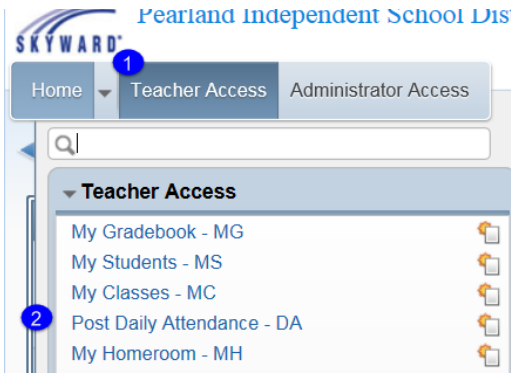
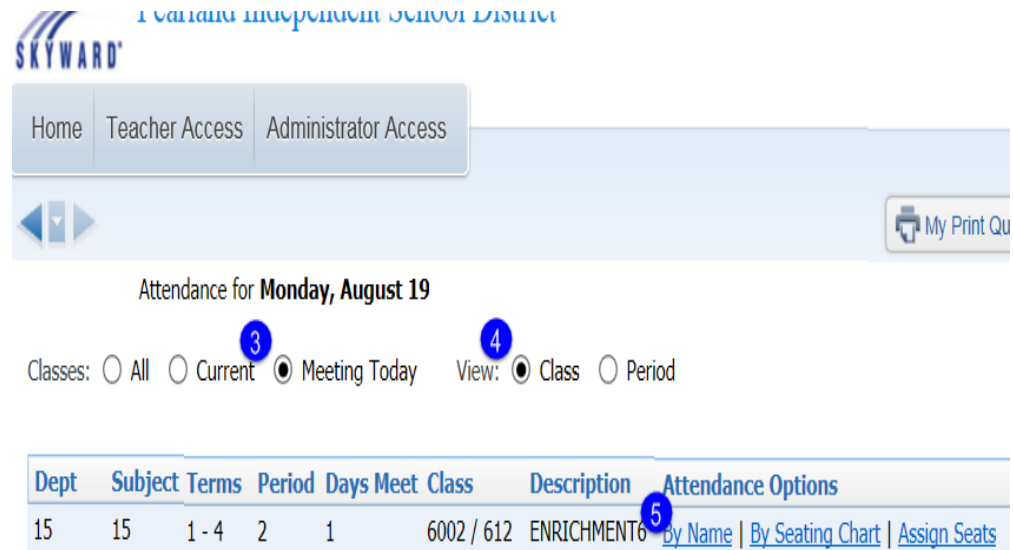



Post Daily Attendance for A/B Scheduled Days

<p>1. Teacher Access tab</p> <p>2. Post Daily Attendance</p>	 <p>The screenshot shows the Skyward web interface. At the top, there are navigation tabs: 'Home', 'Teacher Access' (highlighted with a blue circle 1), and 'Administrator Access'. Below the tabs is a search bar. A dropdown menu for 'Teacher Access' is open, showing several options: 'My Gradebook - MG', 'My Students - MS', 'My Classes - MC', 'Post Daily Attendance - DA' (highlighted with a blue circle 2), and 'My Homeroom - MH'.</p>
<p>3. Select Meeting Today</p> <p>4. View by Class</p> <p>5. Click on the By Name link to enter attendance</p>	 <p>The screenshot shows the 'Attendance for Monday, August 19' page. At the top, there are navigation tabs: 'Home', 'Teacher Access', and 'Administrator Access'. Below the tabs, there are navigation arrows and a 'My Print Queue' button. The main heading is 'Attendance for Monday, August 19'. Below this, there are radio buttons for 'Classes' (All, Current, Meeting Today) and 'View' (Class, Period). The 'Meeting Today' radio button is selected (highlighted with a blue circle 3), and the 'Class' view radio button is selected (highlighted with a blue circle 4). Below the radio buttons is a table with columns: 'Dept', 'Subject Terms', 'Period', 'Days Meet', 'Class', 'Description', and 'Attendance Options'. The first row of data is: '15', '15', '1 - 4', '2', '1', '6002 / 612', 'ENRICHMENT6'. The 'Attendance Options' column contains links: 'By Name' (highlighted with a blue circle 5), 'By Seating Chart', and 'Assign Seats'.</p>
<p>6. Students are coded as Present by Default. Click on the bullet in the Absent column to code a student absent.</p> <p>7. Save</p>	 <p>The screenshot shows the 'Take Daily Attendance - By Name' page. At the top, there are navigation arrows and a 'My Print Queue' button. The main heading is 'Take Attendance for Monday, August 19'. Below the heading, there are buttons for 'Save' (highlighted with a blue circle 7), 'Undo', and 'Back'. Below the buttons are links: 'Alert Legend', 'Show Today's Attendance for All Periods', 'View Class Summary', and 'Print Class Roster'. Below the links is a table with columns: 'Alerts', 'Student Indicators', 'Last Name', 'First Middle', 'GR', 'Sch', 'Absent', 'Tardy', 'Present', 'Cmt', 'Absent Count', 'Tardy Count', 'Mon 8/19', 'Fri 8/16', and 'Thu 8/15'. The first row of data is: 'H', 'Last Name', 'First Middle', '06', 'Sch', 'Absent', 'Tardy', 'Present', 'Cmt', 'Absent Count', 'Tardy Count', 'Mon 8/19', 'Fri 8/16', 'Thu 8/15'. The 'Present' column has a radio button selected (highlighted with a blue circle 6). The 'Absent' column has a radio button. The 'Tardy' column has a radio button. The 'Absent Count' column has a value of 1. The 'Tardy Count' column has a value of 5. The 'Mon 8/19' column has a value of 1. The 'Fri 8/16' column has a value of 1. The 'Thu 8/15' column has a value of 1.</p>