



Attendance Preferences in iPass


Showing Student Picture in Attendance Mode

1. Log into iPass
2. Click on "Enter Period Attendance"

The screenshot shows the iPass interface. On the left is a navigation menu with the following items: Welcome to iPass Lori Cullen, My Data, Teacher, Add/Modify Course Grades, Add/Modify Rankbook, Enter Period Attendance (highlighted with a red arrow), Grade Verification Report, Print a Class List, Rankbook Maintenance, Rankbook Reports, View Daily Attendance, View Only Access, and Logout. The main content area is titled 'Event Calendar' and shows a calendar for September 2011. A red arrow points from the 'Enter Period Attendance' menu item to the calendar area.

3. Click on "Attendance Preferences"

The screenshot shows the 'Period Attendance' screen. At the top, it says 'Teacher/Course Selection' with fields for Teacher (Cullen, Lori A), Period/Course (469a-001 Adv Website Des 11 : 1), and Date (Sep 19 2011). Below this is a 'SEARCH' button. The main content area is titled 'My Attendance Preferences' and shows a table for entering attendance. A red arrow points from the 'Attendance Preferences' link in the navigation menu to the table.

Student	Name Click To See Class Attendance	Room	Grade	Today's Attendance	Attendance	In	Out	In	Out	Guardian Note
1281063	 Carcanague, Sean	Caf	10	Present	A-0/0T-0/0D-0/0TD-0/0 Present	Now	Now	Now	Now	

4. Change preferences to your liking and click "submit"

Period Attendance Parameters						
Show Pictures:	Yes ▾					
Show Period Attendance Summary Term / YTD:	Yes ▾					
Default Attendance Code Set:	Code	In	Out	Return	Left	Guardian Note
		Use "Now" for current time				
	▾					
» SUBMIT » CANCEL						

