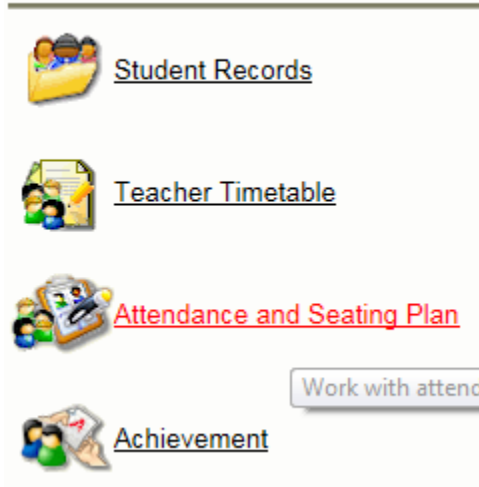


Homeroom Attendance in Maplewood connectEd





Login to Maplewood from the site mw.ncdsb.com

Choose **Attendance and Seating Plan** from the main menu

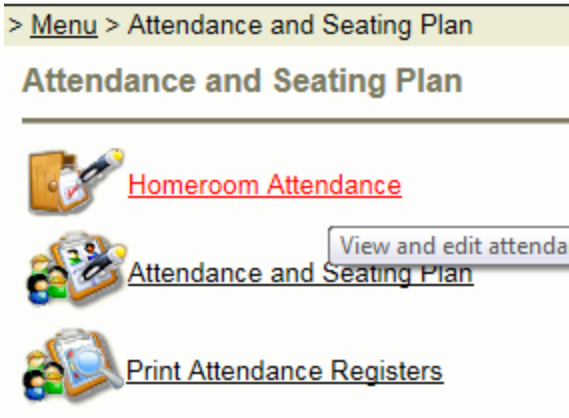
Menu



The screenshot shows a vertical menu with four items, each with an icon and a text label. The third item, 'Attendance and Seating Plan', is highlighted in red. A tooltip 'Work with attend' is visible over the 'Attendance and Seating Plan' icon.

-  [Student Records](#)
-  [Teacher Timetable](#)
-  [Attendance and Seating Plan](#)
-  [Achievement](#)




Choose **Homeroom Attendance** from the Attendance menu.



The screenshot shows a sub-menu titled 'Attendance and Seating Plan'. The first item, 'Homeroom Attendance', is highlighted in red. A tooltip 'View and edit attenda' is visible over the 'Attendance and Seating Plan' icon.

> [Menu](#) > [Attendance and Seating Plan](#)

Attendance and Seating Plan

-  [Homeroom Attendance](#)
-  [Attendance and Seating Plan](#)
-  [Print Attendance Registers](#)

In an elementary school using half-day attendance, the attendance can be done for any day that is defined in the school's calendar as being in the cycle (i.e., not a "Day 0", holiday, exam day, etc).

Homeroom Attendance


Administration Date: Monday, September 06, 2010 (Day 1, Normal Day)

Homeroom	Attendance Taken
4 2A	Yes

Click on the appropriate homeroom.

Edit Homeroom Attendance

Homeroom: **4 2A**

Selected Date: 09/06/2010 

Administration Date: **Monday, September 06, 2010 (Day 1, Normal Day)**

Attendance Taken:

Morning:

Afternoon:

Student	Current (AM/PM)	Morning	Afternoon
Bird, Angelina	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
Boudreau, Rene	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Buzit, Tiffany	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Carriere, Chet	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Denysiuk, Shawn	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
Dupre, Shayna	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Fowler, Kristin	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Kingfisher, Rachelle	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
MacNeil, Jade	Late/Present	<input type="checkbox"/>	<input type="checkbox"/>
McKeand, Joshua	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
McKenna, Kneisha	Late/Present	<input type="checkbox"/>	<input type="checkbox"/>
Morin, Matthew	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Palibroda, Danielle	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
Pena, Graham	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
Ratt, Justin	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Schinold, Trent	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Toporowski, Dorian	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>

Save

Save & Go Back


Cancel

Previously Entered Attendance

Some students may already have attendance entries in the Current (AM/PM) column. This means that the information has already been entered from the office, e.g. from parent contact through the Safe Arrival program or previous knowledge. ***If the student's attendance remains the same as in the Current(AM/PM) column, there is no need to enter anything different.*** Only change the entry if necessary.

Edit Homeroom Attendance

Homeroom: 4 2A

Selected Date: 09/06/2010 

Administration Date: **Monday, September 06, 2010 (Day 1, Normal Day)**

Attendance Taken:

Morning:

Afternoon:

Student	Current (AM/PM)	Morning	Afternoon
Bird, Angelina	Absent/Absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boudreau, Rene	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Buzit, Tiffany	Present/Present	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carriere, Chet	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Denysiuk, Shawn	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
Dupre, Shayna	Present/Present	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fowler, Kristin	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Kingfisher, Rachelle	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
MacNeil, Jade	Late/Present	<input type="checkbox"/>	<input type="checkbox"/>
McKeand, Joshua	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
McKenna, Kneisha	Late/Present	<input type="checkbox"/>	<input type="checkbox"/>
Morin, Matthew	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Palibroda, Danielle	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
Pena, Graham	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
Ratt, Justin	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Schinold, Trent	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>
Toporowski, Dorian	Present/Present	<input type="checkbox"/>	<input type="checkbox"/>

Taking Attendance

Select the attendance entry code **Absent** from the drop down list for the time when you want to enter attendance, i.e. Morning and/or Afternoon. Check the students for whom the entry applies.

Note: If a box is greyed out for a student, this is because the student is not enrolled for that specific time frame. For example, AM Kindergarten students are only enrolled in the morning and thus their afternoon boxes are not available (greyed out).

If everyone in the homeroom is present and no changes need to be made, check the Attendance Taken box and click Save (or Save & Go Back). This notifies the office that you have acknowledged the attendance of this homeroom.


For the Afternoon Attendance if nothing has changed from the morning click the Attendance Taken box and click Save (or Save & Go Back)

When you have finished, click either Save or Save and Go Back button.

Accessing a Student's Record from the Edit Attendance Screen

Edit Homeroom Attendance

Homeroom: 4 2A

Selected Date: 09/06/2010 

Administration Date: **Monday, September 06, 2010 (Day 1, Normal Day)**

Attendance Taken:

Morning:

Afternoon:

Buzit, Tiffany
[\[View Record \]](#)



Notes:

Has a doctor's appointment

If you select a student's name from the list you will see their picture (or placeholder if pictures are not available). To view the Student Record click on the **View Record** link. This will allow you to see home phone numbers, parents work and cell numbers, etc.

Attendance Notes

If it is available, choose the Edit button to edit this student's attendance notes. This will bring you to the list of existing Attendance Notes.

Edit Attendance Notes - Buzit, Tiffany


Date	Note	Delete
06/24/2011	Has a doctor's appointment	<input type="checkbox"/>

Click on the date link to edit an existing note. Check the box under Delete, then click the Delete button to delete an existing note.

Click Add to begin adding a new note.

Add Attendance Notes - Denysiuk, Shawn

Attendance Note:

Date:	<input type="text" value="05/21/2013"/> 
Note:	<input type="text" value="Had to leave early today due to a headache."/>

Please be sure to verify the date that you are entering the note for and then type in the text. Once you have finished, Save & Go Back.

Once all the attendance is entered and you have saved you can go back to the Attendance menu.

Attendance and Seating Plan

Teachers can set up class or homeroom seating plans simply by accessing the Attendance and Seating Plan menu. Here you will be able to set dimensions for the seating plan and place students.

Teacher's Class List

Administration Date: Monday, September 06, 2010 (Day 1, Normal Day)

Select Homerooms/Classes

Class Homeroom

Homeroom	Seating
4 2A	<input type="text" value="5 x 4"/>

Changing Dimensions of the Seating Plan

Click on the Dimensions in the Seating column to set the dimensions of the grid for the seating plan. The default sizes are 7x5 and 5x7 or you can enter your own number of rows and columns.

Enter Seating Plan Dimensions

Default 7 x 5
 Default 5 x 7

Columns (Wide): x Rows (High):

*There are 18 assigned students in this homeroom.

Editing the Seating Plan

To begin editing the Seating Plan, select the homeroom (from the Teacher's Class List) for which you would like to see the Seating Plan.

















Homeroom Attendance and Seating Plan

Homeroom: 208 7A

Administration Date: Wednesday, September 02, 2015 (Day 5, Normal Day) Attendance Taken:

Morning: Afternoon: Selected Date: 09/02/2015 ²⁴

Student:

 Bardy, Lucas PP	 Barker, Matthew PP	 Bassett, Brendyn PP	 Bateman, Andrea AP	 Clarkson, Dennis AA	 Douglas, Sarah PP	 Fransky, Kailey PP	 Fraser, Samantha AP
 Gazley, Nevan IP	 Graham, Jesse AP	 McClure, Brendyn P	 Sandercock, Trevor PP	 Smejkal, Andrew PP	<div data-bbox="397 919 787 1165"> <p>AM (P Present) - Bassett, Brendyn</p> <ul style="list-style-type: none"> A Absent B - B Bus Late (Accident) B - B Bus Late (Traffic) B - B Bus Late (Weather) D Dr/Dent. E Explained I Illness </div>		
 Stone, Cailey PP	Empty	Empty	 Luebke, Matthew AP	 Morris, Tiffany PP	Empty	Empty	

Taking Attendance using the Seating Plan

Click on the AM or PM attendance entry under the student picture. Click on the Absent attendance code. The existing attendance code for that student (e.g., "P") will change to either the selected code from the list). If everyone is present and no changes need to be made to the students' attendance, check the Attendance Taken box and click Save (or Save & Go Back).

Moving Students Around

Drag and drop the student pictures to the desired location. Dropping one student on top of another will cause those two students to switch places.

Printing

Click the Print button.

Print Seating Plan

Title: ATTEND b Mrs. Brown
<input checked="" type="checkbox"/> Include Pictures
<input checked="" type="checkbox"/> Lines Around Seats
<input type="button" value="View"/> <input type="button" value="Cancel"/>

You can choose the Title (class code & teacher name are the default) and whether to include the pictures and draw lines around the individual seats. Make your selections and click View.

You must have a PDF viewer installed to see the Seating Plan printout.