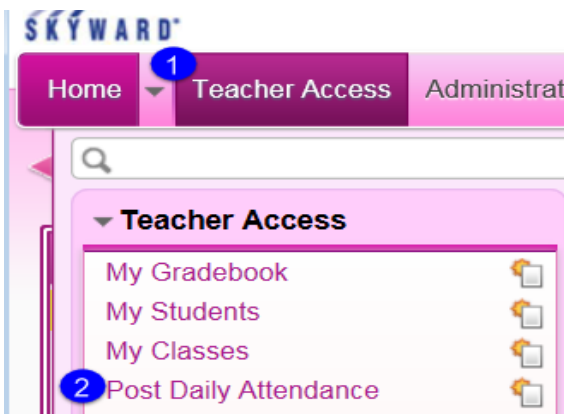



Post Daily Attendance by Class

<ol style="list-style-type: none"> 1. Teacher Access 2. Post Daily Attendance 3. Select Current or Meeting Today 4. View Attendance by Class 5. Select By Name 	 <p>Attendance for Tuesday, August 20</p> <p>Classes: <input type="radio"/> All <input type="radio"/> Current <input checked="" type="radio"/> Meeting Today <input type="radio"/> View: <input checked="" type="radio"/> Class <input type="radio"/> Period</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> <th>Attendance Options</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>15</td> <td>1 - 4</td> <td>2</td> <td>MTWRF</td> <td>5020 / 007</td> <td>CONDUCT 2</td> <td>By Name By Seating Chart Assign Seats</td> </tr> </tbody> </table>	Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options	15	15	1 - 4	2	MTWRF	5020 / 007	CONDUCT 2	By Name By Seating Chart Assign Seats																																				
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<ol style="list-style-type: none"> 6. All students are coded as Present by default 7. Click on the bullet in the Absent column to code a student absent 8. Save 	 <p>Take Attendance for Tuesday, August 20</p> <p>Alert Legend Show Today's Attendance for All Periods View Class Summary Print Class Roster</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> <th>Absent Count</th> <th>Tardy Count</th> <th>Tue 8/20</th> </tr> </thead> <tbody> <tr> <td></td> <td>LAN</td> <td>...</td> <td>...</td> <td>02</td> <td>...</td> <td>○</td> <td>○</td> <td>●</td> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>S</td> <td>...</td> <td>...</td> <td>02</td> <td>...</td> <td>○</td> <td>○</td> <td>●</td> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>LA</td> <td>...</td> <td>...</td> <td>02</td> <td>...</td> <td>●</td> <td>○</td> <td>○</td> <td>...</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Absent Count	Tardy Count	Tue 8/20		LAN	02	...	○	○	●	...					S	02	...	○	○	●	...					LA	02	...	●	○	○	...			
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