

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.

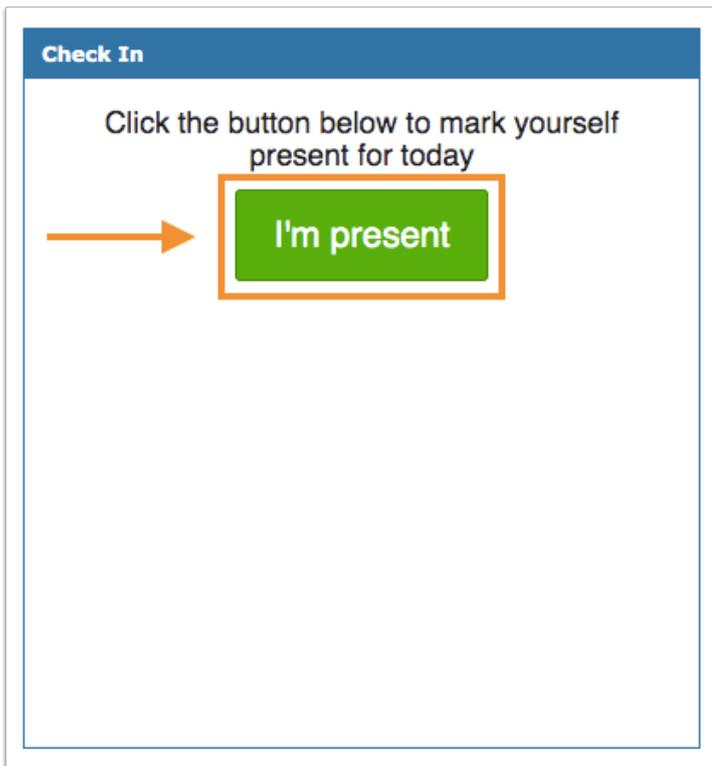
The screenshot shows the Focus Student Portal for Jeffrey Alonso at Focus High School - 0041, 2019-2020. The interface includes a navigation menu on the left with options like Portal, School Information, My Information, Preferences, Calendar, Request Conference, Class Schedule, Class Requests, Grades, Test History, Absences, Attendance, Forms Summary, Magnet Application, Forms, Messenger, and Logout. The main content area is divided into several sections:

- District & School Announcements:** Includes a News tab, an Alerts section with a message "You are not set to receive email notifications.", and an Attendance Policy announcement dated 11/11 at 8:47 PM.
- Check In:** A section with the text "Click the button below to mark yourself present for today" and a prominent green "I'm present" button. Below it, there is a link to be directed to Google Classroom.
- Grades:** A table showing the student's performance across quarters (Q1, Q2, Q3, Q4) for the period 01/20 - 05/12. The table has columns for Pd, Course, Teacher, Ex, Unx, Tardy, and Grade.
- Happy Fall:** A section with a blurred image of a building.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	INTENS READ	Montenegro, M	0	0	0	79% C
02	ALG 1	Curiel, J	0	0	0	NG
03	AVID 1	Granillo, N	0	0	0	93% A
04	SPANISH 1	Cervantes, F	0	0	0	100% A
05	ENV SCI	Carrero, D	0	0	0	NG
06	ENG 1	Hicks, J	0	0	0	100% A
07	WORLD CLTRL GEOG	Sholes, G	0	0	0	100% A

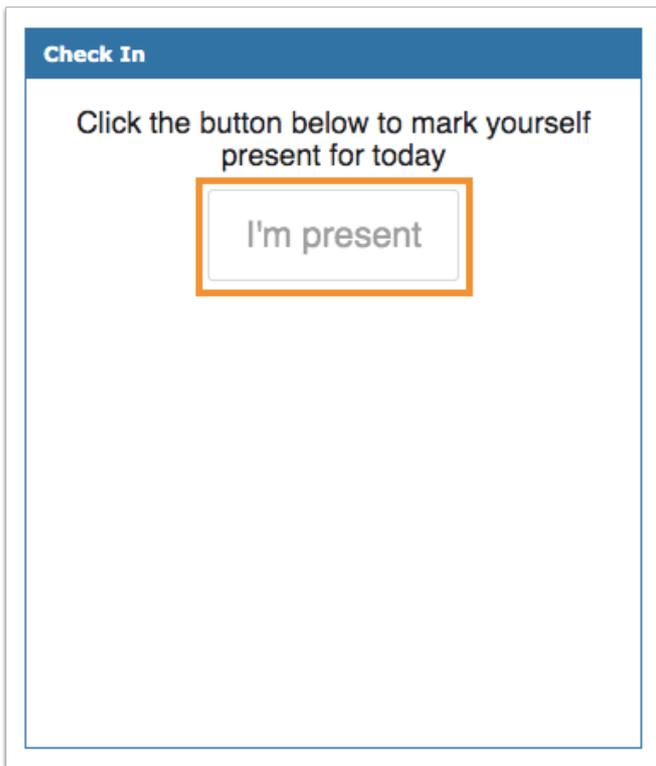
 For more information on setting up the Google Classroom API, please reference the Focus University article [Leveraging Focus & Google Classroom for Online Learning](#).

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.

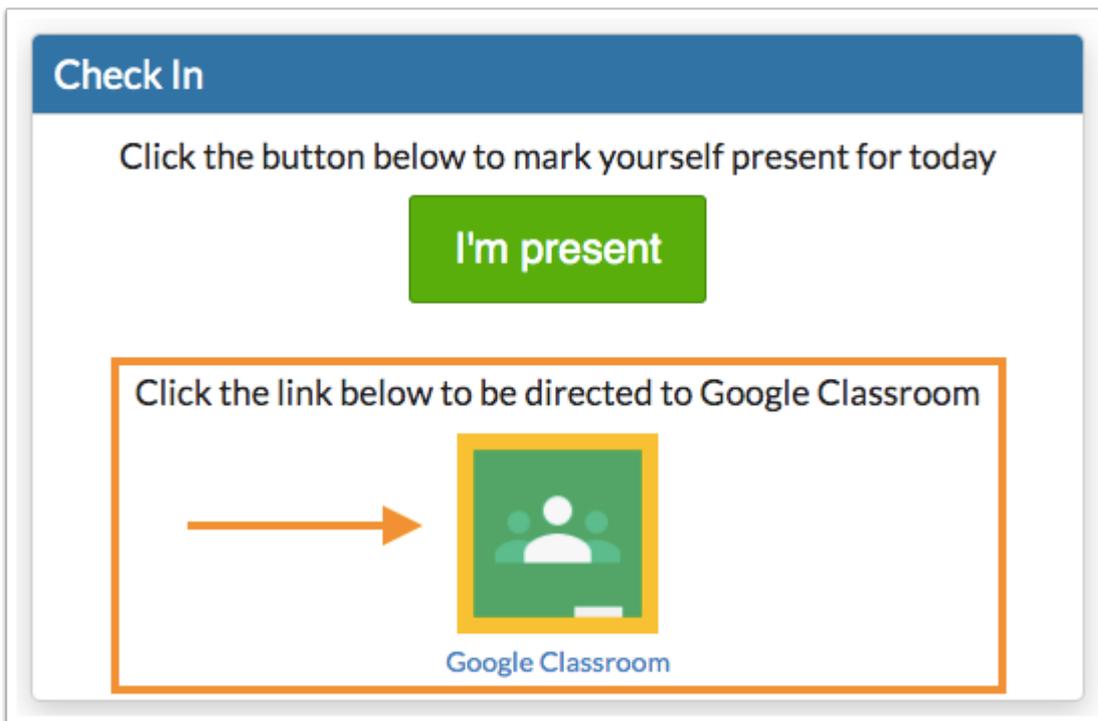


 The Check In portal block will utilize the Attendance Code with the short name equal to 'P'.

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.

Days	Today's Attendance	Comment	Student	Student ID	Grade	Course Title	Days Absent	Unexcused Absence	Present
Mar 26, 2020	Green square	Portal Check-in Block	Acevedo, Bertha	4400060590	04	FOURTH GRADE	0	0	Present
			Ávila, Antonette Michaels	4400022550	04	FOURTH GRADE	3	0	Present
			Breaux, Filadelfo	4400060591	04	FOURTH GRADE	3	0	Present
			Brown, Hortensio	4400061457	04	FOURTH GRADE	6	0	Present
			Canales, Genesa Victoria	4400022198	04	FOURTH GRADE	9	0	Present
			Davis, Isael Emelina	4400058913	04	FOURTH GRADE	0	0	Present
			Elam, Carol	4400022191	04	FOURTH GRADE	2	0	Present
			Fields, Annabel Jerome	4400062329	04	FOURTH GRADE	1	0	Present
			Garcia, Phillip Mollan	4400022805	04	FOURTH GRADE	2	0	Present
			Gaytan, Filomeno	4400022160	04	FOURTH GRADE	1	0	Present
			Hodgson, Byron James	4400023382	04	FOURTH GRADE	11	0	Present
			Larrea, Edivan	4400058059	04	FOURTH GRADE	8	0	Present

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.

Report Timeframe: 03/27/2020 - 03/31/2020 Period 1 Update

Search Screen Simple List

Mark all present

Save

Page: 1 / 12 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
 Last updated by:
 Last updated: 2020-03-27 16:36:55-04
 Comment: Portal Check-in Block