

# Taking Hourly Attendance in ReportWriter

For students enrolled in programs such as Adult Education, Summer School or special programs such as CAHSEE Prep, attendance has to be taken by the hour. There is a slight change in ReportWriter that reflects this attendance type. The following are a few simple directions.

1. In ReportWriter > Eval click on Report Attendance.
2. You'll see the following for any student enrolled hourly.

**Attendance**

1 Student John

Date:	Mon May 14	Tue May 15	Wed May 16	Thu May 17	Fri May 18	Mon May 21	Tue May 22	Wed May 23	Thu May 24	Fri May 25	Tue May 29	Wed May 30	Thu May 31	Fri Jun 1	Mon Jun 4	Tue Jun 5	Wed Jun 6	Thu Jun 7	Fri Jun 8
Attended:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hours Att:																			

Set All Blank Hours

Since one or more days of attendance claimed above is based on hourly attendance claim, you can specify what you'd like all empty hours fields to default to here:  "Tab" to do the update)

Save

Login: jmittell School: sierracrest 6/29/2007 - 9:07:29 am Page: /admin/attene

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3. In the following screen, notice the highlighted areas. In the right black oval, there is a "4" typed in. This is an example of the number of hours of attendance possible in one day. Your number of days possible might be 3 or 3.5. After you enter the 4 (or whatever your number is) you click on the word TAB (left black oval). After you click on TAB, the number will automatically fill in all boxes.
4. Now you need to take attendance.
  - a. If the student is to receive all 4 hours of attendance for the day, leave the green check box in the box.
  - b. If the student didn't get any of the 4 hours, uncheck the box.
  - c. If the student got 3 hours out of the 4, change the number in the box
5. Click SAVE and move to the next student.

**Attendance**

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Attended:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19 / 19	
Hours Att:	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	76:00

Set All Blank Hours

Since one or more days of attendance claimed above is based on hourly attendance claim, you can specify what you'd like all empty hours fields to default to here:  "Tab" to do the update)

Save

Login: jmittell School: sierracrest 6/29/2007 - 9:08:21 am Page: /admin/attendance.php

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