InTERS Teacher Website – Rapid Entry Attendance
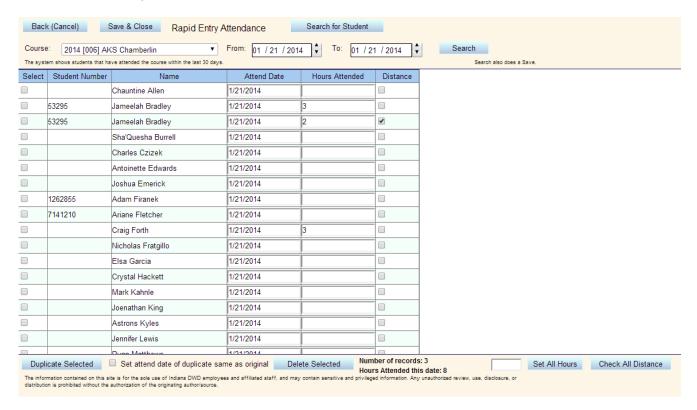
To get started, click on the course you have attendance for and on the course's student listing page, select the "**Attendance**" icon at the top.

Set the "**From**" and "**To**" fields to the date of student attendance. They will default to today's date. If you backdate to catch up on older attendance, make sure the **"From"** and **"To"** dates match.

| | Back (Cancel) | Save & Close | Rapid Entry Attendance | | Search for Student | | | | |

Course: 2014 [006] AKS Chamberlin ▼ From: 01 / 21 / 2014 ▲▼ To: 01 / 21 / 2014 ▲▼ Search

The system shows students that have attended the course within the last 30 days.   Search also does a Save.

Select	Student Number	Name	Attend Date	Hours Attended	Distance	
☐		Chauntine Allen	1/21/2014		☐	
☐	53295	Jameelah Bradley	1/21/2014	3	☐	
☐	53295	Jameelah Bradley	1/21/2014	2	☑	
☐		Sha'Quesha Burrell	1/21/2014		☐	
☐		Charles Czizek	1/21/2014		☐	
☐		Antoinette Edwards	1/21/2014		☐	
☐		Joshua Emerick	1/21/2014		☐	
☐	1262855	Adam Firanek	1/21/2014		☐	
☐	7141210	Ariane Fletcher	1/21/2014		☐	
☐		Craig Forth	1/21/2014	3	☐	
☐		Nicholas Fratgillo	1/21/2014		☐	
☐		Elsa Garcia	1/21/2014		☐	
☐		Crystal Hackett	1/21/2014		☐	
☐		Mark Kahnle	1/21/2014		☐	
☐		Joenathan King	1/21/2014		☐	
☐		Astrons Kyles	1/21/2014		☐	
☐		Jennifer Lewis	1/21/2014		☐	
☐		Ryan Matthews	1/21/2014		☐	

Duplicate Selected   ☐ Set attend date of duplicate same as original   Delete Selected   **Number of records: 3**   **Hours Attended this date: 8**   [   ] Set All Hours   Check All Distance

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To enter attendance for an entire class, type in the number of class hours in the box at the bottom of the page and click the "**Set All Hours**" button.

To mark any of your students as absent, click in the **"Hours Attended"** box in the absent student's row and press the **backspace** key to delete the attendance. **Do not** replace the attendance hours with a **"0"** as that will record as a day of attendance for this student, but with no attendance hours.

To adjust the time of students with less or more attendance hours than the rest of the class, click in the "**Hours Attended**" box for that student and manually adjust the student's time.

Add multiple attendance entries for students in the same day: Click on checkbox next to the student's names. Also click in the **"Set attend date of duplicate same as original"** box and then select **"Duplicate Student"**. This will ensure that their additional entries are for the same date.

"Check All Distance" will designate all attendance hours for the day as distance learning hours. This can also be done manually for individual students by clicking in the **"Distance"** check-box. There is no "Uncheck All Distance" option. Remember, distance learning hours can only be awarded to students who have officially been enrolled with 12 hours of attendance in InTERS.