

Post Attendance

If you have HeadMaster Plus, HeadMaster Pro, and HeadMaster Pro with Classroom Manager, you can post attendance using the Class Attendance Assistant. With Classroom Manager, you can also post attendance on the seating chart.

You can post attendance for multiple classes at one time using the Class Attendance Assistant. You can also post attendance by students using the same assistant.

Note



You don't need to mark students present, as this is selected by default. However, you can select a reason code if a student is in school but attending a school function during class time. Only mark students who are absent, tardy, unexcused absent, unexcused tardy, or none. If everyone in the school is present, you must still open the assistant and click **OK** to post the attendance for that day.

1. On the Home screen, click **Class Attendance**.
2. Select a date to post attendance for, and click **OK**.
3. Select **By Class** in the **View** drop-down list.
4. In the Classes list, double-click any classes you don't want to post attendance for. This clears the check box for the class.
5. In the Code section, select the attendance code you want to mark first. For example, to mark all absent students, select **Absent**.
6. In the Students section, double-click the student whose marking you want to change.
7. **Optional:** Select the reason that the student is absent from the Reason Code list.
8. Repeat steps 5 through 8 for each class that has Absent, Tardy, Unexcused Absent, Unexcused Tardy, or None markings.

You can post attendance for selected students using the Class Attendance Assistant.

1. On the Home screen, click **Class Attendance**.
2. Select a date to post attendance for, and click **OK**.
3. Select **By Student** in the **View** drop-down list.
4. In the Students list, double-click any students you don't want to post attendance for. This clears the check box for the student.
5. In the Code section, select the attendance code you want to mark first. For example, to mark all absent students, select **Absent**.
6. Click to select the first student.
7. In the Classes section, double-click the class you want to change the marking for.
8. **Optional:** Select the reason that the student is absent from the Reason Code list.
9. **Optional:** To give the same mark for all of the student's classes, click **Fill Down** after marking the first class. For example, if a student is absent from all classes, you can mark the first class with Absent then click **Fill Down** to automatically mark all other classes as Absent.
10. Repeat steps 5 through 9 for each student that has Absent, Tardy, Unexcused Absent, Unexcused Tardy, or None markings.
11. To post attendance for all of the selected students, click **OK**.

Note



You can use the Filter option to set a range of students or classes for each user. This way, a user can easily mark the students or classes they are in charge of without needing to sort through everyone. Remember that once a filter is set, it remains in effect until the filter is changed manually.