

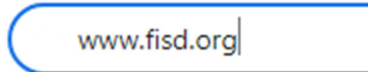
Attendance Posting from a Cell Phone

Attendance can be posted in skyward with a cell phone if you do not have access to a computer.

From your cell phone open your web browser (chrome, safari, firefox etc..)



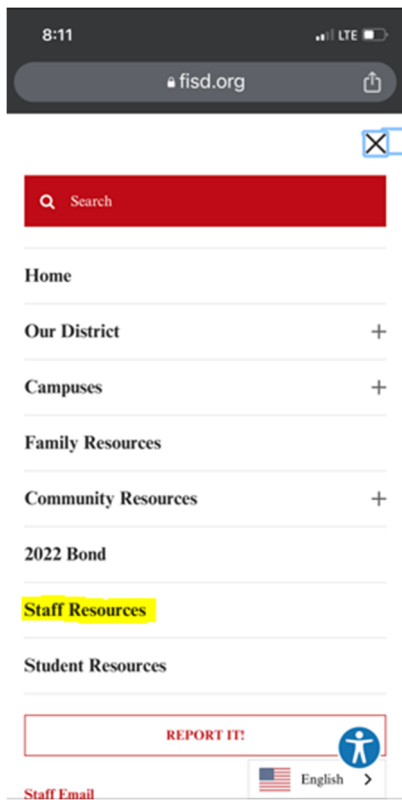
Type www.fisd.org in the search bar at the top of screen



Select the main menu



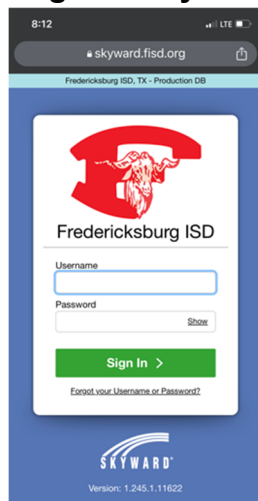
Select staff resources



Select Skyward Student

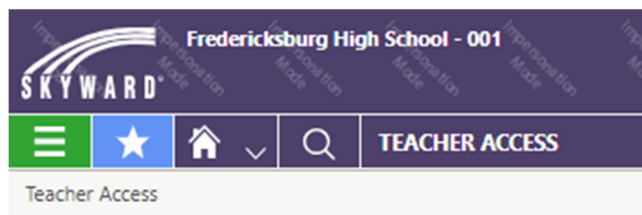


Login to skyward using the same credentials you use on your computer

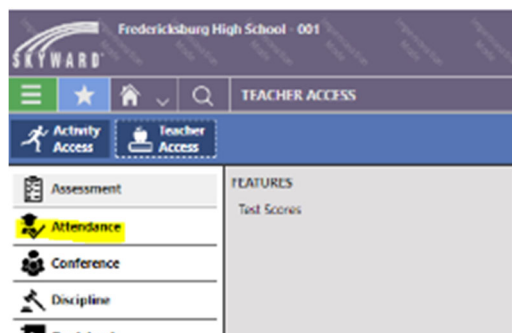


Post attendance like you normally would with the following steps...

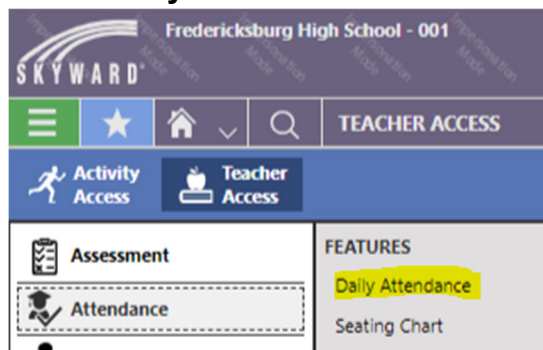
Select the main menu 



Select attendance



Select daily attendance



Select the attendance period you would like to post

Make sure your filter is set to Today's Attendance

☐ Previous Week's Attendance
 ☒ Today's Attendance for All Periods

Review attendance codes for each student and change to absent or tardy as necessary (the system defaults to present for all students)

Absent	Tardy	Present
☐	☐	☒
☐	☐	☒
☐	☐	☒
☐	☐	☒
☐	☐	☒

Choose one of the options near the top left of the screen to save your work.

Option	Description
Save & Back	Saves any attendance you recorded, marks the class as attendance taken, and you return to the <i>Attendance Class List</i>. If you are marking that all students are in attendance a pop-up message will display that prompts you to confirm perfect attendance. You can click Yes, Confirm to complete the Daily Attendance or click No, Cancel if you do not wish to record that all students are in attendance.
Save	Saves any attendance you recorded, marks the class as attendance taken, and you remain on the <i>Daily Attendance</i> screen. If you are marking all students are in attendance a pop-up message will display that prompts you to confirm perfect attendance. You can click Yes, Confirm to complete the Daily Attendance or click No, Cancel if you do not wish to record that all students are in attendance.