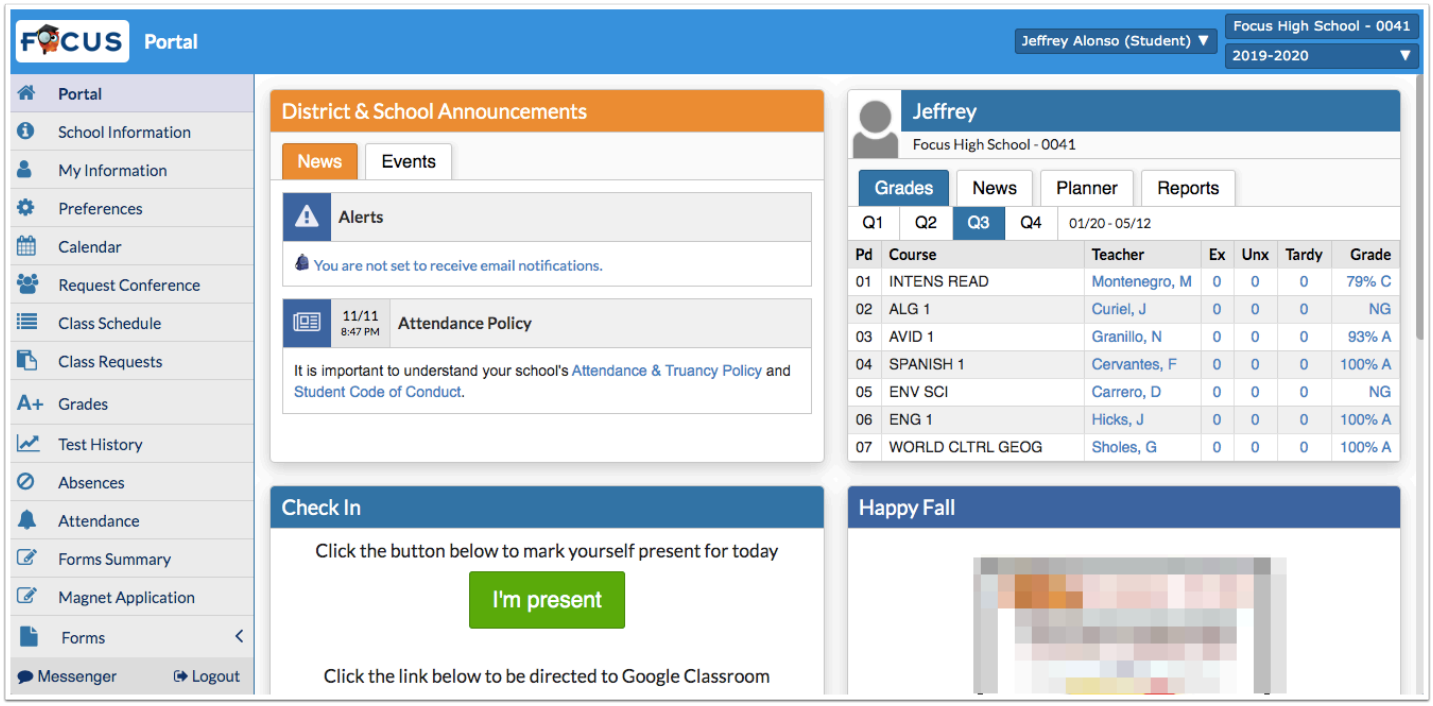
# Overview of the Student Attendance Process

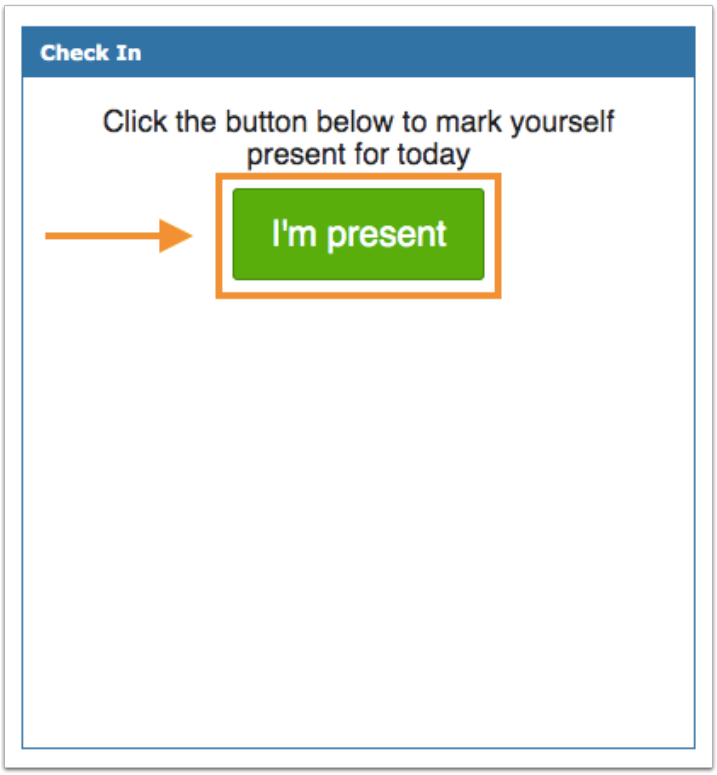
The new Check In portal block allows students to “check in” directly through their Focus Student Portal. This action marks the student as present in all sections that are scheduled to meet on that day.

**1.** Upon the student logging into Focus, the Portal page will display by default.



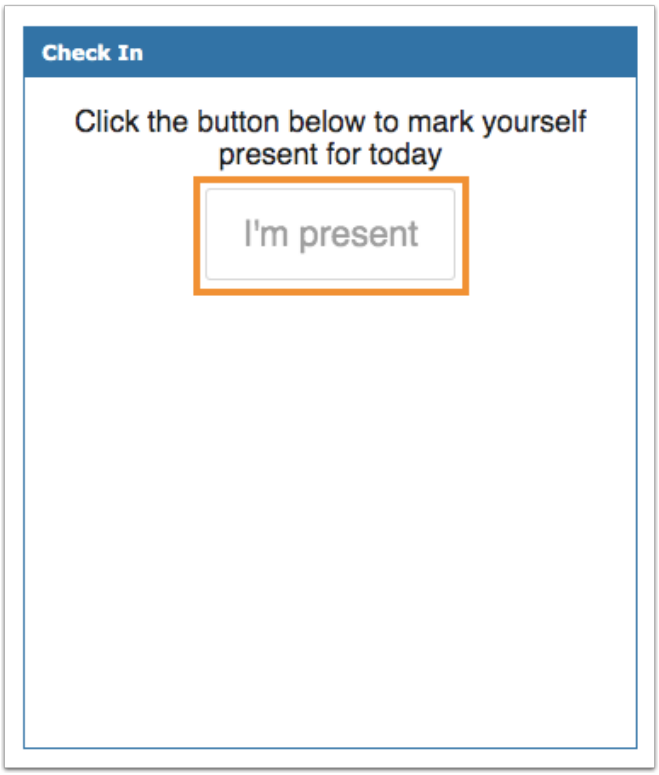

For more information on setting up the Google Classroom API, please reference the Focus University article Leveraging Focus & Google Classroom for Online Learning.

**2.** When the student clicks the **I’m present** button, they will be marked Present for every section that they are actively scheduled into that is meeting on that day and is marked yes for Take Attendance.

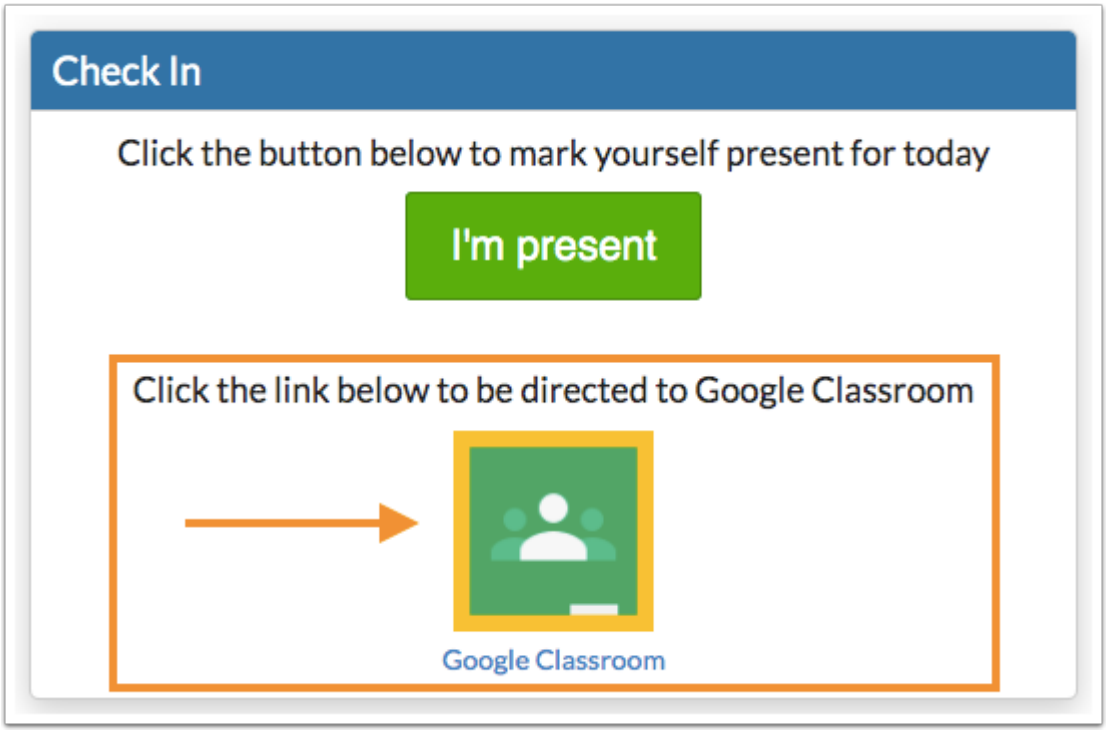



⚠ The Check In portal block will utilize the Attendance Code with the short name equal to 'P'.

**3.** Once the student has marked themselves as present, the **I'm present** button will be grayed out.




**4.** If the school district has configured the Google Classroom API integration under Third-Party Systems, a Google Classroom icon will display within the Check In portal block. Clicking the Google Classroom icon will open another tab in the student's internet browser, directing them to the Google Classroom login screen.



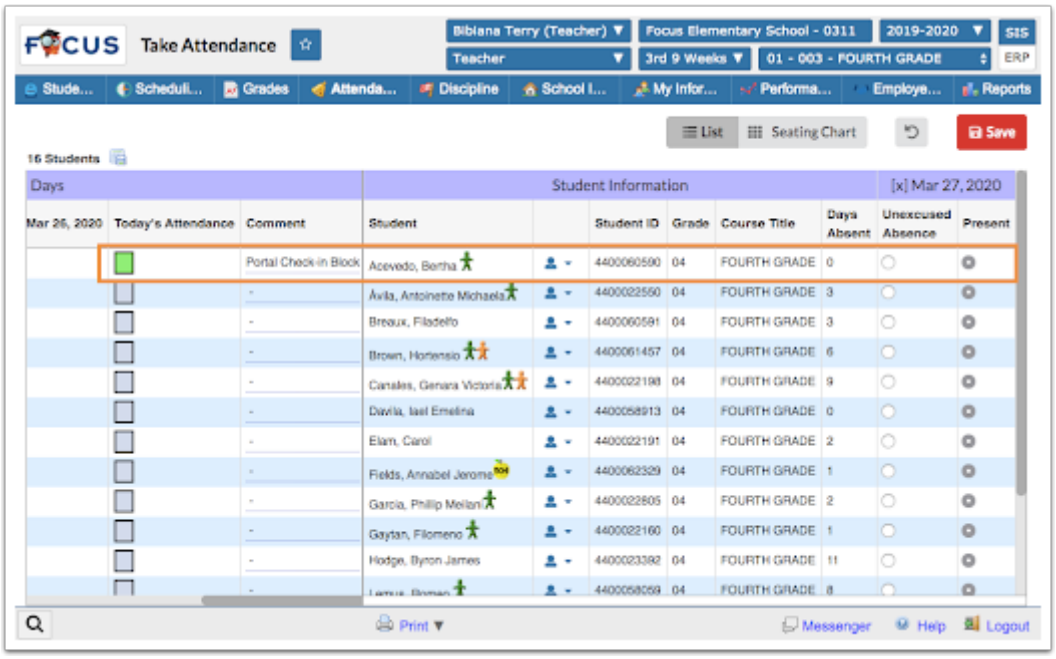
# Check In Portal Block Video Lesson

This video provides an overview of the Check In portal block functionality for students.

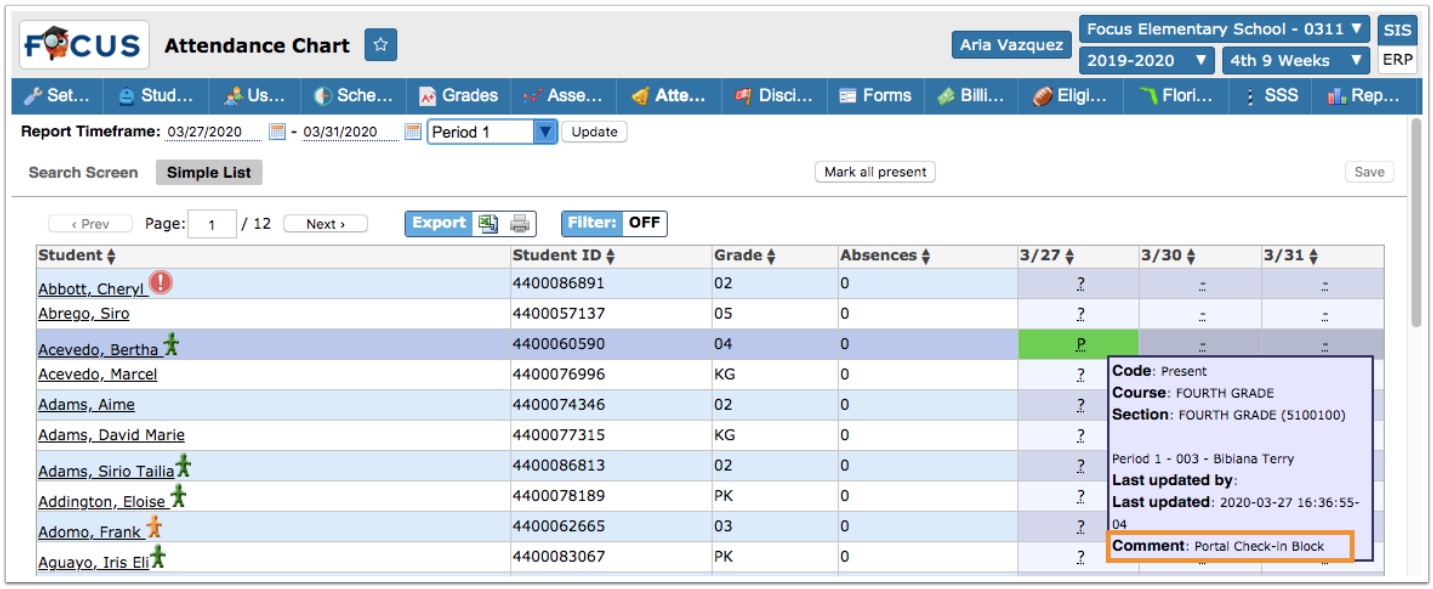
# Viewing Attendance Submitted by a Student

There are several avenues in which student attendance information can be viewed in the Focus Student Information System.

**1.** If the teacher has not manually taken attendance, students who have “checked in” will display in green in the **Today’s Attendance** column on the **Take Attendance** screen. If teachers have access to **Teacher Comments On Take Attendance**, the message “Portal Check-In Block” will display in the **Comments** field for students who marked themselves present through the Portal. Teachers can override the Present code for students who “checked in” through their Portal.




**2.** From the **Attendance Chart**, students who have “checked in” will appear with a Daily Code of P. Upon hovering over the student record, the comment of “Portal Check-In Block” will appear to the end-user.


FOCUS
Attendance Chart
Aria Vazquez
Focus Elementary School - 0311
2019-2020
4th 9 Weeks
SIS
ERP
Set... Stud... Us... Sche... Grades Asse... Atte... Disci... Forms Billi... Eligi... Flori... SSS Rep...
Report Timeframe: 03/27/2020 - 03/31/2020 Period 1 Update
Search Screen Simple List
Mark all present
Save
‹ Prev Page: 1 / 12 Next ›
Export
Filter: OFF
Student
Student ID
Grade
Absences
3/27
3/30
3/31
Abbott, Cheryl 4400086891 02 0 ? - -
Abrego, Siro 4400057137 05 0 ? - -
Acevedo, Bertha 4400060590 04 0 P - -
Acevedo, Marcel 4400076996 KG 0 ?
Adams, Aime 4400074346 02 0 ?
Adams, David Marie 4400077315 KG 0 ?
Adams, Sirio Tailia 4400086813 02 0 ?
Addington, Eloise 4400078189 PK 0 ?
Adomo, Frank 4400062665 03 0 ?
Aguayo, Iris Eli 4400083067 PK 0 ?
Code: Present
Course: FOURTH GRADE
Section: FOURTH GRADE (5100100)
Period 1 - 003 - Bibiana Terry
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Comment: Portal Check-In Block