

Teacher Connect Attendance – Minute Block Periods

Access Teacher Connect Roster

1. Go to **Staff > Staff Schedule Views**.
2. Right-click the **Course Number** and select **TC Class Roster** from the shortcut menu.
3. Alternately, click the **Teacher Connect icon** to open the **Teacher Connect interface** to the **TC Class Roster**.

Is This Period a Minute Block Period?

Minute Block periods list the **period length in minutes** on the class section header.

Update Potential Minutes

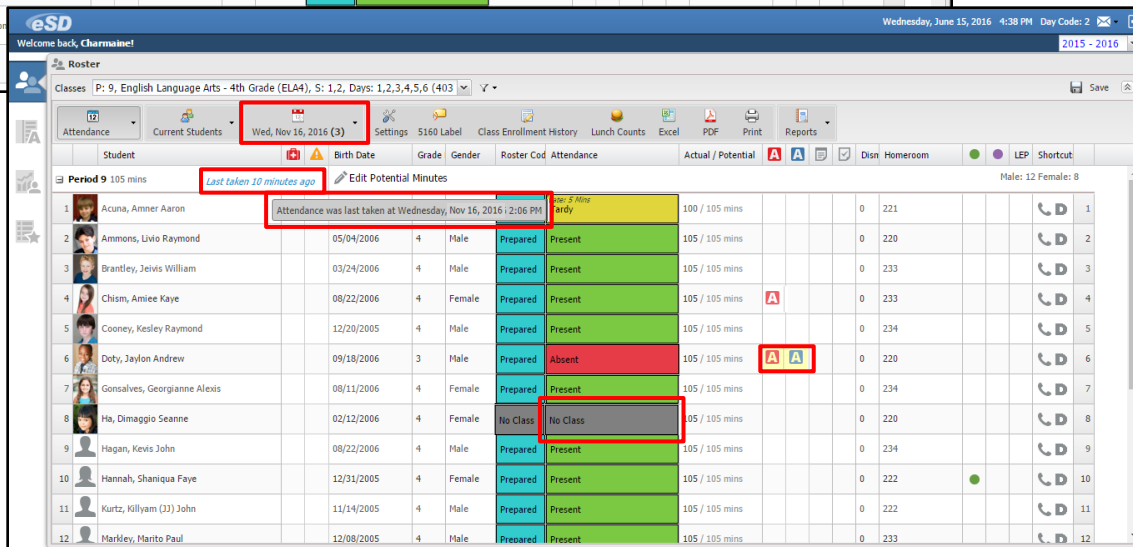
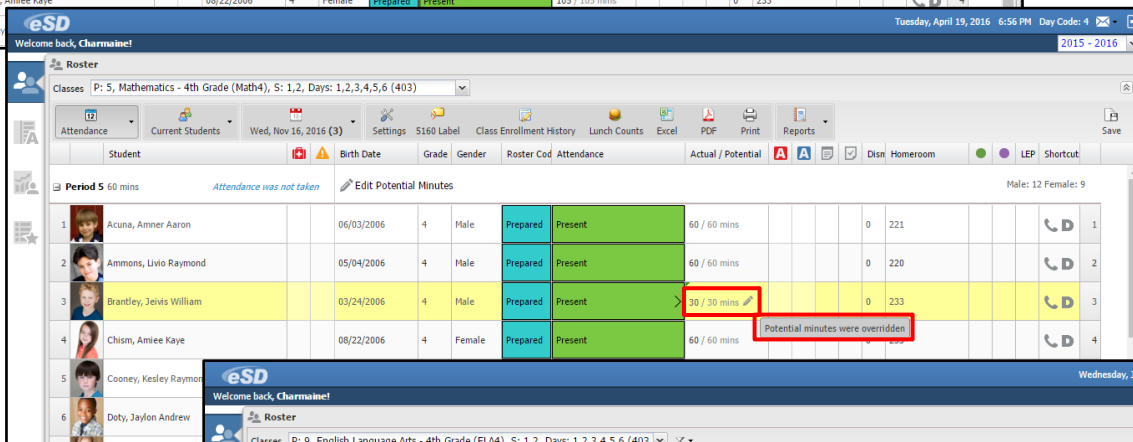
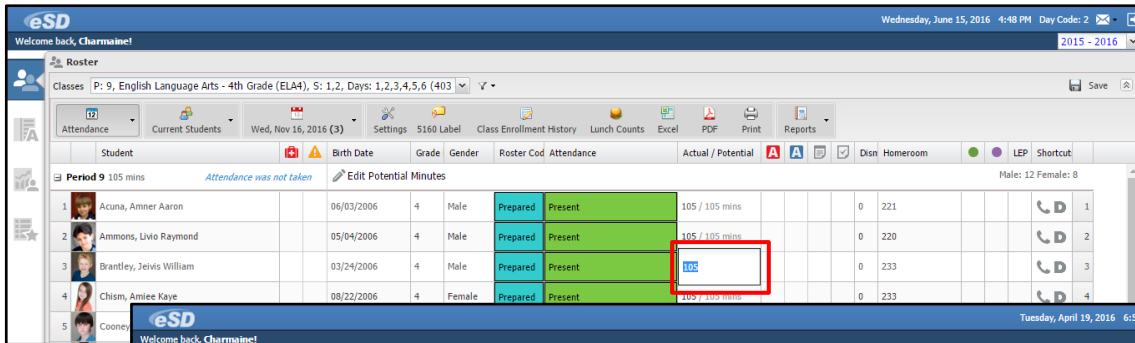
When a class is associated with a **Minute Block period**, teachers can modify the **Potential Minutes**, for the **entire class** or for **individual students**.

Teachers should make **ALL Potential Minute** modifications **BEFORE** taking attendance, since changes to the potential minutes delete ALL previously entered attendance information for the entire class.

Update Class Potential Minutes

1. Click **Edit Potential Minutes** on the class section header, then click **Yes** to close the Confirm message.
2. Click the **up/down arrows** to select the new Potential Minutes value, then click outside the field to finalize the entry.
3. The Potential Minutes for all **current** students update to reflect the new value, and an **Override icon** is displayed for each student. Hover over the **Override icon** to view the tooltip.

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Icons at-a-glance

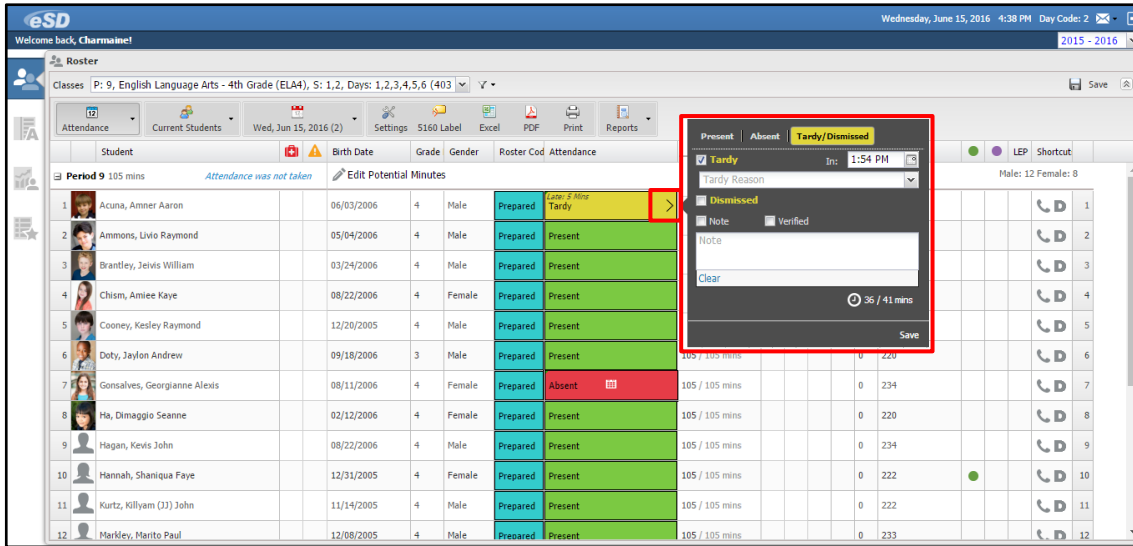
- Absent for Another Period / the Day
- Attendance Note / Attendance Verified
- Attendance Locked
- Attendance Event

Update Student Potential Minutes

1. Click the student's minutes in the **Actual/Potential** column. Enter the new Potential Minutes value, then hit the **Enter key** to finalize the entry.
2. For the first student override, click **Yes** to close the Confirm message.
3. The student's Potential Minutes will update to reflect the new value, and an **Override icon** will be displayed. Hover over the **Override icon** to view the tooltip.

Taking Attendance

1. The **Calendar** defaults to the current Date, followed by the Day Code in parentheses. Open the **Calendar menu** to change the date.
2. A **Time Stamp** indicates if/when attendance information was saved. Hover over the **Time Stamp** to display the date and time that attendance was last updated.
3. If today is a **non-attendance day**, the **Time Stamp** will indicate **This is a non-attendance day** and all students will display **No Class** for their attendance status.
4. Click the **Absent icon** **A/A** to open the student's attendance details for the day.
5. The **Attendance status** defaults to **Present** for all students. Click to cycle the status from **Present** to **Tardy** to **Absent** to **Non-Attendance**. A **partially scheduled student** displays a grey **No Class** status on days not scheduled.
6. When finished, **Save** the attendance.



Attendance Status Details

The **Attendance Status Details** window allows users to enter additional details, and to enter the time that the student was Dismissed or out of class mid-period.

1. Hover over the attendance status (all statuses) and click the **Attendance Status Details icon** to open the **Attendance Status Details** window.

All Statuses

2. Enter a **Note** regarding the student's attendance status. When a Details Note is entered, a **white Note icon** is displayed on the student's attendance status.

Present Status

3. Click the **up/down arrows** of the **Minutes Missed field** (above the Note field) to record the student's time out of class mid-period. See **Mid-Period Minutes Missed** on the next page for more details.

Absent Status

4. Select the **Absent Reason**, then check **Note** and/or **Verified**.

Tardy/Dismissed Statuses

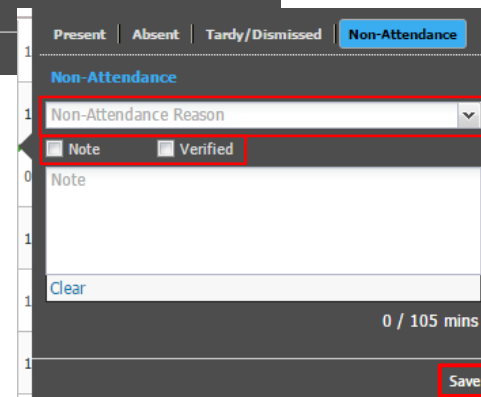
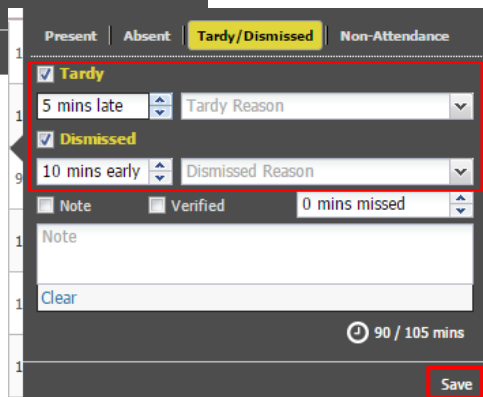
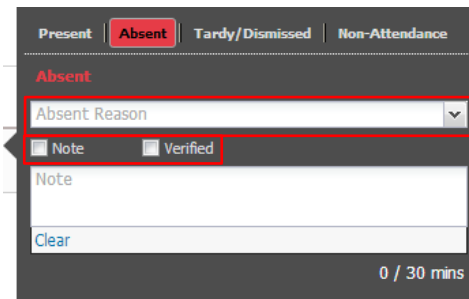
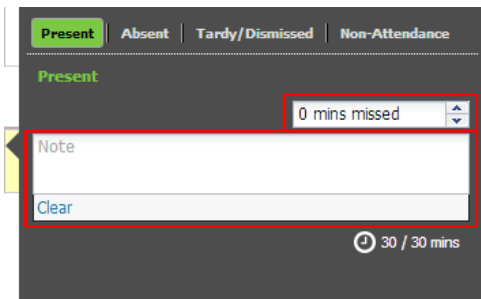
5. Check the **Tardy** and/or **Dismissed** status and click the **up/down arrows** for the applicable **Minutes Late** or **Early**. Select the applicable **Reason**, then check **Note** and/or **Verified**.

Non-Absent Status

6. Select the **Non-Absent Reason**, then check **Note** and/or **Verified**.

All Statuses

7. When finished, click **Save** to save and close the Attendance Details window.



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Mid-Period Minutes Missed

For the **Present**, **Tardy** and **Dismissed** statuses, users can also record the total number of minutes the student is out of class in the middle of class.

1. Open the **Attendance Status Details** window and click the **up/down arrows** of the **Minutes Missed** field (on the right, above the **Note** field). This Minutes Missed field is separate from the Tardy and Dismissed Minutes Missed.
2. The student's actual/potential minutes (below the **Note** field) will update to reflect the Mid-Period Minutes Missed.
3. Click **Save** to save and close the Attendance Details window.