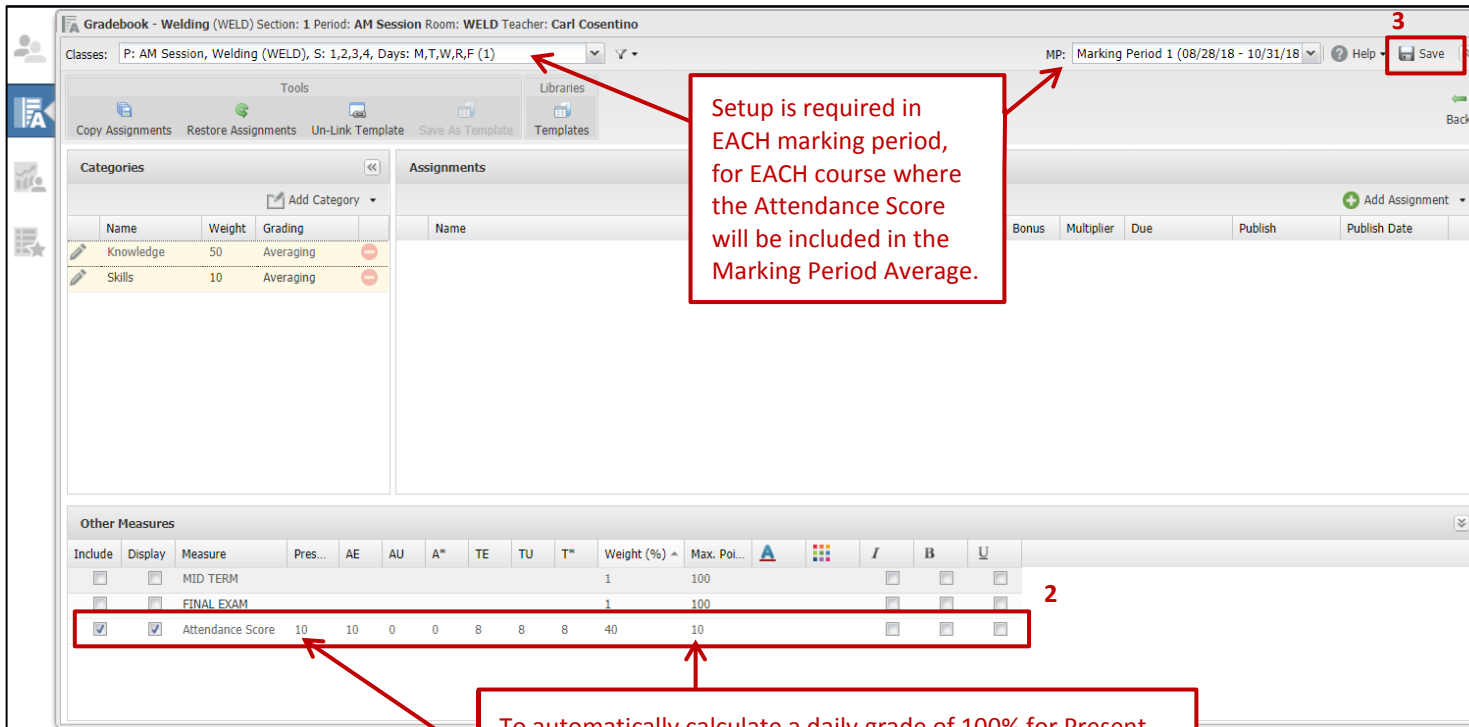
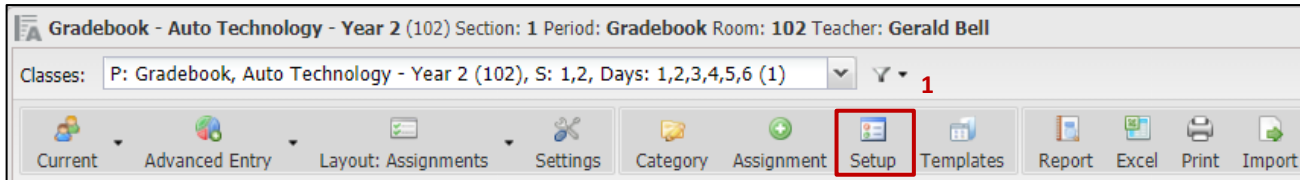


Teacher Connect – Attendance Daily Score



Setup is required in EACH marking period, for EACH course where the Attendance Score will be included in the Marking Period Average.

To automatically calculate a daily grade of 100% for Present students, match the Max Points to the Present points.
 To allow extra points for class participation, preparedness, etc., set the Max Points higher than the Present points.
 (Note: this lowers the Daily Percentage, and overall Attendance Score Average, for all students.)

Setup Student Daily Score

- From the Teacher Connect Gradebook, click the **Setup** icon.
- In the **Other Measures** section
 - Select **Include** to include the **Attendance Score** in the student Marking Period Average.
 - Select **Display** to display the Attendance Score category in the Gradebook.
 - Enter default **points** for EACH attendance status: Present, Absent (AE, AU, A*), Tardy (TE, TU, T*).
 - Enter the **Weight (%)** that the Attendance Score will count towards the Marking Period Grade.
 - Enter a **Max Point** value.
- Click **Save**.
 A **"Setup Saved Successfully"** message will display.

Note: For the Grading method of **Averaging**, the weights of the gradebook categories and the Attendance Score should add up to 100%. For the grading method of **Summation**, the weight should be a 1.

*****Important***** these steps must be done **for each class, in each marking period** where the daily score will be included in the marking period average.

Student	Status	Notes	District	Actual / Potential	Daily Score
Adcook, Roger	Present	Roger forgot his steel-toe boots	.Downingtown ASD	180 / 180 mins	8
Avedo, Skylar Rose	Present		.Kershawville ASD	180 / 180 mins	10
Battle, Bruce M	SDC Absent		.Clarksville ASD	0 / 180 mins	0
Bauer, Nichole L	Present		.TrainingCSIU	180 / 180 mins	10
Conrad, Ryan J	Late: 10 Mins Tardy		.Greenville ASD	170 / 180 mins	5
Gavin, Latina Alexis	Present		.Eastern ASD	180 / 180 mins	10

Record Daily Score

1. From the **Attendance Roster** Screen, record student attendance.
2. **Optional:** Edit scores in the **Daily Score** column to reflect deduction or addition of points.
3. **Optional:** Enter **Notes** (>) to record information on the daily score.
4. Click **Save**.
5. To **Update** a previously entered Daily Score, use the calendar tool to select prior student attendance days, then repeat Steps 2-4.

Attendance	Minutes	Notes
Present	0 mins missed	Roger forgot his steel-toe boots
Present		
SDC Absent	180 / 180 mins	
Present		
Late: 10 Mins Tardy		
Present		

Attendance Score (10.00)			
Avg.	Earned	Possible	
64	70	110	1
71	78	110	2
53	58	110	3
82	90	110	4
66	73	110	5
73	80	110	6

View Daily Score Average

6. In the Teacher Connect **Gradebook**, a Category of **Attendance Score** will display.
7. The **Category Weight** displays within parentheses after the Category name.
8. **Category Breakdown**
 - a. **Possible** (# of school days x "Max. Points" point value)
 - b. **Earned** (points recorded on the Attendance Roster)
 - c. **Avg.** (total points earned / total possible points)