

Welcome to Online Daily Attendance

This fall, all elementary schools will use the grade book to record their daily attendance. Instead of relying on weekly rosters, the grade book will provide staff with accurate, real-time student attendance data and makes it easy for teachers to post attendance. To reduce the time required to record attendance, teachers will be able to use an *All Present* button to mark all students present before or after indicating which students are absent. All Present does not overwrite reported absences.

Posting Attendance

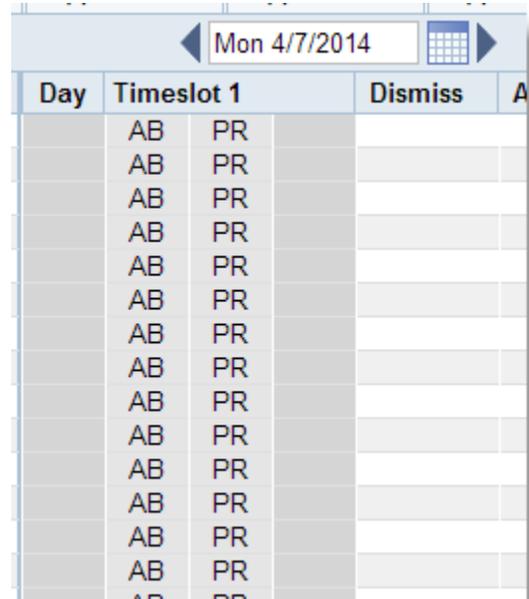
Once logged in, select **Quick Attendance** from the navigation page.

Double check the date, and that you are in your Learning Skills class. At this point, the screen should look like this:

There are only two possible codes for your use; *AB* (absent) and *PR* (present). To record attendance, click on *All Present*, and then mark only those students who are absent (*AB*).

Once attendance has been entered for the current day, a green check mark will appear next to the Learning Skills title.

The attendance secretary will code the absences for each of the students. Their information will appear under the Day column within the grade book.



Day	Timeslot 1	Dismiss	A
	AB PR		

Checking Absences

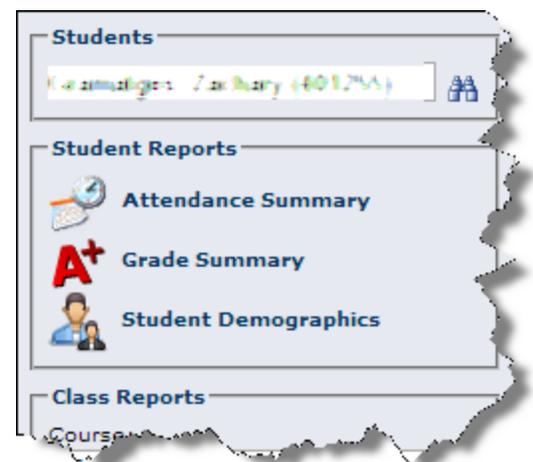
To see the running totals for student absences, select **Attendance Grid** from the navigation page.

To see the history of the changes to a student's attendance from within the **Attendance Grid**, right click on a student's name. You can also use **Student Explorer** to review Attendance Summary.

Attendance Reports

Pinnacle provides many new individual and class reports that are easy to access and read. Simply click *New Report* to view these reports.

The most important report is the blank attendance roster for substitute teachers, which is available by running the **Substitute Teacher Report**. (New Report > Attendance > Substitute Teacher Report)



There are several other reports available to see the entire class. For a specific student, MCPS recommends the **Student Details Report**, which is found under New Report > Grading > Student Details. Remember to select Yes under Attendance.

Attendance:	<input type="radio"/> No
Display Attendance infractions?	<input checked="" type="radio"/> Yes