

TEACHER VIRTUAL ATTENDANCE POSTING

Posting Attendance for Virtual Students

1. In Classroom, select the first period virtual **Course**.
 - a. Note: You can also just click “**Post Attendance**” link on left navigation.
2. Select the **Grading Period**.
3. A class roster for the selected course will appear on the screen.
4. Click the **Attendance** icon at the top of the screen.
5. The screen will change to the posting attendance screen and the roster of students will be the same class roster from Gradebook.

The screenshot shows the JCampus Classroom interface. On the left, a navigation menu has 'Grades - Classroom' highlighted. A red callout bubble points to this link with the text '(1) Open GRADES - CLASSROOM'. At the top, the 'Attendance' icon is highlighted with a red callout bubble containing '(3) SELECT ATTENDANCE ICON'. To the right, the '1st Period' is selected in the 'Marking Period' dropdown, with a red callout bubble containing '(2) Choose 1st PERIOD'. Below the navigation bar is a table with columns for Student Name, Grade, Average, and various assessment scores.

SIDNO	Student Name	Grade	Average	Family Orientation Quiz	Student Video	Exit Ticket - August	Discussion Question 1	Exit Ticket - August	Quiz - August 13	Exit Ticket - August	Discussion Question 2	Exit Ticket - August	Quiz - August 20	Exit Ticket - August	Test 1 - August 27	Exit Ticket - August	Discussion Question 3
1	1029975	09	71 D			100 A		100 A							100 A	0 F	0 F
2	1029965	12															
3	1029977	09	84 C		100 A	100 A	100 A	100 A	80 C	60 F	100 A	40 F	80 C	95 A	100 A	80 C	100 A
4	1029983	09	67 D			100 A		100 A	100 A			60 F	100 A	0 F	100 A	0 F	0 F
5	0006679	09	74 D			100 A		100 A			0 F			100 A	100 A	80 C	0 F
6	1029974	09	60 F														
7	1029994	09	96 A	100 A	100 A	100 A	100 A	100 A	100 A	65 F	100 A	80 C	100 A	92 B	95 A	0 F	100 A
8	1029995	09	77 C		100 A	100 A		100 A	60 F	60 F	100 A	60 F	80 C	40 F	95 A	60 F	0 F
9	1029996	09	69 D			100 A		100 A				60 F	100 A	0 F	100 A	0 F	0 F
10	1029966	10															

6. For VIRTUAL STUDENTS the Teacher will CLICK in the **YELLOW “OUT” Box** and the **Code Box will Open** and the Teacher will select Code “69” VIRTUAL ABSENCE which will also show the Start Time of the Class Period.
7. When this is done a Code “69” VIRTUAL ABSENCE with the END Time of the Class Period will be **AUTOMATICALLY** be posted in the GREEN “IN” COLUMN.

JCampus

Welcome Dashboard Classroom

Year: 2021 District: School: Teacher: Course: MARINE PD: 02 M

Attendance

Staff: Sign Off Roll Call Course: Semester:

Date: Nov 05 2020

Place cursor on table headers for ins Search:

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason	Dr	GD	SIDNO
1											06	023703
2											06	021295
3											06	020854
4											06	023678
5											06	023926
6											06	021639
7											06	020694
8											06	020589
9											06	021834
10			07:23	69	U	Virtual Absent	08:53	69	U	Virtual Absent	06	020560
11											06	021875
12											06	020516
13			07:23	69	U	Virtual Absent	08:53	69	U	Virtual Absent	06	183999
14											06	020599

ALWAYS SIGN OFF ROLL CALL

WHEN A CODE "69" IS PLACED IN THE YELLOW "OUT" COLUMN IT AUTOMATICALLY PLACES THE SAME CODE "69" IN THE "IN COLUMN

8. Continue marking students that are virtually absent.
9. Do your "Sign Off Roll Call" as normal.
10. Close the posting attendance window to return to Gradebook.

Posting Virtual Absences for Other Periods

1. Open your period class that occurs after first period.
2. Use the same method to mark a student absent as before.
3. If you see that the student has a previous absence from earlier class, do the following:
 - a. Click on the "OUT" cell.
 - b. Select the first option, "Post Multiple..."
 - c. Select code "69 U Virtual Absence"
 - d. Attendance posting for current teacher will replace the earlier posting.
4. Don't worry about the earlier posting no longer in view. It is still there, just in the background of the attendance of the student.

The screenshot shows the JCampus attendance management interface. The main window displays a grid for marking attendance. A red callout box points to the 'Attendance Actions' dialog box, which is open over the grid. The dialog box has 'Post New / Multiple Checkout(s)' selected. The grid shows a student with a 'Virtual Absent' record for period 06 on 11/05/2020.

Student	1st	Out	Code	Ex	Out Reason
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13	07:23	69	U		Virtual Absent
14					
15					
16					
17					
18					

Attendance Actions

- Post New / Multiple Checkout(s)
- Post New Tardy-To-Class
- Change Check Out Time
- Change Check Out To Tardy-To-Class
- Delete Complete Attendance Record
- Change Check Out Code
- Delete Check In Code
- Change Check In Code

Print Admit Cancel OK

Delete Virtual Attendance Records

1. In Post Attendance, browse to the day / student marked virtually absent.
2. Click on "OUT" cell.
3. Select "Delete Complete Attendance Record".
4. Make sure you really want to do this as there is no going back! ☹️
5. Click "Ok" to delete the attendance record.

