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Enter Class Attendance

As a teacher, you can enter and track attendance for your classes in the Staff view.

Note: You can also use [seating charts to take attendance in your classes](#).

Some teachers take daily attendance during a classroom period. For example, your school might not have a homeroom period, and instead uses Period 1 for daily attendance. Period 1 teachers can enter both daily and class attendance at the same time.

Note: By default, Aspen uses a negative attendance model, meaning that students are presumed present unless marked absent by a teacher or staff member. However, administrators can [require all courses in the organization](#) to use a positive attendance model, in which students are considered absent unless marked present. [This feature can also be enabled for specific course sections](#).

Note that if your district or school requires you to take positive attendance, it only changes how you enter attendance for your classes. You still enter and post daily attendance to the office as you normally would.

You cannot take positive attendance in Aspen Mobile at this time. If you attempt to take positive attendance in Aspen Mobile, you will receive a warning message with a link to the traditional desktop version of Aspen. From here, you can proceed to take positive attendance.

To enter class attendance:

1. Log on to the Staff view.
2. Click the **Attendance** tab, **Class** side-tab.
3. Select the checkbox next to the class you want to enter attendance for.
4. On the **Class** side-tab, click **Input**. The input page appears:

Pages My Info Student **Attendance** Gradebook Planner Quest Assessment PD Tools

Class Attendance :: 2015-2016 - Forensic P3 - Forensic Science

Class
 Input
 Seating Chart
 Trends

Options Reports Help Search on Name

Period 3

Post

10 records Attendance for: 6/15/2016

Local ID	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
25991301	Coffey, Blake	A T D P	Present	Present	Present
22913035	Constantinou, Peter	A T D P	Present	Present	Present
20864879	Devlin, Lourenca	A T D P	Present	Present	Present
23448070	Kemp, Aleigha	A T D P	Present	Present	Present
23269676	Mann, Heather G.	A T D P	Present	Present	Present
22684397	Nickeen, Jalen	A T D P	Present	Present	Present
24835856	Pun, Angela	A T D P	Present	Present	Present
25857918	Thompson, Ann	A T D P	Present	Present	Present
26484661	Ventresco, Michael	A T D P	Present	Present	Present
26918042	Wheeler, Alyse	A T D P	Present	Present	Present

Lunch Counts

Milk a la Carte

0 0

Post

Note: If this is a multi-section class, select the **Show all students in class** checkbox to include all students in the multi-section class on this day on the page. This way, you can take attendance for all students in the room.

5. If this class spans more than one period (and your school has opted to take attendance during each period of a multi-period class in Preferences), select the current period from the **Period** drop-down.

The page displays the students currently enrolled in the section. Next to each student, the following columns appear:

- **LASID**
 - **Name**
 - **Daily Attendance** (if the student is absent, tardy, or dismissed that day and the tardy or dismissal times)
 - **Class Attendance**
 - **Code**
6. Do one of the following:
- If your administrator has set your school or course section to use *negative attendance*, all students will be marked Present in the Class Attendance column by default. In the Code column, click the appropriate attendance code for students who are not present. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.
 - If your administrator has set your school or course section to use *positive attendance*, all students will be marked Absent in the Class Attendance column by default. In the Code column, click the appropriate attendance code for students who are not absent. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information.

Note: If your course section uses positive attendance:

- Prior to posting or saving, a message in the page's top-right section reminds you to mark students present.
- The P (Present) and A (Absent) codes appear by default.

Note: When a student's calendar is not in session, the student is grayed out and the daily and class attendance codes appear as "Not in session". This helps prevent teachers from mistakenly marking students absent who are in their homeroom, but on a different calendar from the current day, such as kindergartners or seniors.

7. Click one of the following to save the values, [depending on the Post mode your district or school sets in the Class Attendance preferences](#):

If the appropriate district or school Class Attendance preference is selected, you can also edit these values at any time or on any date. For example, you could type a date from the previous week in the "Attendance for" field, and edit class attendance for a student from last week.

9. If this class is the class period during which you enter daily attendance, the system asks you if you want to post the values for daily attendance. The system only asks you this if the following are true:
 - The date you are entering class attendance for is the current date.
 - You have not already posted daily attendance for this class today.
 - This is the period during which you enter daily attendance.
10. Click **Post**. The system posts the values to daily attendance.

Notes:

- Office staff can see class attendance in the School view.
- To quickly access your Scores page for this section, click the **Scores page** icon  in the Class Attendance breadcrumbs.