

Attendance in the Staff Portal - An Overview

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The Attendance feature in the Staff Portal (*Manage Classes* tab) allows your staff to manage their classes in a secure mobile-friendly environment on an iPad, iPhone, or another smart device. **Note:** Taking attendance for Events is not included in the Staff Portal.

With the Attendance feature your staff can:

- Take class attendance (mark students as either Present or Absent)
- Track students who are late, left early, or are only observing the class
- View students' attendance history
- Mark absences eligible for makeup (when tracking absences in Jackrabbit)
- Schedule future absences
- Enter roll notes for students that are saved to their *Student* record
- See student photos and grade level
- View important student information such as medical information (allergies), new or trial student status, birthdays, and more



The term *Attendance* in the Staff Portal refers to the **act of taking attendance** and it involves marking each enrolled student as being either *present* in class or being *absent* from class on a particular day. This is only applicable to Class Attendance, not Events.

Jackrabbit databases are set to **track either absences (the default) or attendances** and this affects how Staff Portal attendance appears in the *Class* record:

- If your database is set to track absences, there will be an **Absences** tab in your *Class* records. When attendance is taken in the Staff Portal, only those students marked absent will display on this tab; the attendances are assumed as the difference between the class enrollment and the number of students absent.
Example: Attendance is taken in the Staff Portal for a class with 5 students. 2 of them are marked absent and 3 are marked present. The Absences tab will display the 2 students who were marked absent and it can be surmised that there were 3 students present ($5 - 2 = 3$).
- If your database is set to track attendance, there will be an **Attendance** tab in your *Class* records. When attendance is taken in the Staff Portal, only those students marked present will display on this tab; the absences are assumed as the difference between the class enrollment and the number of students present.
Example: Attendance is taken in the Staff Portal for a class with 5 students, 2 of them are marked absent and 3 are marked present. The Attendance tab will display the 3 students who were marked present and it can be surmised that there were 2 students absent ($5 - 3 = 2$).





To take attendance and create an attendance record for an Event, we recommend you use the **Event Sign In/Out Sheets**.
