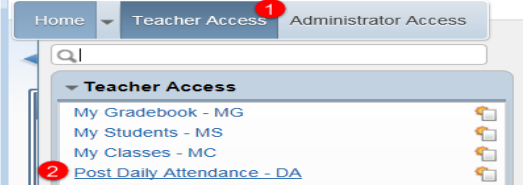
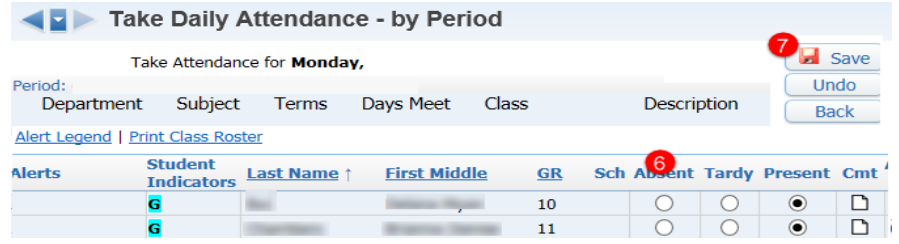
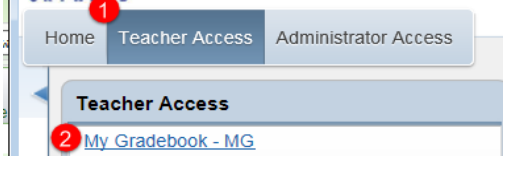
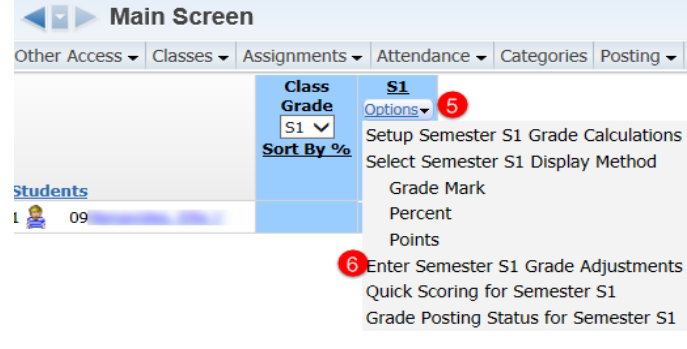
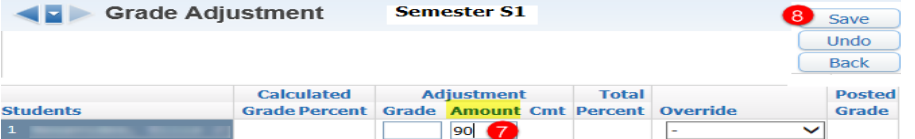


# Summer School Post Daily Attendance and Gradebook Grade Entry

<ol style="list-style-type: none"> <li>1. Teacher Access</li> <li>2. Post Daily Attendance</li> <li>3. Select Current or Meeting Today</li> <li>4. View Attendance by Period</li> <li>5. Select By Name</li> </ol>	 <p>Attendance for <b>Monday</b>,          Classes: <input type="radio"/> All <input type="radio"/> Current <input checked="" type="radio"/> Meeting Today View: <input type="radio"/> Class <input checked="" type="radio"/> Period</p> <p><b>Attendance Options</b>  <a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a></p> <table border="1"> <thead> <tr> <th>Dept</th> <th>Subject</th> <th>Terms</th> <th>Days Meet</th> <th>Class</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>03</td> <td></td> <td>MTWRF</td> <td></td> <td>GEOMETRY</td> </tr> </tbody> </table> <p>Attendance Taken:</p>	Dept	Subject	Terms	Days Meet	Class	Description	03	03		MTWRF		GEOMETRY																		
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03	03		MTWRF		GEOMETRY																										
<ol style="list-style-type: none"> <li>6. Mark student absent</li> <li>7. Save</li> </ol>	 <p>Take Attendance for <b>Monday</b>,          Period: Department Subject Terms Days Meet Class Description</p> <table border="1"> <thead> <tr> <th>Alerts</th> <th>Student Indicators</th> <th>Last Name</th> <th>First Middle</th> <th>GR</th> <th>Sch</th> <th>Absent</th> <th>Tardy</th> <th>Present</th> <th>Cmt</th> </tr> </thead> <tbody> <tr> <td></td> <td>G</td> <td></td> <td></td> <td>10</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>G</td> <td></td> <td></td> <td>11</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt		G			10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>			G			11	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	
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	G			11	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>																							
<h2>Gradebook Grade Entry</h2>																															
<ol style="list-style-type: none"> <li>1. Teacher Access</li> <li>2. My Gradebook</li> <li>3. Select to display Current</li> <li>4. Choose the Gradebook for grade entry</li> </ol>	 <p>Current Year Classes   Prior Years Classes          Classes: <input type="radio"/> All <input checked="" type="radio"/> Current <input type="radio"/> Meeting Today <a href="#">Show Grades Posted Message</a> Reports for All Classes Posting Status</p> <table border="1"> <thead> <tr> <th>Dept</th> <th>Subject</th> <th>Terms</th> <th>Period</th> <th>Days Meet</th> <th>Class</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>03</td> <td>1 - 1</td> <td>1</td> <td>MTWRF</td> <td>03200A / SS1</td> <td>GEOMETRY <a href="#">Gradebook</a></td> </tr> </tbody> </table>	Dept	Subject	Terms	Period	Days Meet	Class	Description	03	03	1 - 1	1	MTWRF	03200A / SS1	GEOMETRY <a href="#">Gradebook</a>																
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<ol style="list-style-type: none"> <li>5. Select either the S1 Options for Summer School Session 1 or S2 Options for Summer School Session 2 dropdown menu</li> <li>6. Choose Enter Semester S1 or S2 Grade Adjustments depending on which Summer School Session</li> </ol>	 <p><b>Main Screen</b>          Other Access   Classes   Assignments   Attendance   Categories   Posting</p> <p>Class Grade: <b>S1</b>          Options:          Setup Semester S1 Grade Calculations          Select Semester S1 Display Method          Grade Mark          Percent          Points          Enter Semester S1 Grade Adjustments          Quick Scoring for Semester S1          Grade Posting Status for Semester S1</p>																														
<ol style="list-style-type: none"> <li>7. Enter the grade in the Amount box</li> <li>8. Save</li> </ol>	 <p><b>Grade Adjustment Semester S1</b></p> <table border="1"> <thead> <tr> <th>Students</th> <th>Calculated Grade Percent</th> <th>Adjustment Grade</th> <th>Amount</th> <th>Cmt</th> <th>Total Percent</th> <th>Override</th> <th>Posted Grade</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>90</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Students	Calculated Grade Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade	1			90																		
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