

Texas Skyward User Group Conference

# Troubleshooting Attendance

Tonya Main



# Troubleshooting Attendance



Tips and tricks to solving issues when attendance won't post for a student

- Identifying the problem
- Calendar Issues
- Scheduling issues
- Utility

# Office/ Attendance/ Configuration

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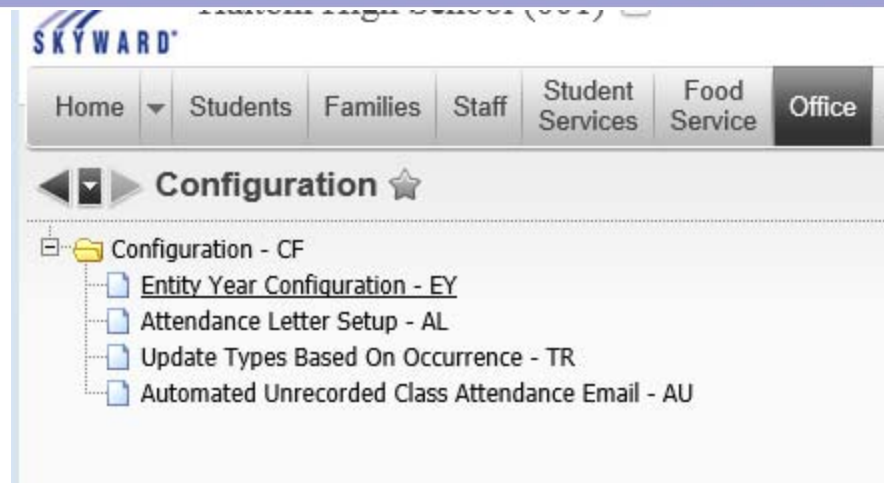
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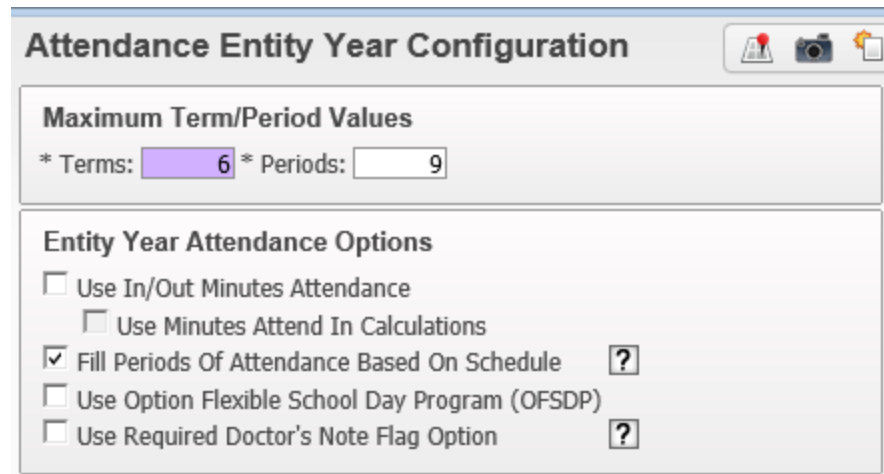


**SKYWARD**

- Home
- Students
- Families
- Staff
- Student Services
- Food Service
- Office**

**Configuration** ☆

- Configuration - CF
  - Entity Year Configuration - EY
  - Attendance Letter Setup - AL
  - Update Types Based On Occurrence - TR
  - Automated Unrecorded Class Attendance Email - AU



### Attendance Entity Year Configuration

**Maximum Term/Period Values**

\* Terms:  \* Periods:

**Entity Year Attendance Options**

- Use In/Out Minutes Attendance
  - Use Minutes Attend In Calculations
- Fill Periods Of Attendance Based On Schedule [?]
- Use Option Flexible School Day Program (OFSDP)
- Use Required Doctor's Note Flag Option [?]

## Teacher cannot post daily attendance

Attendance cannot be entered, this class does not meet today.

[View for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

<u>Middle</u>	<u>GR</u>	<u>Sch</u>	<u>Absent</u>	<u>Tardy</u>	<u>Present</u>	<u>A</u>	<u>E</u>
ANTHA CATHARINE 06	044	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1	

# Office/ Attendance/ Setup/ Utilities/ Change Sub- System Control Dates

**Change Subsystem Control Dates**

Select a School Year: **2015**

Entity: **044 - North Oaks Middle-TEST/TRAIN** Calendar: **044 - North Oaks Middle School**

**Term Definitions**

Sem	Trm	Lit	Str Trm	Stp Trm	Start Date	End Date
1	00	S1	01	03	08/25/2014	01/16/2015
1	01	T1	01	01	08/25/2014	10/03/2014
1	02	T2	02	02	10/06/2014	11/14/2014
1	03	T3	03	03	11/17/2014	01/16/2015
2	00	S2	04	06	01/20/2015	06/02/2015
2	04	T4	04	04	01/20/2015	02/27/2015
2	05	T5	05	05	03/02/2015	04/17/2015
2	06	T6	06	06	04/20/2015	06/02/2015

8 records displayed

**Grading Periods**

Grd Prd	Grd Str	Grd Slp	Start Date	End Date	Grade Input Start Date	Grade In End Date
01	01	01	08/25/2014	09/12/2014	09/11/2014	09/15/2014
02	01	01	08/25/2014	10/03/2014	10/02/2014	10/06/2014
03	02	02	10/06/2014	10/24/2014	10/23/2014	10/27/2014
04	02	02	10/06/2014	11/14/2014	11/13/2014	11/17/2014
05	03	03	11/17/2014	12/12/2014	12/11/2014	12/15/2014
06	03	03	11/17/2014	01/16/2015	01/15/2015	01/16/2015
07	04	04	01/20/2015	02/06/2015	02/05/2015	02/09/2015
08	04	04	01/20/2015	02/27/2015	02/26/2015	03/02/2015

12 records displayed

**Course Length Set**

ID	Short Description	Long Description
SM	SEMESTER	SEMESTER
SNE	SEM NO EXAM	SEMESTER NO EXAM
YNE	YEAR NO EXAM	YEAR NO EXAM
YR	YEAR LONG	YEAR LONG
YRH	YEAR LONG HS	YEAR LONG HS

5 records displayed

**Calendar**

Term	Start Date	End Date
Master	08/25/2014	06/02/2015
1	08/25/2014	10/03/2014
2	10/06/2014	11/14/2014
3	11/17/2014	01/16/2015
4	01/20/2015	02/27/2015

**Edit Control Set Dates**

Course Length Set ID: SM Short Description: SEMESTER Long Description: SEMESTER

**Class Control Sets**

ID	Type	Description	Dsp Str	Sch Str	Sch Slp	Attendance Start Date	Attendance Stop Date
S1	Normal	SEMESTER 1	S1	01	03	08/25/2014	01/16/2015
S1	Subset	TERM 1	T1	01	01	08/25/2014	10/03/2014
S1	Subset	TERM 2	T2	02	02	10/06/2014	11/14/2014
S1	Subset	TERM 3	T3	03	03	11/17/2014	01/16/2015
S2	Normal	SEMESTER 2	S2	04	06	01/20/2015	06/02/2015
S2	Subset	TERM 4	T4	04	04	01/20/2015	02/27/2015
S2	Subset	TERM 5	T5	05	05	03/02/2015	04/17/2015
S2	Subset	TERM 6	T6	06	06	04/20/2015	06/02/2015

Office/  
Attendance/  
Setup/  
Codes/  
Calendar  
Codes

-Expand current  
year

-Click View All  
Dates

-Edit the day

Views: **General** Filters: \*Skyward Default

Calendar ID ▲	Calendar Description	Entity	Default	Calendar Track
▼ 044	North Oaks Middle School	044	Yes	0

Expand All Collapse All View Printable Details

▼ Calendar School Year(s) Add Calendar School Year

▼ 2014-15 School Year Delete

- ▶ Calendar Master Edit
- ▶ Funding Periods Edit
- ▶ Calendar Details Edit
- ▶ Calendar Terms Add Term
- ▶ Calendar Days Add Day View All Days and Events Utilities
- ▶ Bell Schedule Add Bell

▶ 2013-14 School Year Delete

▶ 2012-13 School Year Delete

View All Days

Views: **General** Filters: \*Skyward Default

Date ▲	Day	Days	Term	Prds/Day	Bell	Comments	SE Ct Ovr	Event(s)
▶ 10/06/2014	Mon	1.00	2	8	REGULAR BELL			0
▶ 10/07/2014	Tue	1.00	2	8	REGULAR BELL			0
▶ 10/08/2014	Wed	1.00	2	8	REGULAR BELL			0
▶ 10/09/2014	Thu	1.00	2	8	REGULAR BELL			0
▶ 10/10/2014	Fri	0.00	2	8	REGULAR BELL	STUDENT HOLIDAY/TEACHER INSERVICE		0
▶ 10/13/2014	Mon	0.00	2	8	REGULAR BELL	STUDENT HOLIDAY/TEACHER INSERVICE		0
▶ 10/14/2014	Tue	1.00	2	8	REGULAR BELL			0
▶ 10/15/2014	Wed	1.00	2	8	REGULAR BELL			0
▶ 10/16/2014	Thu	1.00	2	8	REGULAR BELL			0

Edit Calendar Day

Entity: 044 North Oaks Middle-TEST/TRAIN Year: 2014-15 Start: 08/25/2014 **Monday**

Calendar: 044 North Oaks Middle School End: 06/02/2015 **Tuesday**

Date: 10/14/2014 **Tuesday**

Count As: 1.00 Max Periods/Day: 8 Zero Period:  Minutes: 0

Non-Instructional Days: 0.00 Bell Schedule: R REG BELL Funding Period: 2

Comment:

SE Date Count Override  Include in Count  Exclude from Count

Periods: 1:  2:  3:  4:  5:  6:  7:  8:

Minutes: 1: 0 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0 8: 0

Teacher does not have the option to post attendance:

Office/Current Scheduling/

Build Course Master/ Section Master

-check the attendance method

-Mixed or Computer

-NOT Sheets

Status: Active      Number of Requests: 71      Section: 01      [Back](#)

**General Properties**

Class Status: Active

\* Class Control Set: YR    YEAR LONG

\* Calendar: 044    N Oaks MS

Bell Schedule:

Minimum Students: 1    Attendance Method: Mixed

Optimum Students: 40     Assign Seats

Maximum Students: 60    Rows: 000    Columns: 000

Grading Method: Mixed

**Student Count By Term**

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Enrolled	41	41	41	41	41	41
Females	19	19	19	19	19	19
Males	22	22	22	22	22	22
Spec Ed Students	0.00	0.00	0.00	0.00	0.00	0.00

PARCC Assessment:

PARCC Submission:

Bilingual     Use Class Meeting Time Override

Default Building: 044    N Oaks MS

Max Special Ed Enroll %: 100.00

Number of Days: 5     Block Section

Number of Periods: 1     Section Locked From Master Builder

Number of Teachers: 1     Control Set Locked From Master Builder

**Room Type(s)**    [Add Room Type](#)

Delete	Priority	Description
	1	BAND HALL



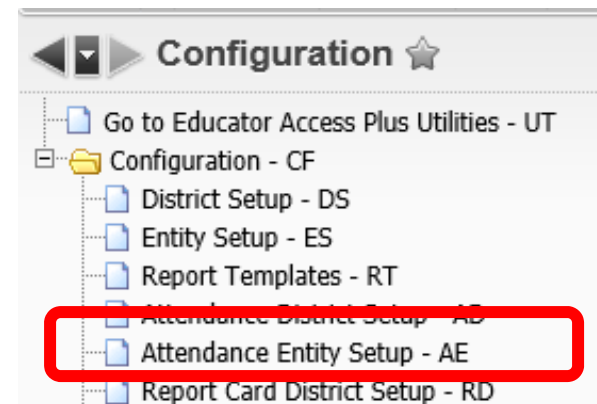
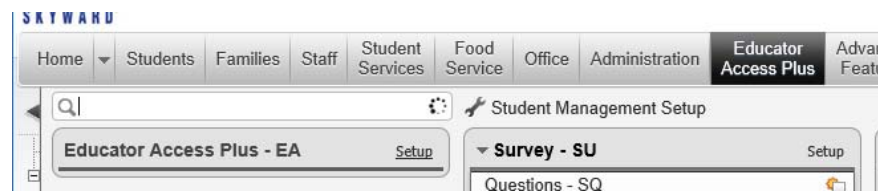
Class is “grayed out” in Attendance for teacher (not available)

New Feature- Restricts time attendance can be submitted

\*Educator Access Plus/  
Educator Access Plus/  
Setup

\*Configuration

\*Attendance Entity Setup





- \*Educator Access Plus/  
Educator Access Plus/  
Setup
- \*Configuration
- \*Attendance Entity Setup

\*View the settings on the record

\* Expand the record

\*View/Edit Entry Restrictions

\*View/Edit the Periods affected

\*Check the Calendar/Calendar  
Days/Bell Schedule

\*Check the Bell  
Schedule/Attendance Period Times

Attendance Entity Setup				
Views:	General	Filters:	*Skyward Default	
Entity ▲	Default Entry Types Set Up	Entry Cut Off Time Set Up	Counting Options Set Up	Save Once Per Class Period
▼ 012 - Shannon High School	Y	Y	Y	Funding Period O

▼ Entry Restriction: **Edit Entry Restrictions**

Entry Cut Off Time: 4:00 PM

Attendance may only be saved once per class period for the funding period.

Attendance may only be saved 0 minutes before and 90 minutes after the start of the following periods: 1, 2, 3, 4, 5

**Entry Restrictions**

Entry Restrictions - 012 Shannon High School

Set Cut Off Time for EA+ Attendance Entry Time: 04:00 PM

Only Allow Attendance to be Saved Once per Class Period ?

Apply this to:  All Periods  Selected Periods  Funding Period

Only Allow Attendance to be Saved During Specified Time Window ?

Minutes Before Period Start: 0

Minutes After Period Start: 90

Apply this to:  All Periods  Selected Periods  Funding Period

**Skyward**

Period Start Time is determined by using the Attendance Period Start Time from the Bell Schedule listed on the Calendar Day for the Class.

This option does not apply to previous days. Periods can be excluded from previous days by editing Defaults under EA+ Attendance Entity Setup.

Select Periods    Select All    Deselect All    Hide

0  1  2  3  4  5  6  7

8  9

Teacher cannot see all of the students listed in the Seating Chart for Post Daily Attendance

Have the teacher check their grade book/Post Daily attendance/Assign Seats  
-It may be possible that the teacher had a set seating chart that did not allow for the number of students in their class prior to the additional students being added.

**Assign Seats**

[Show Pictures](#) | [Clear Seating Chart](#)

Number of Rows:

Number of Seats Per Row:



## Attendance for a student does not post for a particular period

- Student is missing attendance for 3<sup>rd</sup> and 4<sup>th</sup> period

- Go to the schedule tab
- Check for dropped or missing classes for the affected period

### Current Scheduling (2014-15)

View:  List  Matrix  Semester-Day

Options

Email

Views: General Filters: \*00-06 (YR = Year)

Prd ▲	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Te
01	S2	04	06	S60000/06	HEALTH EDUC	MTWRF	CC
01	YR	01	06	X40601/01	ST ASST PER 1	MTWRF	D
02	S1	01	03	S60000/01	HEALTH EDUC	MTWRF	CC
02	S2	04	06	S50000/06	ECONOMICS	MTWRF	Im
03	YR	01	06	S11200/01	ENGLISH IV	MTWRF	GU
03	YR	01	06	S11200/N1	ENGLISH IV	MTWRF	CF
03	YR	01	06	S33600/N1	INTEG PHYS/CHEM	MTWRF	CC
04	YR	01	06	S11200/03	ENGLISH IV	MTWRF	CE
04	YR	01	06	S33000/03	PHYSICS I AP	MTWRF	KE
04	YR	01	06	S33600/N3	INTEG PHYS/CHEM	MTWRF	CC
05	YR	01	06	S96500/ADV	DANCE IV	MTWRF	HI
06	YR	01	06	S20800/04	AI GFRA II	MTWRF	CA

## Attendance for a student does not post for a particular period

- Student is missing attendance for 3<sup>rd</sup> and 4<sup>th</sup> period

### Current Scheduling (2014-15)

View:  List  Matrix  Semester-Day Options Email

Views: **General** Filters: \*00-06 (YR = Year)

Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Te
01	S2	04	06	S40000/06	HEALTH EDUC	MTWRF	CC
01	YR	01	06	X40601/01	ST ASST PER 1	MTWRF	D
02	S1	01	03	S60000/01	HEALTH EDUC	MTWRF	CC
02	S2	04	06	S50000/06	ECONOMICS	MTWRF	Im
03	YR	01	06	S11200/01	ENGLISH IV	MTWRF	GL
03	YR	01	06	S11200/N1	ENGLISH IV	MTWRF	CF
03	YR	01	06	S33600/N1	INTEG PHYS/CHEM	MTWRF	CC
04	YR	01	06	S11200/03	ENGLISH IV	MTWRF	CE
04	YR	01	06	S33000/03	PHYSICS I AP	MTWRF	KE
04	YR	01	06	S33600/N3	INTEG PHYS/CHEM	MTWRF	CC
05	YR	01	06	S96500/ADV	DANCE IV	MTWRF	HL
06	YR	01	06	S20800/04	AI GFERRA II	MTWRF	CA

View Trans

- Click the View Trans Button

- Sort the browse by period by clicking on the period column label.

- Effective date

- Gap between drop and add of classes

Effective Date	Transaction Type	Course	Description	Old Terms	New Terms	Period	Teacher	Performed By	Transaction Date	T
08/05/2014	Add	X40601/01	ST ASST PER 1	00-00	01-06	01			08/05/2014	0
08/05/2014	Drop	S60000/06	HEALTH EDUC	04-06	00-00	01			08/05/2014	0
08/05/2014	Add	S60000/01	HEALTH EDUC	00-00	01-03	02			08/05/2014	0
08/29/2014	Add	S11200/N1	ENGLISH IV	00-00	01-06	03			08/29/2014	1
08/29/2014	Drop	S11200/N1	ENGLISH IV	01-06	00-00	03			08/29/2014	1
09/18/2014	Drop	S11200/N1	ENGLISH IV	01-06	00-00	03			09/18/2014	0
09/19/2014	Add	S33600/N1	INTEG PHYS/CHEM	00-00	01-06	03			09/18/2014	0
08/06/2014	Drop	S33600/N3	INTEG PHYS/CHEM	01-06	00-00	04			08/06/2014	1
08/25/2014	Drop	S33000/03	PHYSICS I AP	01-06	00-00	04			08/28/2014	1
08/29/2014	Add	S33600/N3	INTEG PHYS/CHEM	00-00	01-06	04			08/29/2014	1
09/18/2014	Drop	S33600/N3	INTEG PHYS/CHEM	01-06	00-00	04			09/18/2014	0
09/19/2014	Add	S11200/03	ENGLISH IV	00-00	01-06	04			09/18/2014	0

## Attendance for a student does not post for a particular period

- Student is missing attendance for 3<sup>rd</sup> and 4<sup>th</sup> period
- Click the View Trans Button
  - Sort the browse by period by clicking on the period column label.
- Effective date
- Edit the “add” trans or the “drop” trans and correct the date to close the gap

View Trans

Effective Date	Transaction Type	Course	Description	Old Terms	New Terms	Period	Teacher	Performed By	Transaction Date	T
08/05/2014	Add	X40601/01	ST ASST PER 1	00-00	01-06	01			08/05/2014	0
08/05/2014	Drop	S60000/06	HEALTH EDUC	04-06	00-00	01			08/05/2014	0
08/05/2014	Add	S60000/01	HEALTH EDUC	00-00	01-03	02			08/05/2014	0
08/29/2014	Add	S11200/N1	ENGLISH IV	00-00	01-06	03			08/29/2014	1
09/18/2014	Drop	S11200/N1	ENGLISH IV	01-06	00-00	03			08/29/2014	1
09/19/2014	Add	S33600/N1	INTEG PHYS/CHEM	00-00	01-06	03			09/18/2014	0
08/06/2014	Add	S33600/N3	INTEG PHYS/CHEM	00-00	01-06	04			08/06/2014	1
08/06/2014	Drop	S33600/N3	INTEG PHYS/CHEM	01-06	00-00	04			08/06/2014	1
08/25/2014	Drop	S33000/03	PHYSICS I AP	01-06	00-00	04			08/28/2014	1
08/29/2014	Add	S33600/N3	INTEG PHYS/CHEM	00-00	01-06	04			08/29/2014	1
09/18/2014	Drop	S33600/N3	INTEG PHYS/CHEM	01-06	00-00	04			09/18/2014	0
09/19/2014	Add	S11200/03	ENGLISH IV	00-00	01-06	04			09/18/2014	0

Class:   Transaction Type:

Old Start Term:  Old Stop Term:  Done By:

New Start Term:  New Stop Term:  Transaction Date:

Requested By:  Transaction Time:

**Update Effective Date**

Old Effective Date:   \* New Effective Date:

**Update Attendance for Drop and Temp Records**

Apply Attendance from Old Class to New Class New Class:

Asterisk (\*) denotes a required field

Student Missing 4<sup>th</sup> period attendance

Schedule transactions are not an obvious problem

Schedule does not show a dropped class in 4<sup>th</sup> period.

View Trans: Shows an add of the 4<sup>th</sup> period class as a YS2 (term 4-6) only  
Schedule shows that it is a year long class.

View Trans Audit:

Shows more transactions

1) Add 4-6

2) Delete same class

3) Add of year long same class

**Attendance**

Views: General Filters: \*Current Year Only

Ent	Year*	Atnd Date	Nbr	Comnt	P-N	FP	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-08-
▶ 010	2015	10/01/2014 Wed		N	N	A-AC	-	-	A-AC	A-AC	-	A-AC	A-AC	A-AC	-
▶ 010	2015	09/24/2014 Wed		N	N	-	-	-	T-	-	-	-	-	-	-
▶ 010	2015	09/22/2014 Mon		N	N	-	-	-	U-	-	-	-	-	-	-
▶ 010	2015	09/09/2014 Tue		N	N	A-AC	-	-	A-AC	A-AC	-	A-AC	A-AC	A-AC	-

**Current Scheduling (2014-15)**

View:  List  Matrix  Semester-Day

Options Email Legend

Views: General Filters: \*00-06 (YR = Year)

Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Str Date	Days	Te
01	YR	01	06	X99901/01	OFF PER 1	08/25/2014	MTWRF	
02	YR	01	06	X24600/02	SPORTS MKTG	08/25/2014	MTWRF	SH
03	YR	01	06	S11200/N1	ENGLISH IV	08/25/2014	MTWRF	CF
04	YR	01	06	S22200/04	PRECAL PRE-AP	08/25/2014	MTWRF	NI
05	YR	01	06	X40605/01	ST ASST PER 5	08/25/2014	MTWRF	DI
05	YR	01	06	X40605/02	ST ASST PER 5	08/27/2014	MTWRF	CI
06	YR	01	06	S33800/03	ENV SCIENCE AP	08/25/2014	MTWRF	FI

08/22/2014	Drop	X40603/01	ST ASST PER 3	01-06	00-00	03		08/22/2014	1
07/29/2014	Add	S22200/04	PRECAL PRE-AP	00-00	04-06	04		07/29/2014	0
08/14/2014	Drop	S11400/03	ENG 4 LIT AP	01-03	00-00	04		08/14/2014	0

S22200/04	07/29/2014	01:35PM	Add	04-06		Program: 1SSC
S22200/04	08/14/2014	01:24PM	Delete	04-06		Program: 1SSC
S22200/04	08/14/2014	01:27PM	Add	01-06		Program: 1SSC



Utilities ☆

- Utilities - UT
  - Study Hall Scheduler - SH
  - Mass Add Students to Course/Class - MA
  - Mass Add/Change/Delete Student Requests - MC
  - Mass Assign Student Scheduling Status - MS
  - Mass Assign Variable Earned Credits - VE
  - Mass Delete Dropped Scheduling Records - DS
  - Mass Change Transaction Records - TR
  - Mass Assign Student Scheduling Teams - ST
  - Mass Delete Orphaned Student Class Records - D
  - Student Transaction File Verification - TF**
  - Copy Student Scheduling Teams - CT
  - Student Class Audit by Class - AC
  - Student Class Audit by Student - AS
  - Mass Create Initial Add Scheduling Transactions - AT
  - Mass Add/Delete Student Recommendations - SR

To resolve this issue where Scheduling transactions don't match the schedule, go to

Office>

Current Scheduling>

Student Schedule Generation>

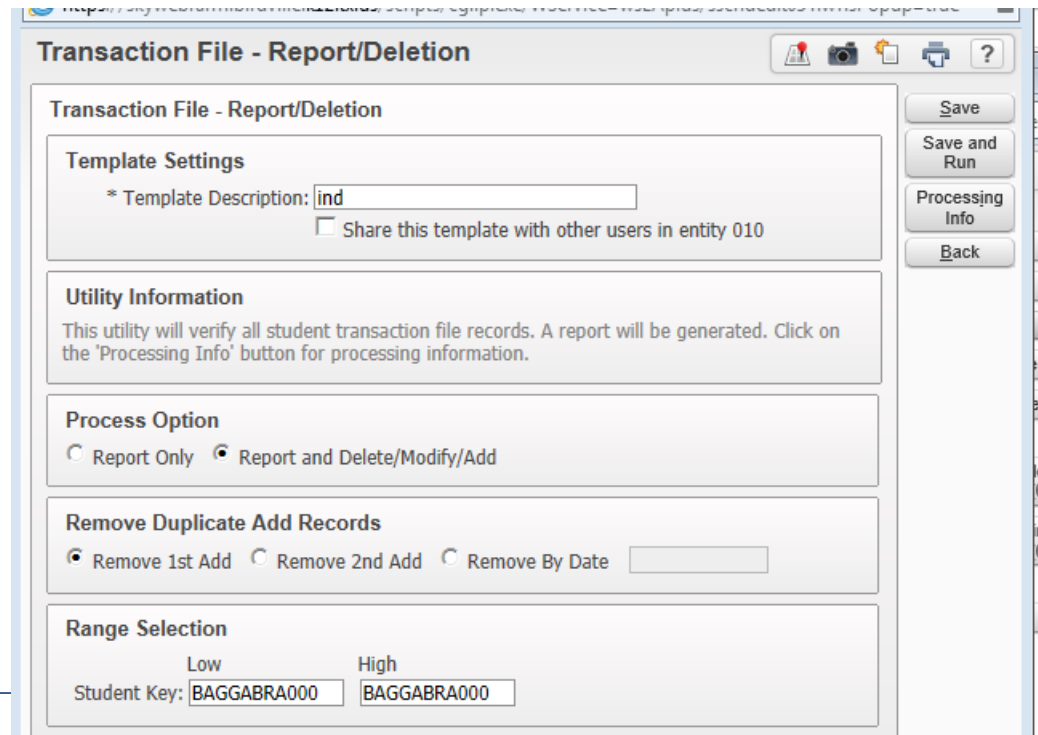
Set up>

Utilities>

Student Transaction File Verification

Add a template

- Name your template
- First, click report only
- Type in the student’s alphakey in both high and low.
- Click SAVE and run.
- System will find schedule transaction inconsistencies.
- You can then re-open the template and change the setting to “Report and Delete/Modify/Add”
- Click Run.
- This should correct the issue.



**Transaction File - Report/Deletion**

**Transaction File - Report/Deletion**

**Template Settings**

\* Template Description:

Share this template with other users in entity 010

**Utility Information**

This utility will verify all student transaction file records. A report will be generated. Click on the 'Processing Info' button for processing information.

**Process Option**

Report Only  Report and Delete/Modify/Add

**Remove Duplicate Add Records**

Remove 1st Add  Remove 2nd Add  Remove By Date

**Range Selection**

Low High

Student Key:

Buttons: Save, Save and Run, Processing Info, Back

```

**Report Only
STUDENT _____
CLASS _____
AUDIT ACTION/DESC _____
BAGGABRA000
S22200/04 - School Year: 2015
- Modify record's new start and stop terms from 4-6 to 1-6.
S11400/04 - School Year: 2015
- Modify Drop record where the old start and stop terms don't match it's previous Add/Adjust record's new start and stop terms.
  
```



## Cross-Entity Enrollment Class

Teacher can no longer see student in grade book or post daily attendance.

Go to

Office>

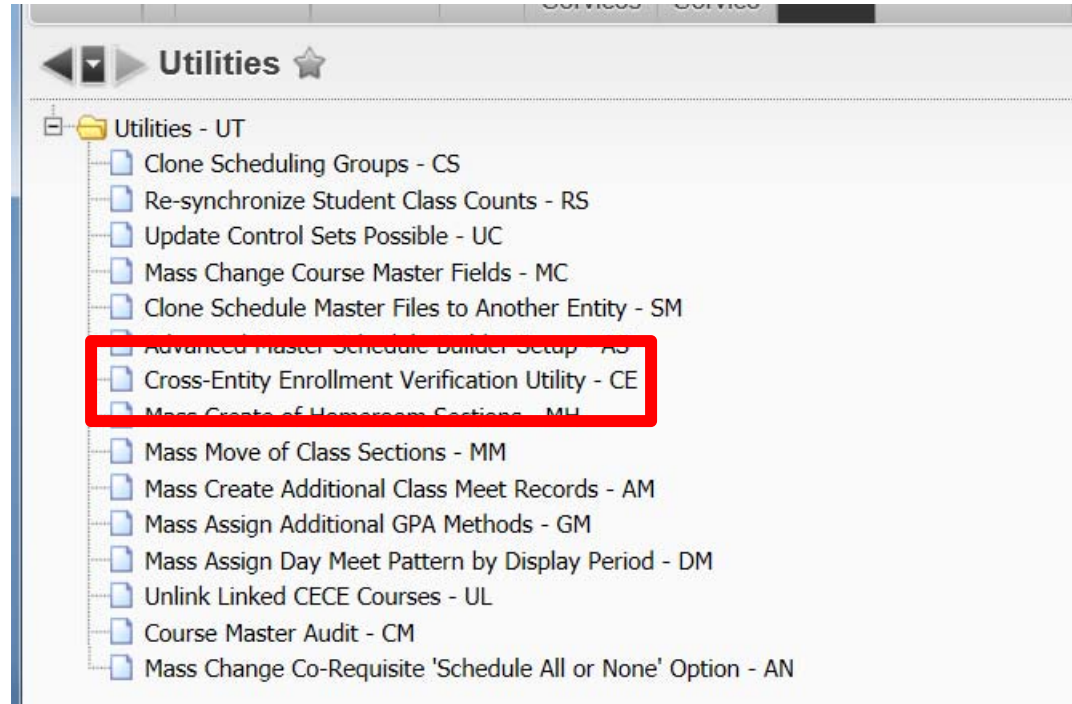
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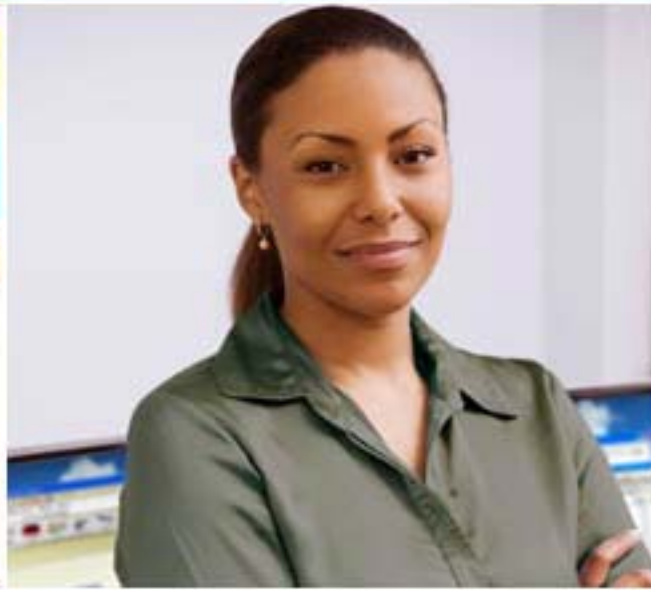
Build Course Master>

Setup>

Utilities>

Cross-Entity Enrollment Verification Utility





Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

