Menu has changed

After selecting Q Shell you will see your school Calendar and the word "Menu" in the upper left hand corner. Hover mouse over the word Menu in order to view menu items.
Main Menu
Clicking the Menu button reveals category headers that group applications based on users permissions.

** Single click the Main Menu button to reveal applications.
** Single click an application link to open the selected application.

Click Application to display all sub applications you have permission to access
Class Attendance

The Class Attendance application is located on the Attendance menu. To access the application, hover over the Attendance menu and single click the Class Attendance application.

**STEP 1 - Searching for Courses Using the Class Banner**

There are two ways to search for classes using the Class Banner.

a. Arrow Keys

b. Find Function
STEP 2 - Navigating the Class Attendance Roster

The Class Attendance roster allows you to view various student data in a class roster format.

a. Select the class you wish to take Attendance in, once selected the class roster will appear

have been dropped or added to the class roster, the Roster Changes Tab will be colored yellow. Click on the Roster Changes tab to view any changes in your class enrollment.
2. Alert Icons: Student with alerts which require teachers and school staff to be aware of specific medical, behavioral or legal conditions will have alert icons displayed to the left of their name. Users' ability to view alert icons detail information depends on their permissions.
   a. To display alert icon detail information, click the alert icon located to the left of the student name in the class roster. A new window will open displaying the date and description / details of the alert.
   b. To close the Alert display window, click the Red X located in the upper right hand corner of the detail box.

3. Student Photo: If there is photo available for students, click the camera icon. If no picture has been loaded, a message stating "Picture Not Available" will be displayed.

4. N/N (nickname field): Click on the Edit Nickname, icon opens a textbox that allows user to enter a nickname, Click Submit once you are done entering, or Cancel to close the text box and return to the Class Attendance application.

   NOTE: If a nickname was entered during enrollment, that nickname will appear in the N/N field by default. A teacher can change the default nickname by following the steps listed above.
5. Attend: The attendance field will display the Districts default attendance code. To view the other codes available, click the Attend link. To minimize the attendance drop down screen, click the Attend link again and the screen will close.

6. Attendance Detail: To view detailed attendance information for students, click the Attendance Detail icon. A window will open displaying all attendance info. on student beginning on their first date of enrollment in the class. To close the detail screen, click the Red X in the upper right hand corner.

NOTE: If an attendance code other than the default code was entered for the
student during the previous school day, the Attendance Detail icon will be **RED**.

7. **Exc/Unxc/Trdy**: These columns will display the number of excused absences, unexcused absences, and/or tardies a student has accumulated for the class.

8. **NOTE**: Enter a note associated with the student. For example, notes may be entered to remind you of the reason a student received a specific attendance code.
STEP 3 - Entering Attendance
There are two ways to enter class attendance data.
   a. By Class
   b. By Period

Entering Attendance by Class:
Once you have successfully found the course for which you would like to enter attendance, you may begin entering attendance information for students.

1. The default attendance code is **PRESENT**, if you need to enter an attendance code other than the default code, click the **attend field** located at the top of the student roster. The display will show other available attendance codes. Select the code you would like to enter from the list by single clicking on it.

   2. If you have selected an attendance code other than the default code, single click the **Insert Attendance Code icon** to change the attendance code for a student. If multiple attendance codes need to be entered for students, select a code from the provided list and repeat the process.

3. To enter or change an attendance code for a single student, click the
drop down arrow located to the right of the current attendance field. An attendance code drop down list will appear. Choose the desired code from the list and then click on it. The newly selected code will replace the previously entered code.

4. After all attendance have been entered and verified, click SUBMIT. If you click RESET before clicking on SUBMIT all attendance will be reset back to Present. If you need to make a change - change the attendance code and click SUBMIT again.

5. Once attendance has been submitted, an Attendance Taken notification will display.

6. Entering Attendance by Period
   Same concept - other than choosing a Period verses a course.