# ALE Application: Monitoring/Recording Attendance as Secretary

Users with the Secretary role can monitor attendance taking and record attendance for class meetings and/or individual students.
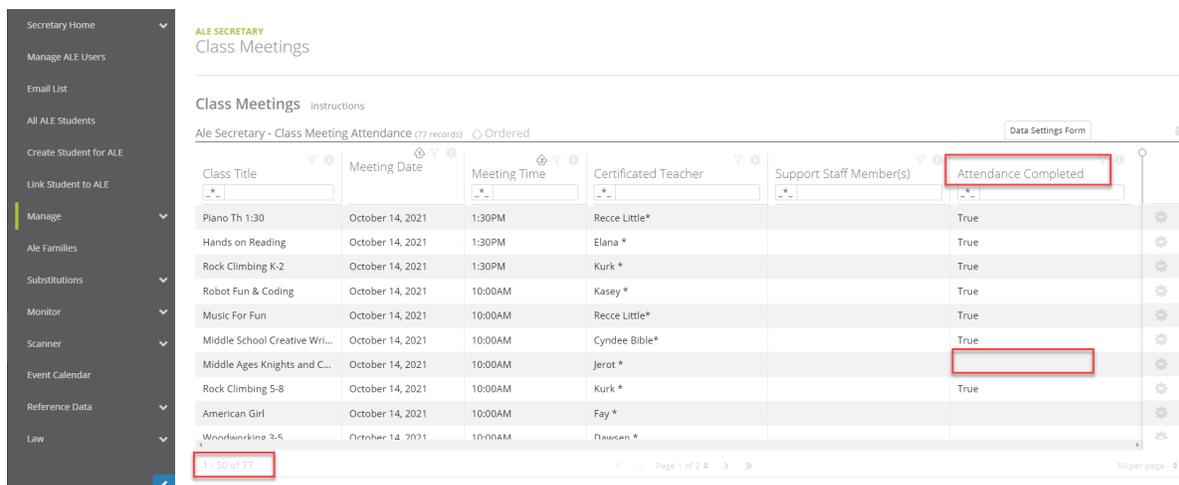
Monitoring Attendance Completion

In the left nav, open Manage then, Manage Daily Attendance.

Navigate to "Courses/Classes" then "My Class Meetings" in the left hand navigation. You will be asked to enter a date or date range. To pick one day, enter the same date as both the start and end date:
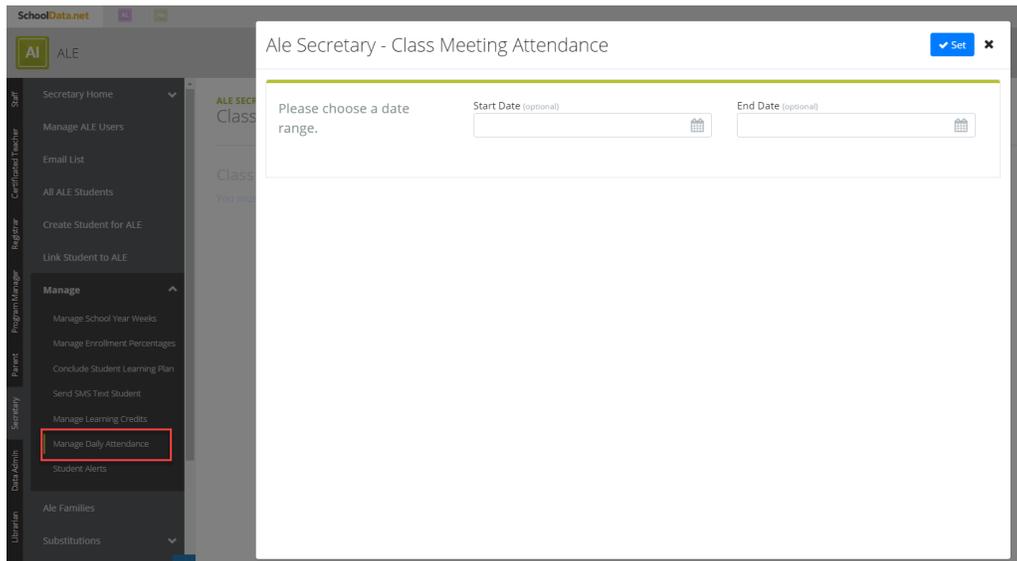
The resulting list will include all of the class meetings scheduled for the selected date range. In the column at the far right "Attendance Completed" you can easily see which class meetings have been marked as "Attendance Taking Was Completed" and those which have not yet been completed.

Recording Attendance for a Class

To take attendance for a particular class meeting from the "Manage Daily Attendance" table, use the row action gear for that class, and choose "Manage Attendance."

A list of all students registered in the class will appear where you have several different options for recording attendance.

You may mark a student:

> P - Present
> A - Absent
> T - Tardy

Using the drop downs at the far right, you may make a selection individually for each student.

Alternatively, you may use the check boxes at the left to choose all students (the very top check) or a group of students to apply a single attendance selection to.

Attendance as Weekly Contact

In the system, when attendance is recorded by an individual logged in as a Certificated Teacher, weekly contact records are automatically generated for each student who is marked Present or Tardy.

When attendance is recorded by a School Support Staff, weekly contact records are not always automatically generated, based on program preference. At the top of the screen, you have the option to check a box indicating that attendance taken on this particular day does fulfil the In-Person Instructional Contact requirements as defined by the WACs:

If this box is checked, then weekly contact records are generated. If unchecked, records are not generated.

Attendance Designations

Each district can configure their own attendance designations. By default, all districts have been set up with Excused and Unexcused as options associated with "absent."
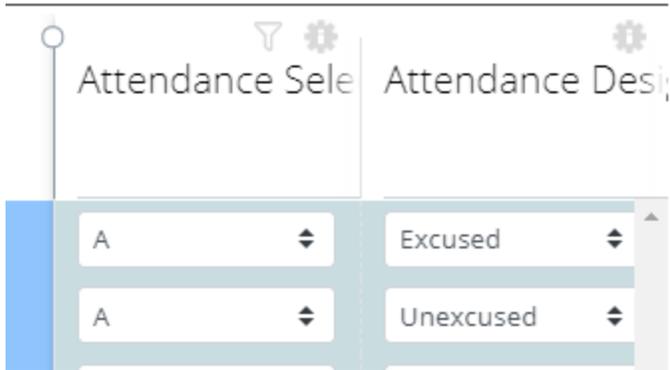
Contact the help desk if you would like additional attendance designations available in the application.

Marking Attendance Completed

There is a button on the attendance interface that will allow users entering information to clearly indicate when attendance has been completed for any one class meeting.

If attendance is recorded for one or more students and the user exits this form using the "x" at the top right, the information is saved and weekly contact records generated if needed, but attendance for the class has not yet been completed. This might be done by a secretary who is entering an absence for a student prior to the day of a class meeting taking place.
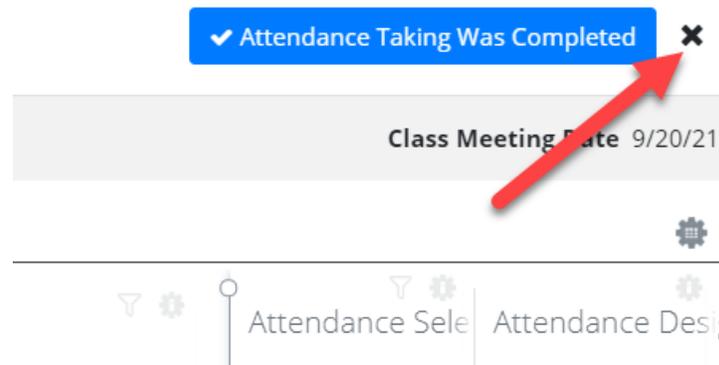
Only when attendance has been recorded for all students in the class, should the user click the blue "Attendance Taking was Completed" button. This will indicate that attendance is complete and will be

displayed throughout the attendance interfaces with a new "Attendance Completed" column.

Recording Attendance for a Single Student in Multiple Classes

Users with the Secretary Role have the ability to record individual student attendance for all their classes in one interface. To do this, navigate to "All ALE Students" and filter to find a student.

Click on the Student Name and then on the "Manage Attendance" tab.
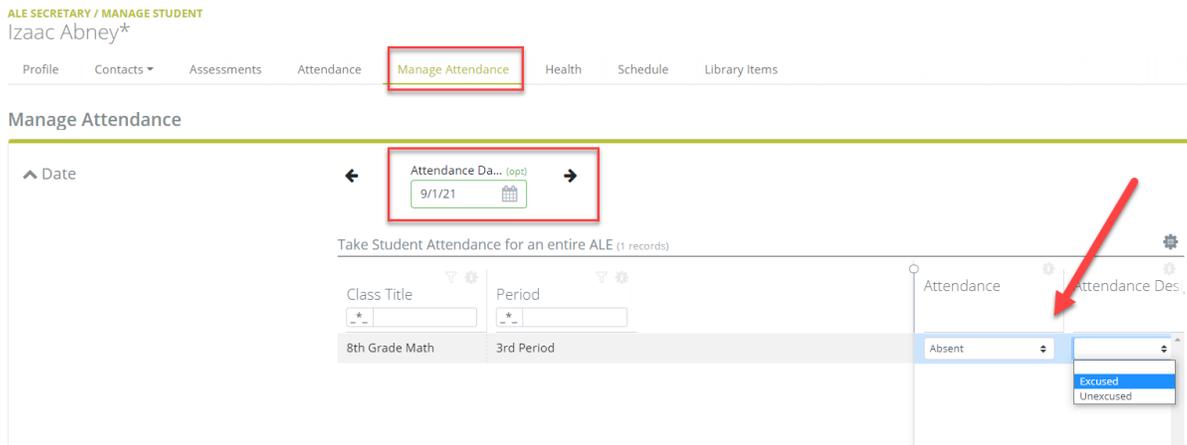
From here, the "Attendance Date" field can be used to navigate to the date for which you'd like to record attendance. Using the selectors at right, either "Absent, Present, or Tardy" can be indicated. If Attendance Designations are configured for your district, those can also be entered.

Attendance entered here will display immediately in the Manage Class interface for each associated class.