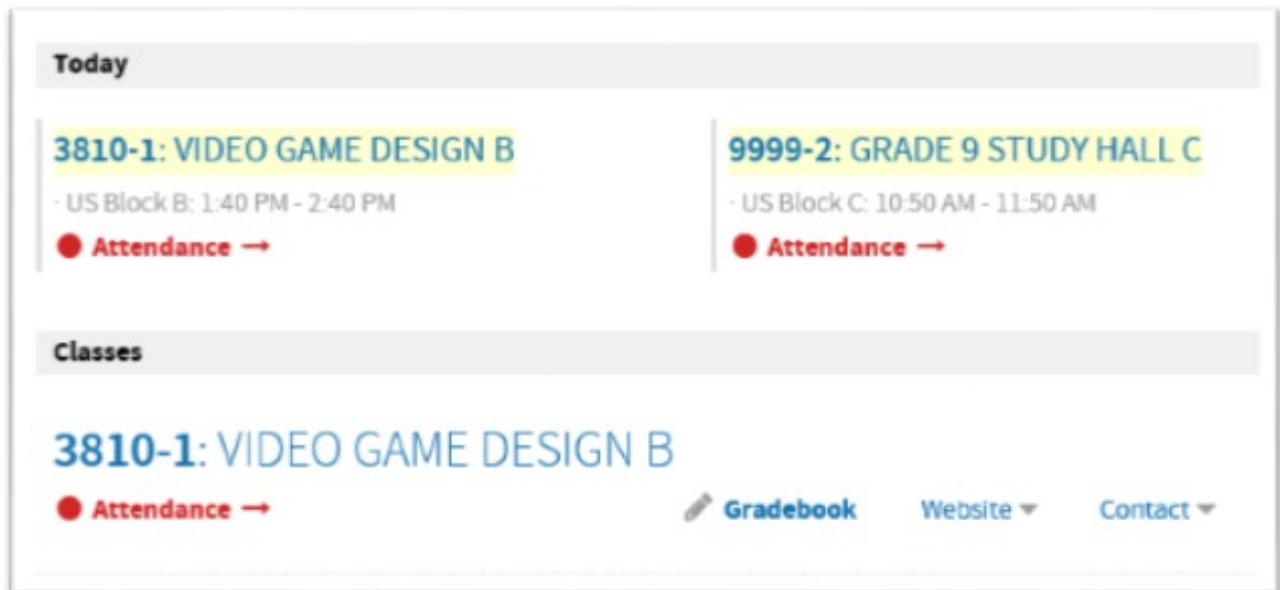


From: **Evelti, Kim** kevelti@williston.com
Subject: Attendance
Date: September 8, 2014 at 7:58 AM
To: Faculty and Administration FacultyandAdministration@williston.com

Hello All!

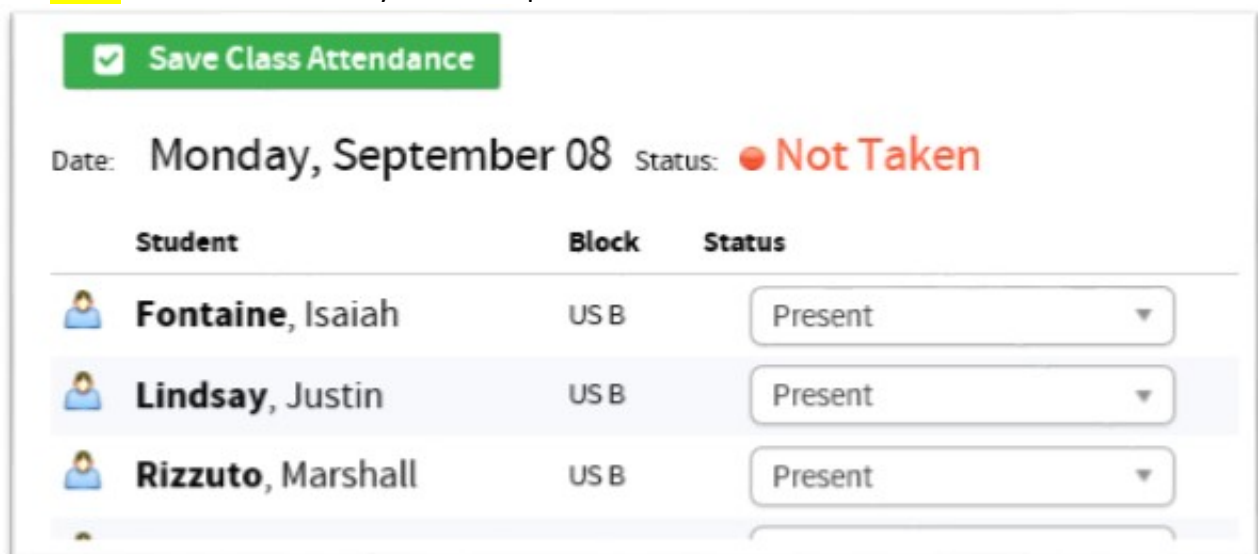
When you log into your portals today you'll see red notifications for attendance that will be quick links into your class' attendance pages. Here's what you'll do:

1. Click the red attendance link – any one will do!






The screenshot shows a user interface with a 'Today' section containing two class cards. The first card is for '3810-1: VIDEO GAME DESIGN B' in 'US Block B: 1:40 PM - 2:40 PM' with a red 'Attendance' link. The second card is for '9999-2: GRADE 9 STUDY HALL C' in 'US Block C: 10:50 AM - 11:50 AM' with a red 'Attendance' link. Below this is a 'Classes' section with a card for '3810-1: VIDEO GAME DESIGN B' featuring a red 'Attendance' link, a 'Gradebook' link, and 'Website' and 'Contact' dropdown menus.

2. Change the status of the students who are absent or late to "Absent" or "Late." **Present, Absent, or Late are the only statuses for faculty – THE REST ARE FOR THE DEANS OFFICE ONLY.** The ones for faculty are the top three in the list.



The screenshot shows the 'Save Class Attendance' interface. At the top is a green button with a checkmark and the text 'Save Class Attendance'. Below it, the date is 'Monday, September 08' and the status is 'Not Taken' with a red dot. A table lists three students with their names, blocks, and status dropdown menus.

Student	Block	Status
 Fontaine, Isaiah	US B	Present
 Lindsay, Justin	US B	Present
 Rizzuto, Marshall	US B	Present

3. Click on "Save Class Attendance." You'll get a message that attendance was saved and the status will change to green "Taken." Done! You can go back and update and re-save attendance after the first save if you need to.

Save Class Attendance
 Reports: [Trimester 1](#)

Date: **Monday, September 08** Status: ● Taken 4 St

Attendance saved successfully!

Student	Block	Status	Notes
Fontaine, Isaiah	US B	Present ▼	<input type="text"/>
Lindsay, Justin	US B	Present ▼	<input type="text"/>
Rizzuto, Marshall	US B	Present ▼	<input type="text"/>
Sun, Steven	US B	Present ▼	<input type="text"/>

Let me know if you have questions. Have a wonderful first day of classes!!!
Kim

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