

Harmony 3

Classroom Attendance



1. To take attendance for a class, go to the Classroom...Grade book view and touch the "Take Attendance" link for the class.
2. This will bring up a roster with each student's picture. The top right corner has a color-coded key to how to mark the absences and tardies.
 - a. The picture will be pink if the student is marked absent by the office already.
 - b. Touch the picture one time to turn it blue, which means "Absent by Teacher".
 - c. Touch the picture again to turn it yellow, which means "Tardy by Teacher".
 - d. If you touch it again, it will clear any absence entry.

Close Save

Harmony®

Attendance Report
Math

6/23/2014 AM PM All day

no absences

Lunch Milk Option 2 Option 4
Breakfast Option 1 Option 3

Absent by office Tardy by teacher Absent by teacher

Alli, Tort grade 1 Meyer, D grade 1 Walker, Camryn grade 1 Walker, Sue grade 1
Brinkley, Samantha grade 1 Meyer, Mike grade 1 Walker, Max grade 1

3. If you have no absences to report, touch the "No Absences" box.
4. In addition, you can enter the lunch count at the top of the attendance report.
5. Once you touch "Save", your attendance will be submitted to the office.