How To take attendance using JupiterGrades

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Attendance (for teachers):

- Go to the Roll option in the top tab menu
- Seating Chart
  - You can take roll by Seating Chart (this is particularly helpful in the beginning of the terms when you are not 100% familiar with students’ names yet, or for substitute teachers)
  - Just click the mouse button until the proper “code” appears (such as A for absent, P for present, L for late, etc.)
  - If all students are present, be sure to select the All Present option at the top of the page
  - You can combine two or more same-period classes by checking the Combine period (x) classes option, so that you only have to use one screen for attendance. Alternatively, you can uncheck that box and take attendance separately if you prefer.
  - Attendance for double-period classes can be taken on the same screen
    - Clicking on the student’s name marks the same attendance code for both periods. If you need to mark different codes for each period, click on the code instead of the student’s name.
    - Marking a student tardy (T) by default only marks the first period with a T but you can manually change that.

- Roll Sheet
  - This choice gives you just a few more options (such as selecting a specific term here, and determining how many weeks/dates are viewable)
  - You can take attendance here the same way you’d take it on the Seating Chart—simply by clicking to change attendance code. You can also simply click the legend as a short cut.
  - If any of the codes are grayed out, they are reserved for administrative use only.
  - You can access/change attendance from past dates in the Roll Sheet too, though administration may lock past dates after a certain amount of time.
  - The Abs (absent) and Tar (tardy) columns, directly to the right of the students’ names, reflect the TOTAL number of absences (excused AND unexcused) and tardies for the entire term that you have selected, no matter how many weeks (or what date range) you elect to view.
  - To take attendance for double-periods, hold the SHIFT key down if you want the same attendance code to apply to both periods. Otherwise, if you want to mark two separate attendance codes for each period, click normally (with no SHIFT).
  - Click Print to print your roll sheet. You can custom-select which term and dates to show on the printout. You may need to print the roll sheet in parts if the whole term/date range doesn’t fit on one printout.
  - You also have the option to print a blank roll sheet by selecting the Blank box.