

# Sonis Input Attendance

For faculty who use the Sonis as their gradebook for all assignments.

## Audience

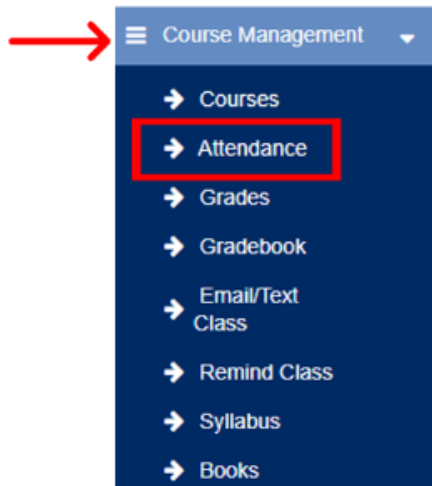
|          |   |
|----------|---|
| Faculty  | ✓ |
| Staff    | ✗ |
| Students | ✗ |
| Others   | ✗ |

## Step-by-step guide

- [Step 1: Access Attendance](#)
- [Step 2: Select Course](#)
- [Step 3: Input Attendance](#)
- [Step 3: Revise Attendance - Entire Class](#)
- [Step 3: Revise Attendance - Individual Student](#)

### Step 1: Access Attendance

Login into Sonis and select 'Attendance' under Course Management.

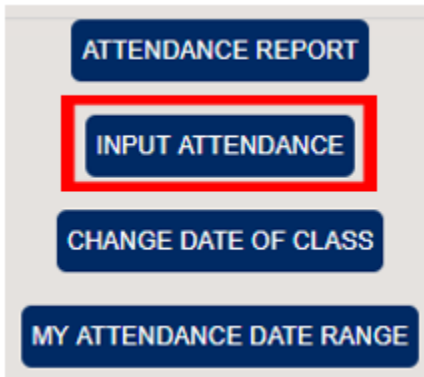


### Step 2: Select Course

Select the correct 'School Year', 'Semester', and 'Course'. Allow the system to load the course.

A screenshot of the course selection form. It contains three dropdown menus: 'School Year', 'Semester', and 'Course Section'. Each dropdown menu is currently empty, showing only a downward arrow.

Scroll down the page and click on 'INPUT ATTENDANCE'.



### Step 3: Input Attendance

Select 'All Dates' and then select the 'Date'

Present will automatically be selected. Make your attendance selections and then click 'Submit'.

### Step 3: Revise Attendance - Entire Class

To change the date of an entire class to a different date, select 'CHANGE DATE OF CLASS'.

Select 'All Dates' and select the correct date from the 'Change To' drop down. Click on 'Submit' when finished. Close window.

### Step 3: Revise Attendance - Individual Student

On the Attendance page select the student name from the roster.

On this page, there are two options.

1. Enter A New Attendance Record
2. Delete an Existing Attendance Record

ENTER A NEW ATTENDANCE RECORD  
 Select Attendance Date Option: Defined Meeting Dates  All Dates

| Date   | Present               | Absent Excused        | Absent Unexcused      | Tardy Excused         | Tardy Unexcused       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 05/14/2020 - Thu   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Note <input type="text"/>  |                       |                       |                       |                       |                       |
| <input type="button" value="RESET"/> <input type="button" value="SUBMIT"/> |                       |                       |                       |                       |                       |
| <input type="button" value="RETURN"/>                                      |                       |                       |                       |                       |                       |
| <input type="button" value="RESET"/> <input type="button" value="DELETE"/> |                       |                       |                       |                       |                       |

DELETE AN EXISTING ATTENDANCE RECORD

| Date   | Present               | Absent Excused                   | Absent Unexcused      | Tardy Excused         | Tardy Unexcused       | Delete                   |
|--|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 05/11/2020   | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| <input type="button" value="RESET"/> <input type="button" value="DELETE"/> |                       |                                  |                       |                       |                       |                          |
| <input type="button" value="RETURN"/>                                      |                       |                                  |                       |                       |                       |                          |

Related articles