ROOSUCCESS – Using the Attendance feature

Link to RooSuccess

To get to the Attendance roster:



Alternately, if you go to students you can see the tab here:

≡ RooSuccess								Q. Search for Students			
		TRACKING					ATTENDANCE	PROGRE	PROGRESS SURVEYS		
Record Atlendance Class	chedule 🛆 Attendance Report	Flag	Reterral	S To-Do	Kudos	Send Message	RoNote	Print Roster			Filter Students By

Once you are in the Attendance tab, click on Record Attendance This will let you pick the date of the class period that you want to record attendance for. The scheduled class meeting times will be pre-populated from Banner. Choose the appropriate meeting and then click on Next.

κ	×
Record Attendance	
Section	
BIOL-217-001-201902	
Meeting Time	
01-22-2019 Tuesday, 9:30 am - 10:45 am	×
Don't see your meeting time in the list above?	
Add a single meeting time	
	Never Mind Next

That will load a class roster and the chance to record whether the student was in class. Use the radio buttons to change students to Absent, Excused or Tardy (Present is the default). Use the Save button at the bottom when done.

Record Attendance						
Section HUMAN ANATOMY & PHYSIOLOGY I (BIOL-217-001-201902)		Meeting Ta Today from	ne 9 30 am - 10 45 am <u>Delete</u>	This meeting little		
Students					Attendance	
7jpe z name				9	earch	Clear All
	Present	Absent	Excused	Tarity	Absent (3)	
<u><u><u>a</u></u></u>	0		0	0.		3
<u> </u>		0	0	0	c	
2		0		0		
A.					Excused (1)	
			227			
÷		0	0	0	Tardy (1)	
A	0	0	0			
<u>.</u>		0	0	0.	Present (42)	
A	10		.0.1	ő		

Once you have recorded attendance, you can use the filter on the right side to see just the students who have been absent, excused or filter out a specific date:

Filter Students By
Active
Course Section
BIOL-217-001-201902
Attendance Status Present Atsendance Status Present Excused Absence Tardy Class Session Dates All Specific Date & Time
Start to End 💿 😒
Start Time to End Time All Day
<u>60</u>

You can raise a flag (or send a referral or a kudos) on a student right from this page if you are seeing a trend for absences:

MY STUDENTS					TRACKING					ATTENDANCE	PRO
a Record Attendance	Class Schedule	Attendance Report	Flag	Referral	To-Do	* Kudos	Send Message	Note	🖨 Print Roster		
Select All Deselect All	BIOL-217-001-201902	- HUMAN ANATOMY	& PHYSIOL	DGYI							
Absences:	9:30 am 01-22-2019, 9:30	am 03-28-2019									
Absences:	9 30 am 01-31-2019, 9 30	am 02-05-2019, 9:30 ar	n 02-26-201	9, 9.30 am 03-1	9-2019						
Absences:	9:30 am 03-07-2019										

- You can add a Note to the student record that others in the student network can see.
- You can edit the attendance after you have Saved. Go back to "Record Attendance", choose the class date to edit, then click on the Edit link to modify a past list.

Jump to: <u>See Your Students</u> | <u>Raise A Flag</u> |<u>Complete a Progress Survey</u> | <u>See Flags raised on your students</u> |<u>Attendance | Kudos, System Flags, Referrals and To-Do's</u>