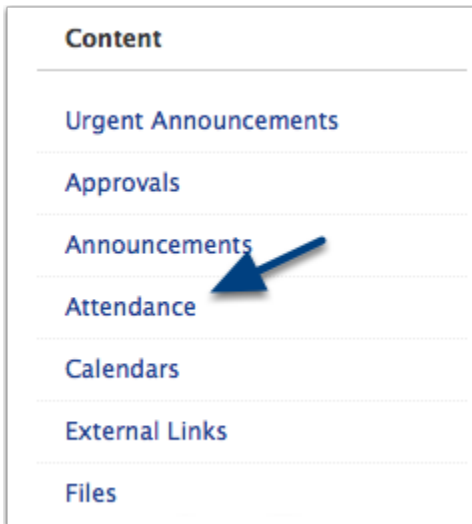


Taking Attendance-In the Classroom:Taking Attendance in

While on the Administration tab, click Attendance.



Select your class from the dropdown menu.



Here you can easily view the current month at a glance. To take today's attendance, click "Add/Edit Today's Attendance."

Attendance

View Attendance for : | [Download 5th Grade's attendance](#)
[Add/Edit Today's Attendance](#)


[Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) **May** [Jun](#) [Jul](#) [Aug](#)

STUDENT	05		05		05		05		05		05		05		05		05		05		SUMMARY		
	01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31
	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	T	
BENETATOS, SERENA																							
BONE, SARAH																							
CLEARY, NICOLE																							
ESTIPULAR, MASON																							
IMELJO, JARED																							
IMELJO, JASMYN																							
JOHNSON, JAMES																							
KNIESTEDT, JACK																							
LARKIN, ISABELLA																							
MADRID, GRETA																							
NEGRI, ELISA																							
NYE, DARIUS																							
PENA, CONNER																							
PESCHKE, COLLIN																							
RAMOS, CHRISTOPHER																							
SILVA, CARTER																							
SOLIS, CAMERON																							
TRONCI, ANNA																							
YESITIS, AINE																							

■ Absent ■ On Time ■ Tardy
E Absent Excused M Absent-Morning E Tardy-Excused
✓ Parent has been notified A Absent-Afternoon
E Enrolled W Withdrawn S Suspended

You can take attendance using your mouse or your keyboard.

Using your keyboard, you can enter student attendance by typing the letter in parentheses for the correct status, (e.g. P for present, A for absent, T for tardy, etc.). Typing an attendance letter automatically advances you to the next student.



To use your keyboard, hold down SHIFT and press the letter corresponding to the status you want to assign.


05/24/2012

	Mark All as Present								
BENETATOS, SERENA	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
BONE, SARAH	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
CLEARY, NICOLE	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
		First Half (F) Second Half (S)							
ESTIPULAR, MASON	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
IMELJO, JARED	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
IMELJO, JASMYN	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
JOHNSON, JAMES	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
KNIESTEDT, JACK	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
LARKIN, ISABELLA	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
MADRID, GRETA	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
NEGRI, ELISA	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
NYE, DARIUS	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
PENA, CONNER	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
		First Half (F) Second Half (S)							

You can also use your mouse to mark all as present, and then simply click absent, tardy, or the appropriate label for the students not present.

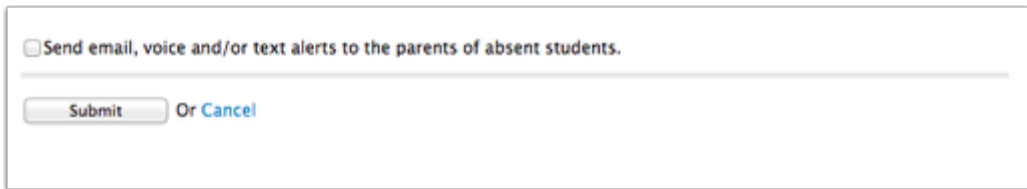
05/24/2012

	Mark All as Present								
BENETATOS, SERENA	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
BONE, SARAH	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
CLEARY, NICOLE	Present (P)	Absent (A)	Absent-Excused (X)	Tardy (T)	Tardy-Excused (D)	None (N)	Suspended (U)	Withdraw (W)	Enrolled (E)
		First Half (F) Second Half (S)							
ESTIPULAR,	Present	Absent (A)	Absent-	Tardy	Tardy-	None	Suspended	Withdraw	Enrolled



When you finish taking attendance, scroll down to find the Submit button.

You also have the option to notify parents by email, voice, and/or text alerts to the parents of absent students. Most school choose to have this step completed by the front office.



You will be taken back to your class attendance page, showing today's attendance updated.

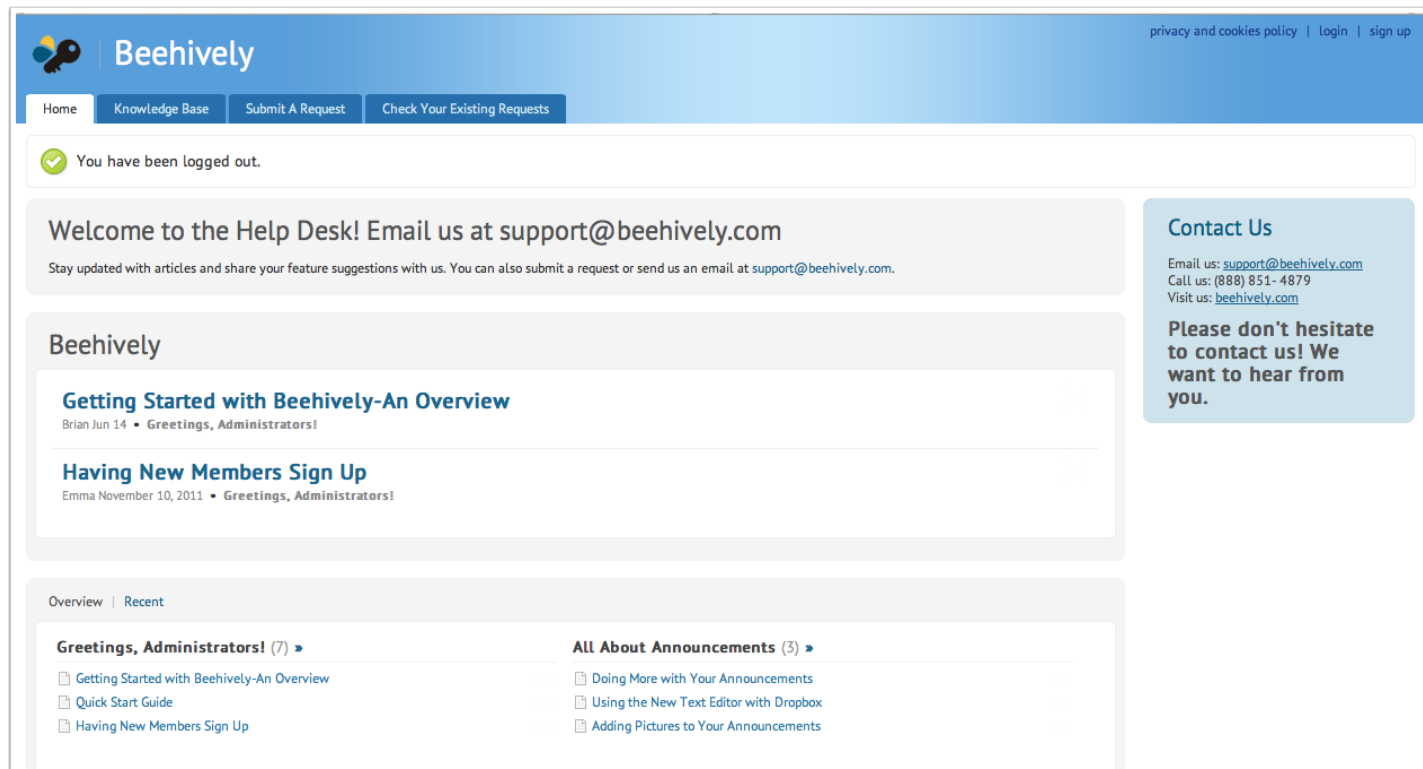
You can view attendance totals quickly and easily from this screen.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug																											
STUDENT	01	02	03	04	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	SUMMARY												
	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	E	P	A	U	A	E	T	T	U	T	E	S	
BENETATOS, SERENA																														1	1	0	0	0	0	0	0	0	0	0	0
BONE, SARAH																														1	1	0	0	0	0	0	0	0	0	0	0
CLEARY, NICOLE																														1	0	1	0	0	0	0	0	0	0	0	0
ESTIPULAR, MASON																														1	1	0	0	0	0	0	0	0	0	0	0
IMELIO, JARED																														1	1	0	0	0	0	0	0	0	0	0	0
IMELIO, JASMYN																														1	1	0	0	0	0	0	0	0	0	0	0
JOHNSON, JAMES																														1	1	0	0	0	0	0	0	0	0	0	0
KNIESTEDT, JACK																														1	1	0	0	0	0	0	0	0	0	0	0
LARKIN, ISABELLA																														1	1	0	0	1	1	0	0	0	0	0	0
MADRID, GRETA																														1	1	0	0	0	0	0	0	0	0	0	0
NEGRI, ELISA																														1	1	0	0	0	0	0	0	0	0	0	0
NYE, DARIUS																														1	1	0	0	0	0	0	0	0	0	0	0
PENA, CONNER																														1	0	1	0	0	0	0	0	0	0	0	0
PESCHKE, COLLIN																														1	1	0	0	0	0	0	0	0	0	0	0
RAMOS, CHRISTOPHER																														1	1	0	0	0	0	0	0	0	0	0	0
SILVA, CARTER																														1	1	0	0	0	0	0	0	0	0	0	0
SOLIS, CAMERON																														1	1	0	0	0	0	0	0	0	0	0	0
TRONCI, ANNA																														1	1	0	0	0	0	0	0	0	0	0	0
YESITIS, AINE																														1	1	0	0	0	0	0	0	0	0	0	0

Congratulations, you did it! Taking attendance has never been easier.

Support

For Help, or just to learn more about the many features of Beehively, take some time to explore our [Help Desk](#).



The screenshot shows the Beehively Help Desk interface. At the top, there is a blue header with the Beehively logo and navigation links: Home, Knowledge Base, Submit A Request, and Check Your Existing Requests. A notification bar indicates the user is logged out. Below this, a welcome message states: "Welcome to the Help Desk! Email us at support@beehively.com" and provides contact information. A "Contact Us" sidebar on the right lists email (support@beehively.com), phone ((888) 851-4879), and website (beehively.com), along with a message: "Please don't hesitate to contact us! We want to hear from you." The main content area features two featured articles: "Getting Started with Beehively-An Overview" by Brian Jun 14 and "Having New Members Sign Up" by Emma November 10, 2011. Below these are two columns of article lists: "Greetings, Administrators! (7)" and "All About Announcements (3)".

Thank you for learning with Beehively!

