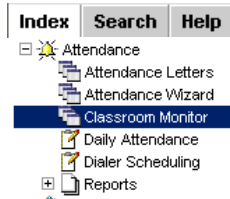


### Attendance Classroom Monitor Information

The Classroom Monitor provides a quick way for the attendance staff to verify that the teachers are recording attendance when they should be. This screen gives a list of teachers and departments, their contact information (if available in Census) and the courses they teach during a certain period. The course grid lets a user know what course it is (course number and section), how many students have been marked absent and how many are enrolled in that section

### Classroom Monitor

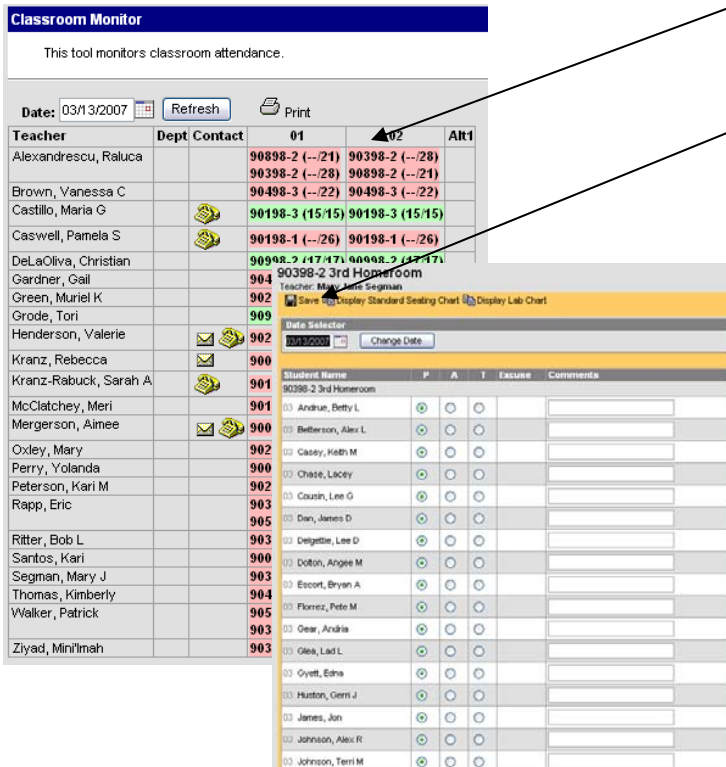


1. From the **Index**, click the plus (+) sign or the **Attendance** folder name.
2. Select the **Classroom Monitor**, to view report options.

### Entering Attendance Using Daily Mode

*If the substitute teacher/teacher has indicated that all students are present or there are some absences and the teacher can not enter the information the office staff can record the information in Classroom Monitor on the teacher's behalf.*

A **RED** display indicates that teachers have not taken attendance.  
 A **GREEN** display means teachers have taken attendance.




Teacher	Dept	Contact	01	02	Alt1
Alexandrescu, Raluca			90898-2 (--21)	90398-2 (--28)	
Brown, Vanessa C			90398-2 (--28)	90898-2 (--21)	
Castillo, Maria G			90498-3 (--22)	90498-3 (--22)	
Caswell, Pamela S			90198-3 (15/15)	90198-3 (15/15)	
DeLaOliva, Christian			90198-1 (--26)	90198-1 (--26)	
Gardner, Gail			904	90398-2 3rd Homeroom	
Green, Muriel K			902	Teacher: Mary Jane Segman	
Grode, Tori			909	Save	
Henderson, Valerie			902	Display Standard Seating Chart	
Kranz, Rebecca			900	Change Date	
Kranz-Rabuck, Sarah A.			901	Student Name	
McClatchey, Meri			901	90398-2 3rd Homeroom	
Mergerson, Aimee			900	03 Andrus, Betty L.	
Oxley, Mary			902	03 Batterson, Alex L.	
Perry, Yolanda			900	03 Casey, Heath M.	
Peterson, Kari M			902	03 Chase, Lacey	
Rapp, Eric			903	03 Cousin, Lee G.	
Ritter, Bob L			903	03 Dan, James D.	
Santos, Kari			900	03 Delgette, Lee D.	
Segman, Mary J			903	03 Dotson, Angie M.	
Thomas, Kimberly			904	03 Escort, Bryan A.	
Walker, Patrick			905	03 Florez, Pete M.	
Ziyad, Mini'mah			903	03 Gear, Andria	
				03 Giles, Lad L.	
				03 Gynett, Esna	
				03 Hunton, Gerni J.	
				03 James, Jon	
				03 Johnson, Alex R.	
				03 Johnson, Terri M.	


1. The attendance staff can click on a course link in a period slot and see who is rostered into the class.
2. And if the **teacher** has **indicated that all students are present**, the user can click **Save** to attendance from this screen and all will default to present.
3. Click **Ok**



Click the **Classroom Monitor** link again to return to the **Classroom Monitor** screen.

#### Communication Features in IC:

Hover over the **Phone**  icon with the mouse and users will see the teacher's phone number to the classroom.

**Emails** can be sent right from this screen by clicking on the **Envelope**  link.

# Incomplete Teacher Attendance Report

**Classroom Monitor**

This tool monitors classroom attendance.

Date: 04/03/2007    Print

Also available is the **Print** icon so that users can display and print an **Incomplete Teacher Attendance Report**. All teachers that have not recorded attendance for the given date will be listed.

INCOMPLETE TEACHER ATTENDANCE REPORT  
04/03/2007

TEACHER	PERIOD	COURSE-SECTION	NAME
Acevedo, Cynthia	01	09281-210	Assistant Office 2
Acevedo, Cynthia	03	09281-230	Assistant Office 2
Acevedo, Cynthia	05	09281-210	Assistant Office 2
Acevedo, Cynthia	07	09281-270	Assistant Office 2
Anderson, Tracy	03	03590-3	Chemistry 2
Anderson, Tracy	07	03613-1	AP Biol 2
Arbogast, Christina	03	04240-1	Algebra 4
Arbogast, Christina	05	04232-4	Algebra Block 2
Arbogast, Christina	07	04232-5	Algebra Block 2
Bahr, Gery	05	03332-7	Ingred Sci2
Bahr, Gery	07	03332-9	Ingred Sci2
Baker, Janet	03	01363-2	Intro to Lit and Comp Block 2
Baker, Janet	07	01405-2	American Lit and Comp 2

