

Take Attendance in the Staff Portal - Step Through the Process

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Step 1

Log in to the **Staff Portal** that has been launched through Jackrabbit or remotely. See [Launch the Staff Portal](#).

Step 2

Navigate to the **Manage Classes** tab to view your classes. As a default, the current day's classes are displayed. Use the **Class Filters** to display different classes as needed.

The screenshot shows the 'Manage Classes' interface. At the top, there is a navigation bar with tabs: 'Manage Classes', 'News', 'My Schedule', 'My Time Card', and 'Manage Classes' (highlighted). Below the navigation bar, the 'Class Filters' section is visible. It includes a 'Show All of Today's Classes' checkbox (checked), a 'Date' field (02/14/2020), a 'Time' field, 'Cat1' and 'Cat2' dropdown menus, 'Room' and 'Session' dropdown menus, and an 'Attendance Status' dropdown menu (set to 'Not Completed'). At the bottom left, there are 'Go' and 'Reset' buttons. A hand cursor is pointing at the 'Go' button. Two callouts are present: one pointing to the 'Show All of Today's Classes' checkbox with the text 'Filter for only your classes, or for all classes for the day (based on staff portal settings).', and another pointing to the 'Go' button with the text 'Quickly locate classes that need your attention!'.

Step 3

Select the **Attendance** button next to the class that you are working with to open the *Attendance* page. If the class displays a green check mark on the main page, attendance has already been completed.

If your [Staff Portal settings](#) allow for partial attendance, an orange check mark indicates that class attendance has been started, but not completed.

Manage Classes
News
My Schedule
My Time Card
Manage Classes
Clock-In
Actions

Class Filters
Show All of Today's Classes

Fri, Feb 14 2020
3 Classes

Partial Attendance
Complete Attendance

Times	Class	Room	Enroll	Makeups	Actions
3:30pm 4:00pm	Trevor Harris with Kendra B.	Pool	1	0	Attendance → Email →
4:30pm 5:00pm	Guppies - Beg - F with Kendra B.	Pool	5	0	Attendance → Skills/Levels → Email →

Attendance is partially complete for this class.

Step 4

Select either **Present** or **Absent** for each student. Use the **All Present** or **All Absent** buttons to quickly complete attendance for a full or empty class.

The **Undo** button will back out any changes made since the last save. The **Return** button will take you back to the Manage Classes main page.

Mark a Student Present

For students who are marked present you have the option of adding attendance details noting whether the student was *Late* for class, *Left Early*, or was just *Observing* class that day.

Use the arrow next to the *Present* button to drop down the attendance detail options; select all that apply. A badge will display under the Present button for each option. These attendance details can be displayed on the **Student Attendance Report**.

Mark a Student Absent

For students who are marked absent you have the option of adding the absence for today (current date) or schedule the absence for a future date.

If Jackrabbbit is set up to **track absences**, and makeups are allowed, a *Can Makeup?* check box will display for each student marked absent on the current day. When an absence is scheduled for the future, the eligibility for makeup is added at that time. A note can be added which will display on the *Absences* tab in the *Student* record. If the student is not eligible leave the *Can Makeup?* check box clear. A note can be entered to indicate why the student was not eligible to make up the class.

Schedule a Future Absence

Staff can *Schedule Future Absences* for a student. Select *Schedule Future Absences*, select the date range for the absence, reason for the future absence (optional) and check the box if the student is eligible to make up the class. Confirm the future absence to complete.



The staff person taking attendance must have "Allow this staff person to mark absent students eligible for a make-up class?" set to Yes on the Portal Settings tab of their Staff record.

Partial Attendance

If partial attendance is permitted (Staff Portal > Settings > Portal Settings > Attendance Options) you can

Save at any time so that you can complete attendance later. This is helpful when you want to take attendance as students come in and you need to manage other classes at the same time. These classes will be marked with an orange check mark to indicate partial attendance.

If partial attendance is not permitted, you must mark every student as either being present or absent before you are able to save the changes. A warning will display if you have not completed attendance and you will not be able to save; students who have not been marked as present or absent will be highlighted.

Step 5

Return to the Main Attendance page to locate any classes with no check mark or an orange check mark. Select the **Attendance** button to complete marking the students present or absent and **Save**.

A staff person, who is allowed to enter attendance and is set to the Time Entry Method of either Clock In/Out or Manual In/Out (*Staff record > Portal Settings* tab), will receive a warning if they attempt to clock out when they still have classes that need to have attendance completed.

Wait!

Some classes are missing today's attendance.


Click on the class below or the **Go to Manage Classes** button to complete attendance.

*Tip: Use **Class Filters** in **Manage Classes** and set **Attendance Status** to **Not Complete**.*

Classes

 **Adv Tumbling - Sun - 2pm**

 **Continue with Clock Out**

 **Go to Manage Classes**



Use the **Attendance Status** Class Filter set to **Not Completed** to quickly located the classes that need to have attendance completed.
