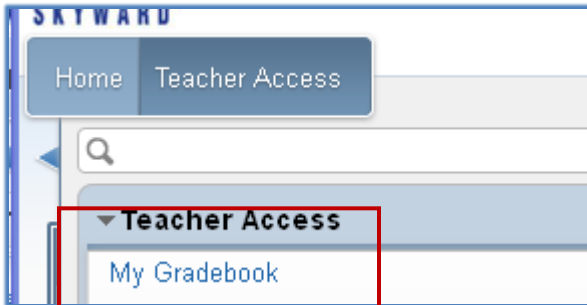**Taking Attendance in a Teacher Access**

Documented below are 2 different options for taking attendance in Skyward's Teacher Access. The first option can be used for courses that receive grades – whether they're Academic grades or Standards grades. The second option needs to be used where a course is created called PM Attendance. This is used in elementary schools when students switch subjects and primary teachers need a way to take attendance on their own kids, but only have them 1 period a day

Going through My Gradebook:
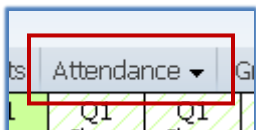1. The first option is to click on the **My Gradebook** link in **Teacher Access**

2. From within My Gradebook, you can click on the Standards Gradebook (or Secondary if that's what you have)

3. You can then click on the Attendance dropdown menu and select your preferred attendance-taking option

4. If the class you selected is scheduled in an attendance-taking period, and is scheduled to meet on this day, this is what you'll see:

5. If this is what you see, this class is no scheduled during an attendance-taking period:

Attendance cannot be entered, this period does not trac[k]

nce for All Periods | View Class Summary | Print Class Roster
Return to default sort

ame	GR	Absent	Tardy	Present	Cmt	A
	03	○	○	○	🗋	
	03	○	○	○	🗋	

Going through Post Daily Attendance

For grade-levels using the PM Attendance option, you cannot take attendance using the first option above. Because PM Attendance is used only for attendance purposes, the Gradebook/Standards Gradebook has not been set up for this course. Because of this, if you were to click on this class in My Gradebook, it would produce an error and you would not be able to take attendance using this option. Therefore, you need to take attendance – on this course, anyway – using Post Daily Attendance

Description	
Citizenship/Work Habits - 3rd	**Standards Gradebook**
English Language Arts - Grade	**Standards Gradebook**
Mathematics - Grade 3	**Standards Gradebook**
PM Attendance	**Gradebook**

1. Go to **Teacher Access** and select **Post Daily Attendance**

Teacher Access

My Gradebook
My Students
My Classes
Post Daily Attendance

2. The periods that are configured to take attendance are bolded

Period	Days Meet	Class	Description	A
1	MTWRF	ELCWH3 / 02	Citizenship/Work Habits - 3rd	By Name	
2	MTWRF	ELELA3 / 02	English Language Arts - Grade	By Name	
4	MTWRF	ELMA3 / 02	Mathematics - Grade 3	By Name	
5	MTWRF	PM / 01	PM Attendance	By Name	
6	MTWRF	ELSS3 / 01	Social Studies - Grade 3	By Name	

3. From here, you can choose to take attendance By Name or By Seating Chart

Note: At the elementary level, if you see less than or more than 2 bolded options here, please let your office staff know asap, as there should only be two courses that take attendance