

# Attendance

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#), and head to [Veracross University](#) for the latest onboarding training. Please update your bookmarks.

## Overview

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In this unit, get an overview of attendance in Veracross by learning the difference between master and class attendance, how to configure attendance statuses, and how to take attendance both in the Teacher Portal and Axiom.

## Master and Class Attendance

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After watching this video answer or complete the following:

1. What is the difference between master attendance and class attendance?
2. What master attendance status designates that there's a discrepancy between the master and class attendance?
3. What query should you click into to view the configuration of the different attendance statuses?
4. What does the "Allow Teacher Entry" column determine in the attendance status configuration

query?

5. What type of attendance record is created when you click on the "+Add an Attendance Record" link? Why might you need to use this functionality?

## Taking Attendance in Portals & Axiom

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After watching this video answer or complete the following:

1. What is the difference between the red and green attendance links on the teacher portal?
  2. In the teacher portal, how can you tell if you're taking master or class attendance?
  3. What is the difference between the "Notes" field and the "Other Notes" field in the teacher portal?
  4. Describe the two ways you can collect master attendance in Axiom.
  5. What does the "Lock Class Attendance" option on the master attendance record do?
  6. Which scheduled job is responsible for attendance reminder emails? When is this job typically configured?
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