Checking Attendance

To prepare you will need to check the clinical calendar/schedule to correlate appropriate attendance. Your primary goals will be to check if students have clocked in and out correctly and if clinical instructors have correctly validated attendance. You may need to view time exceptions students have entered on occasion as well.

1. From the left-side menu choose Reports—> Student Attendance.

2. Filter by the rank desired.

3. Select the student whose interaction you'd like to validate. Next, from the Action column, choose "View".

4. Check the date to make sure it correlates with the date the student was there, and that the hours the student entered for that date are correct. In looking at the two samples here, you can see that each student was there on the same days.

ent	Check In Time	Check Out Time	Hours	Original	Adjusted	Approved	Approved By
Baldwin	02/16/2017 06:23:00	02/16/2017 15:03:00	E	0.00	8.67		
Baldwin	02/14/2017 06:13:00	02/14/2017 14:33:00	E	0.00	8.33		
Baldwin	02/09/2017 06:29:00	02/09/2017 15:00:00	E	0.00	8.52		

5. Then check to see if the clinical instructor has approved and validated the entry. In the first case, there are no entries in either the "Approved" or "Approved By" columns, so no attendance has been validated, but in the second case, all three days have been validated.

ent	Check In Time	Check Out Time	Hours	Original	Adjusted	Approved	Approved By
an Fillion	02/16/2017 06:23:00	02/16/2017 15:00:00	8.62	0.00	8.62	Yes	01-Eric 01-Northman
an Fillion	02/14/2017 06:18:00	02/14/2017 15:00:00	8.70	0.00	8.70	Yes	01-Eric 01-Northman
an Fillion	02/09/2017 06:23:00	02/09/2017 15:03:00	8.67	0.00	8.67	Yes	01-Eric 01-Northman

6. Continue on and check attendance and validation for all the students in current clinical rotations.

You can also see the first student has entered three time exceptions, because under the "Hours" column, there is an "E" for each entry. You may want to check **details of the exceptions** as well:

1. From the left-side menu choose Students—> Time Clock.

2. Filter by the rank desired.

3. Select the student whose interaction you'd like to validate. Next, from the Action column, choose "View".
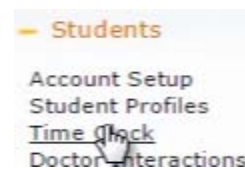
4. Choose the red "Time Exception" icon in the Action column.

5. Choose the date you'd like to check, and select the "View" icon in the Action column.

6. Choose the 2nd blue bar titled "Student Time Exception Log" to view the entry details.