ATTENDANCE REFERENCE CARD



This reference card was prepared to provide simple step-by-step instructions for common tasks in SIS2000⁺. For more-detailed instructions, refer to the online documentation at:

http://sis2000.usoe.k12.ut.us

HOW TO MARK ATTENDANCE USING RAPID ENTRY

NOTE: Rapid Entry allows attendance clerks to enter attendance for one student or a pre-defined group of students for a one-day absence.

- 1. SIS2000⁺ | Attendance | Rapid Entry
- 2. Enter student ID* and press <Enter>.

 Instead of selecting an individual student, you may select a pre-defined group of students (such as the debate team).
- 3. Complete the fields for Start Period, End Period, and Code.
- 4. Click Save.
- 5. Click **Review**.
- 6. Click **Post**.
- 7. Click **Yes** to send post log to printer.
- 8. Click Quit.

NOTE: To correct errors discovered <u>after</u> posting, add another record for the same student (group) with a "present" or corrected attendance code.

*If student ID number is not known, enter *any* portion of the last or first name and press <Enter>. Highlight the desired student and click **Select**.

HOW TO MARK ATTENDANCE USING THE PHONE LOG ENTRY

NOTE: Rapid Entry allows attendance clerks to enter attendance for one student or a pre-defined group of students for a multiple-day absence.

- 1. SIS2000⁺ | Attendance | Phone Log
- 2. Enter a date range.
- 3. Click Add.
- 4. Locate the student record.
- 5. Enter the attendance data as given over the telephone or in person.
- 6. Click Save.
- 7. Proofread then click **Proceed**.

8. Click **OK**.

HOW TO MARK ATTENDANCE USING CLASS ENTRY

NOTE: Class Entry is a quick method for classroom teachers to take attendance. Class Entry also allows attendance clerks to enter attendance from hard copy attendance rosters turned in by teachers.

- 1. SIS2000⁺ | Attendance | Class Entry
- 2. Select the current period (if not already selected).
- 3. Click **Edit**.
- 4. If all students are present and accounted for, put a check in "Attendance Taken."

Select an attendance code such as "Absent" then click on the student's

name(s).

5. Click Save.

6. Click **Quit**.

HOW TO VIEW/EDIT A STUDENT'S ATTENDANCE HISTORY

- 1. SIS2000⁺ | Attendance | Student History
- 2. Select term/track to be viewed.
- 3. Locate the student record.
- 4. Click **Edit** if data needs editing.
- 5. Move to the selected date and edit the attendance code (SHIFT-? for a list).
- 6. Click Save.
- 7. Click **Quit**.