Absent	
E - Excused Absence	
U - Unexcused Absence	

7. Select the appropriate code.
8. Repeat steps 6-7 for other classes as needed.
9. When finished, click  **Save.**