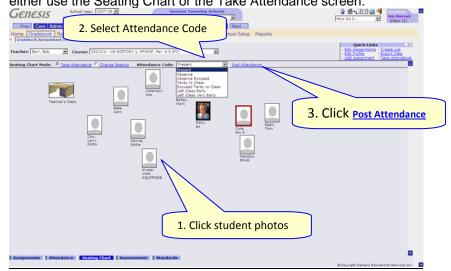
Taking Class Attendance

There are two ways to take class attendance via the Gradebook. You can either use the Seating Chart or the Take Attendance screen.



Procedure to Take Attendance via the Seating Chart

- Go to the Gradebook preadsheet screen, click on the Seating Chart tab on the bottom. This brings up the Seating Chart.
- Click on the photos of all the students you wish to mark absent or tardy (or whatever).
- Click on the Attendance Code: drop down and select the code you 3. wish to give to all selected students.
- Click on the Post Attendance link to post the code to the students.



Procedure to Take Attendance via the Take Attendance Screen

Go to the Gradebook > Gradebook spreadsheet screen, click on the Take Attendance Quick Link.

Apply Default ()

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- Click on the attendance drop down for each student you wish to mark absent or tardy, or left early: Bale, John Present
- 3. Click on the Save button at the bottom to post the codes.

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