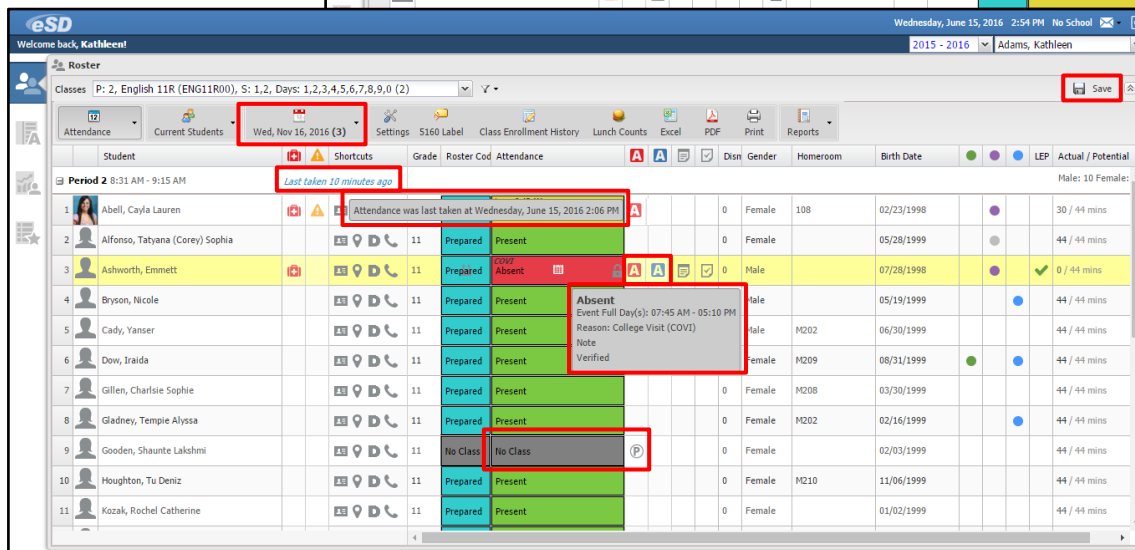
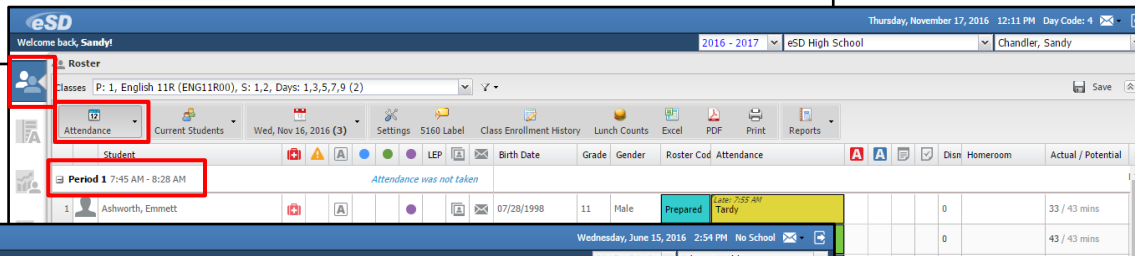
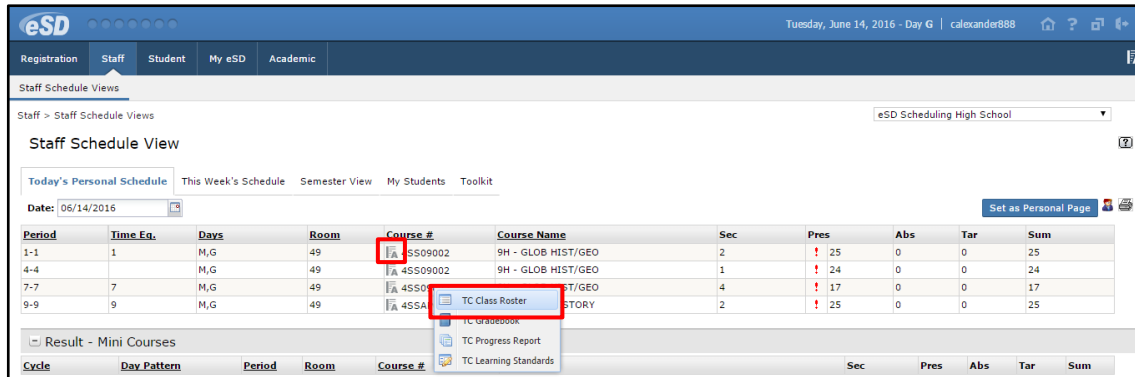


# Teacher Connect Attendance – Bell Time Periods



## Icons at-a-glance

- Absent for Another Period / the Day
- Attendance Note / Attendance Verified
- Attendance Locked
- Attendance Event

## Access Teacher Connect Roster

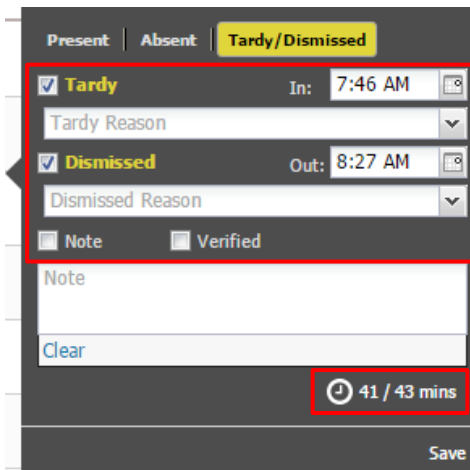
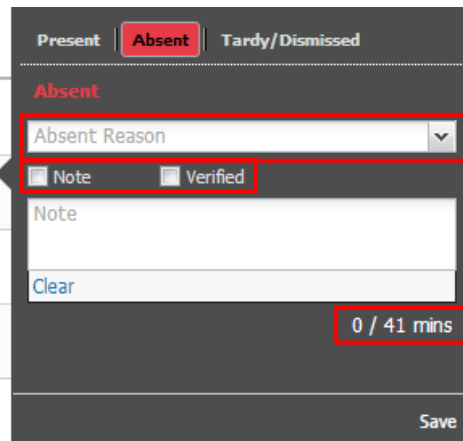
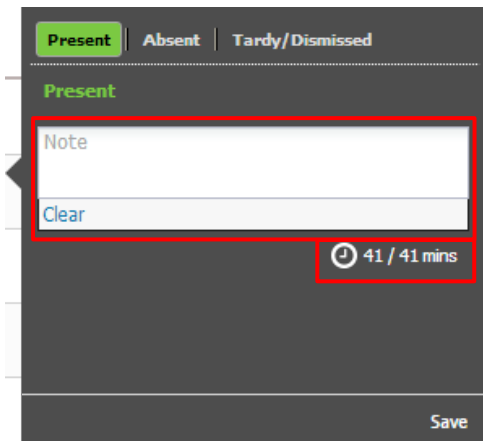
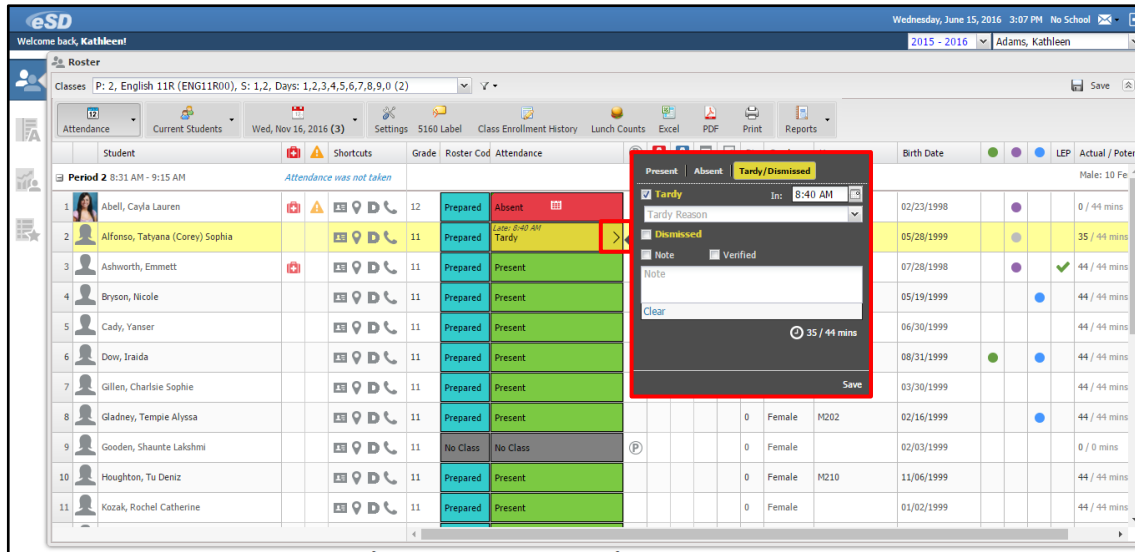
1. Go to **Staff > Staff Schedule Views**.
2. Right-click the **Course Number** and select **TC Class Roster** from the shortcut menu.  
Alternately, click the **Teacher Connect icon** to open the **Teacher Connect interface** to the **TC Class Roster**.
3. Select **Attendance** from the **View menu** (if not already selected).

## Is This a Bell Time Period?

**Bell Time periods** display the **Start/End Times** on the class section header.

## Taking Attendance

1. The **Calendar** defaults to the current Date, followed by the Day Code in parentheses. Open the **Calendar menu** to change the date.
2. A **Time Stamp** indicates if/when attendance information was saved. Hover over the **Time Stamp** to display the date and time that attendance was last updated.
3. If today is a **non-attendance day**, the **Time Stamp** will indicate **This is a non-attendance day** and all students will display **No Class** for their attendance status.
4. Click the **Absent icon** to open the student's attendance details for the day.
5. The **Attendance status** defaults to **Present** for all students. Click to cycle the status from **Present** to **Tardy** to **Absent**. A **partially scheduled student** displays a grey **No Class** status on days not scheduled.
6. When finished, **Save** the attendance.



### Attendance Status Details

The **Attendance Status Details** window allows users to enter additional details, and to enter the time that the student was Dismissed or out of class mid-period.

1. Hover over the attendance status (all statuses) and click the **Attendance Status Details icon** to open the **Attendance Status Details** window.

### All Statuses

2. Enter a **Note** regarding the student's attendance status. When a Details Note is entered, a **white Note icon** is displayed on the student's attendance status.

### Present Status

3. Click the **Minutes icon** to record time out of class mid-period. See **Mid-Period Attendance Log** on the next page for more details.

### Absent Status

4. Select the **Absent Reason**, then check **Note** and/or **Verified**.

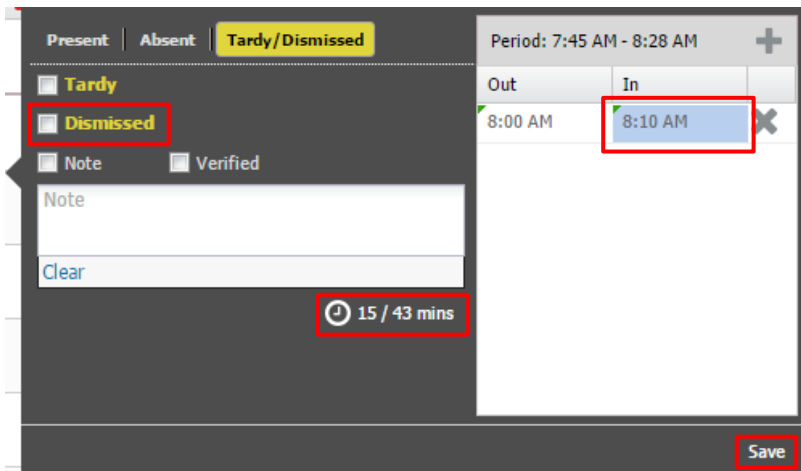
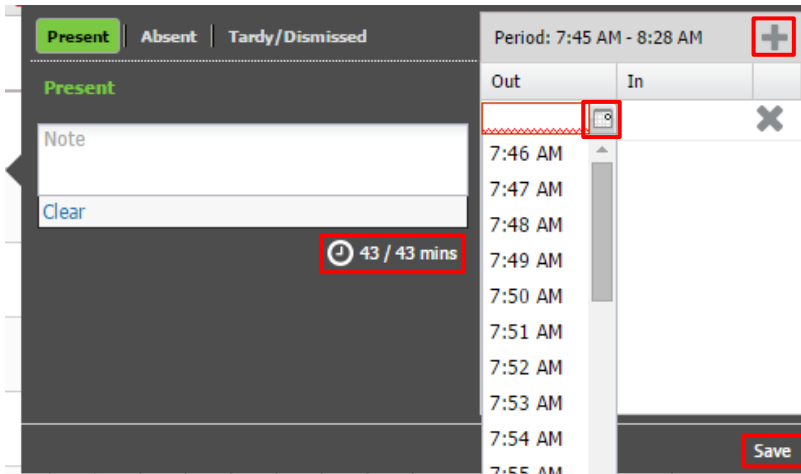
### Tardy/Dismissed Statuses

5. Check the **Tardy** and/or **Dismissed** status and select the applicable **Time In** or **Out**. Select the applicable **Attendance Reason**, then check **Note** and/or **Verified**.
6. If the student is also out of class mid-period, click the **Minutes icon** to record their time out of class. See **Mid-Period Attendance Log** on the next page for more details.

### All Statuses

7. When finished, click **Save** to save the Attendance Details.

# Teacher Connect Attendance – Bell Time Periods



## Mid-Period Attendance Log

The Mid-Period Attendance Log records the time that a student leaves and returns to class mid-period.

These screenshots show a student with a Present status. The process is the same for a student with a Tardy status.

1. Open the **Attendance Status Details** window and click the **Minutes icon** ⌚ to open the **Attendance Log**.
2. Click the **Add Log Event icon** + to add a Mid-Period Attendance Event.
3. Click the **Out field's Time icon** 🕒 to select the **Out** time, then click **Save** to save the **Attendance Log** and close the **Attendance Status Details** window.

**Note:** When a student has a Log Entry with an **Out** time only **and class attendance is saved**, the student's status will change to **Dismissed**.

4. When the student returns to class, open the **Attendance Status Details** window and click the **Minutes icon** ⌚ to update the **Attendance Log**.
5. Select the **In** time, then click **Save** to save the **Attendance Log** and close the **Attendance Status Details** window.

**Note:** If class attendance had been saved and the student's status had changed to **Dismissed**, then after the **In** time Log Entry has been saved, **Save the class attendance again** and the student's status will revert to **Present**.