

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.

The screenshot shows the Genesis Seating Chart interface. A callout bubble labeled "2. Select Attendance Code" points to the "Attendance Code:" dropdown menu, which is open and shows options like Present, Absence, and Tardy to Class. Another callout bubble labeled "3. Click Post Attendance" points to the "Post Attendance" link in the top right corner. A third callout bubble labeled "1. Click student photos" points to a student photo in the seating chart grid.

Procedure to Take Attendance via the Seating Chart

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

The screenshot shows the attendance spreadsheet interface. A callout bubble labeled "Click Post Attendance" points to the "Post Attendance" link in the top right corner.

| ID | Student | Group | Daily Attendance | Default | Class Attendance |
|---------|-----------------|-------|------------------|---------------|------------------|
| 1004394 | Ballew, Marc | | Present | Apply Default | Present |
| 1004415 | Balle, John | | Present | Apply Default | Present |
| 1007190 | Cole, Stu C | | Present | Apply Default | Present |
| 1007219 | Coleman, Joe | | Present | Apply Default | Present |
| 1000046 | Cov, Larry DADA | | Present | Apply Default | Present |

Procedure to Take Attendance via the Take Attendance Screen

1. Go to the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click on the [Take Attendance](#) Quick Link.
2. Click on the attendance drop down for each student you wish to mark absent or tardy, or left early:

The screenshot shows the "Take Attendance" screen for a specific student. The student's name is "Balle, John". The "Daily Attendance" is "Present". The "Default" is "Apply Default". The "Class Attendance" dropdown menu is open, showing "Present" selected.

| | | | | |
|---------|-------------|---------|---------------|---------|
| 1004415 | Balle, John | Present | Apply Default | Present |
|---------|-------------|---------|---------------|---------|

3. Click on the [Save](#) button at the bottom to post the codes.