



## Schoollnsight Attendance

### **Course Description:**

This is an introductory course designed to teach you how to set up, enter and manage attendance with Schoollnsight. This course begins with an overview of basic attendance for self-contained classrooms, then moves on to secondary environments where students move independently every period. Setup, entry and ongoing management of student attendance will be covered along with generating reports.

### **Audience:**

This course is intended for new users responsible for maintaining the official records of student attendance. Often this is a member of the main office staff.

### **Training Format:**

- Slide presentation of concepts
- Demo of functionality
- Hands on lab exercises

### **Course Content:**

This course is comprised of the following lessons:

- Lesson 1: Introduction
- Lesson 2: Setup
- Lesson 3: Period Attendance
- Lesson 4: Daily Attendance
- Lesson 5: Daily Attendance Reports
- Lesson 6: Non-Self-Contained Period Attendance
- Lesson 7: Attendance Calculations
- Lesson 8: Attendance Codes

### **Course Preparation:**

Prior to taking this training you should have completed the 'Introduction to Basic Setup' course or be familiar with the 'Basic Setup' functions for Schoollnsight. All Schoollnsight basic setup; academic year, classes, instructor/student scheduling must be complete prior to using Schoollnsight Attendance.