



KAMEHAMEHA SCHOOLS

## SMS User Guide

---

# How To Take Attendance

Created by:

Lenny García  
SASI Replacement Project Trainer  
[legarcia@ksbe.edu](mailto:legarcia@ksbe.edu)  
808-534-8479

**Overview:** This guide provides some easy and helpful steps for teachers to take attendance.

## First Time Log-in...

- 1- Chancery SMS is accessed by entering the appropriate URL in your web browser and logging in with your username and password.



**Note:** Right now only Internet Explorer on a PC and Safari on a Mac are supported.

**Very Important:** User name and password and a link to the real SMS will be provided after training. Please do NOT take attendance before the first day of school. If you need or wish to practice in SMS before school starts, please use the training database.

Training Database URL:

<https://tstsmsute1.ksdevx.net/ChancerySMS/>



2- The diagram below shows the default SMS home page for a secondary school teacher.

**Control bar**  
Provides access to the different functionality within the system.

**Roster lists**  
Displays class rosters for all the classes for this teacher.

**Attendance lists**  
Displays the attendance list for the teacher's homeroom and for each class for which the teacher can take attendance.

**Grading lists**  
Displays all classes for which teacher can enter grades.

**Birthdays**  
Displays a list of all students who have a birthday in the current month.

**Chancery SMS**  
My Classes  
Actions Help

SEARCH  
Student  
Family

CLASS  
My Classes

SCHOOL  
Awards  
Student Behavior  
Manage Programs

ADMIN  
User Settings  
Scheduling  
Grading  
District Setup  
Reports  
Exports

Display by: Classes

My Classes	Meeting	Roster	Grading	Attendance
KH03121 Economics-001 (Ka106 (7))	S1:01 MAC	[Icon]	[Icon]	[Icon]
KH03121 Economics-003 (Ka106 (7))	S1:02 MBD	[Icon]	[Icon]	[Icon]
KH03121 Economics-008 (Ka106 (7))	S1:06 MBD	[Icon]	[Icon]	[Icon]
KH03127 APEconMic-001 (Ka106 (7))	S1:07 MAC	[Icon]	[Icon]	[Icon]
KH03121 Economics-009 (Ka106 (7))	S2:01 MAC	[Icon]	[Icon]	[Icon]
KH03121 Economics-011 (Ka106 (7))	S2:02 MBD	[Icon]	[Icon]	[Icon]
KH03121 Economics-015 (Ka106 (7))	S2:06 MBD	[Icon]	[Icon]	[Icon]
KH03137 APEconMac-001 (Ka106 (7))	S2:07 MAC	[Icon]	[Icon]	[Icon]
KH08774 HR12 A-Ka-006	YR:00 H1012	[Icon]	[Icon]	[Icon]

Upcoming Birthdays

# Taking attendance...

- 1- To begin taking attendance click on the attendance icon.



**Note:**



= Attendance has not been taken yet.



= Attendance has been taken.



Chancery SMS™ My Classes

Actions Help

SEARCH Student Family

CLASS My Classes

SCHOOL Awards Student Behavior Manage Programs

ADMIN User Settings Scheduling Grading District Setup Reports Exports

K Fale


Display by: Classes

Alerts 0 new ale




My Classes	Meeting	Roster	Grading	Attendance
KH03121 Economics-001 (Ka106 (7))	S1:01 MAC			
KH03121 Economics-003 (Ka106 (7))	S1:02 MBD			
KH03121 Economics-008 (Ka106 (7))	S1:06 MBD			
KH03127 APEconMic-001 (Ka106 (7))	S1:07 MAC			
KH03121 Economics-009 (Ka106 (7))	S2:01 MAC			
KH03121 Economics-011 (Ka106 (7))	S2:02 MBD			
KH03121 Economics-015 (Ka106 (7))	S2:06 MBD			
KH03137 APEconMac-001 (Ka106 (7))	S2:07 MAC			
KH08774 HR12 A-Ka-006	YR:00 H1012			

Upcoming Birthdays

Trusted sites 125%


2- Once you click on , you will be taken to another page.

There are two ways of taking attendance in SMS.

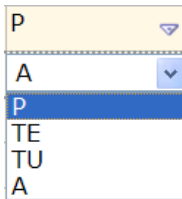
**First:** Click on the icons.   

 Will turn into  when clicked on.

 Will turn into  when clicked on.

All students are automatically marked as present .

**Second:** Use the pull-down.



P	▼
A	▼
P	
TE	
TU	
A	

Chancery SMS™ My Classes > Class Attendance

Actions ▾ Edit ▾ Help ▾ Home | Log Off

Roster Attendance

KH03121 Economics-003 (S1:02 MBD) ▾ Prev Next

Not submitted

Monday, July 19, 2010 1:45 PM - 3:05 PM

Selected: 0 Total: 9

<input type="checkbox"/>			Student Name	Code	Min Abs	Comment
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Baba, K. I</a>	P	0	
<input type="checkbox"/>	<input checked="" type="radio"/> A	T	<a href="#">Fratinaro, Tallin K</a>	A	0	8:15am
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Hanohano-Hashimoto, Koaalohi M</a>	P	0	
<input type="checkbox"/>	A	<input checked="" type="radio"/> T	<a href="#">Hayme, III, Kaleohano R</a>	TE	0	
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Labuanan, Selai A</a>	TU	0	
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Mendonca, K. K. H. H</a>	A	0	
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Mendonca, K. K. H. H</a>	P	0	
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Ogino, Royal B</a>	P	0	
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Ordenez, Oakland S Jr</a>	P	0	
<input type="checkbox"/>	A	T	<input checked="" type="radio"/> <a href="#">Panela, Paulette T</a>	P	0	

Submit Submit & Logoff

Trusted sites 125%

3- Once the students have been marked appropriately click on the “submit” button at the bottom of the page.

Once the screen refreshes you will notice on the top right corner

that Not submitted will turn to Submitted.

**\*\*\*NOTE:** You will not be able to make any changes once you submit the attendance. Please contact Sheri (MS) or Ronnelle (HS) to communicate any changes that need to be made. If at all possible, please submit your attendance within the first 5 minutes of the period. If you are teaching the 1<sup>st</sup> period/block, it is especially critical that your attendance be submitted on time. Mahalo! ☺


MS: Sheri Keator x37234


HS: Ronnelle Suda x37091











Chancery SMS™ [My Classes](#) > **Class Attendance**

Actions ▾ Edit ▾ Help ▾ Home | Log Off


Roster **Attendance** KH03121 Economics-003 (S1:02 MBD) [Prev](#) [Next](#) Not submitted

Monday, July 19, 2010  1:45 PM - 3:05 PM

Selected: 0  Total: 9

<input type="checkbox"/>			Student Name	Code	Min Abs	 Comment
<input type="checkbox"/>	A	T	 <a href="#">Baba, K. I</a>	P	0	
<input type="checkbox"/>	 A	T	<a href="#">Fratinarido, Tallin K</a>	A	0	8:15am
<input type="checkbox"/>	A	T	 <a href="#">Hanohano-Hashimoto, Koalohi M</a>	P	0	
<input type="checkbox"/>	A	 T	<a href="#">Hayme, III, Kaleohano R</a>	TE	0	
<input type="checkbox"/>	A	T	 <a href="#">Labuanan, Selai A</a>	TU	0	
<input type="checkbox"/>	A	T	 <a href="#">Mendonca, K. K. H. H</a>	A	0	
<input type="checkbox"/>	A	T	 <a href="#">Ogino, Royal B</a>	P	0	
<input type="checkbox"/>	A	T	 <a href="#">Ordonez, Oakland S Jr</a>	P	0	
<input type="checkbox"/>	A	T	 <a href="#">Panela, Paulette T</a>	P	0	

Submit Submit & Logoff

Trusted sites  125%

- 4- To go back to your list of classes click on the Home button located on the top right corner or use the breadcrumbs [My Classes](#) > **Class Attendance** to navigate back .

# Overview of Attendance page:

**Class Name**  
Displays Current class

**Grading lists**  
Jump between classes.

Attendance has not been submitted yet

The screenshot shows the Chancery SMS Attendance interface. At the top, the class name is 'KH03121 Economics-003 (S1:02 MBD)'. Navigation buttons for 'Prev' and 'Next' are visible. A 'Not submitted' status is shown in the top right. The main table lists students with their attendance status (P for Present, A for Absent, T for Tardy) and a 'Code' column. A dropdown menu is open for the 'Code' column, showing options like 'P', 'TE', 'TU', 'A', and 'P'. A comment '8:15am' is entered for the student 'Fratinaro, Tallin K'. At the bottom, there are 'Submit' and 'Submit & Logoff' buttons.

**P** Student is marked present automatically

**A** Student is marked absent.

**T** Student is marked Tardy.

**Comments**  
Use to add comments like the time the student came if tardy.