



# Genesis Attendance Directions

Click on <https://genesis.ewingboe.org> or the Genesis icon

Once you log in, you should automatically be on the “HR Attendance” screen by default. If not, Click the “Attendance” tab and then click the sub menu “HR Attendance”.

## HR Attendance

All students are initially marked ‘present’. There is no need to mark any student ‘present’ *unless* they have first been marked something else (e.g. ‘absent’ or ‘tardy’).

### To Mark a Student Absent:

Click on the Attendance Code drop down (See Figure 5 above). Select the appropriate ‘Absent’ attendance code.

The screenshot shows the Genesis HR Attendance interface in an Internet Explorer browser. The page title is "Post Attendance" for Teacher: Petchel, Marc on Tuesday 8/17/2010. The interface includes a navigation menu with options like "Student Data", "Registration", "Scheduling", "Next Year Scheduling", "Grading", "Attendance", "Calendar", "Transcript", "Setup", and "Next...". A yellow banner at the top states "Summer Rollover has been completed, you are now in School Year 2010-11". Below this, a table lists 23 students with columns for ID, Last Name, First Name, Old Code, Today's Attendance (with a dropdown menu), Time Tardy, and DNC. A "Post Attendance" button is located at the bottom of the table. The footer of the page indicates "23 students." and "© Copyright Genesis Educational Services, Inc."

| ID       | Last Name    | First Name | Old Code | Today's Attendance | Time Tardy | DNC                      |
|----------|--------------|------------|----------|--------------------|------------|--------------------------|
| 20180411 | Agyarkoh     | Britney    | -        | -- Present         |            | <input type="checkbox"/> |
| 20170300 | Allen        | Aidan      | -        | -- Present         |            | <input type="checkbox"/> |
| 20180420 | Anderson     | Aisha      | -        | -- Present         |            | <input type="checkbox"/> |
| 20180303 | Basich       | Jacob      | -        | -- Present         |            | <input type="checkbox"/> |
| 20180377 | Brotsky      | Nolan      | -        | -- Present         |            | <input type="checkbox"/> |
| 20180309 | Bystrycki    | Mary       | -        | -- Present         |            | <input type="checkbox"/> |
| 20180310 | Calderone    | Alyssa     | -        | -- Present         |            | <input type="checkbox"/> |
| 20180313 | Christensen  | Lauren     | -        | -- Present         |            | <input type="checkbox"/> |
| 20180370 | Farmer       | Tyler      | -        | -- Present         |            | <input type="checkbox"/> |
| 20172003 | Hunkele      | Matthew    | -        | -- Present         |            | <input type="checkbox"/> |
| 20180331 | Johnson      | Brielle    | -        | -- Present         |            | <input type="checkbox"/> |
| 20180379 | Joseph       | Jasmine    | -        | -- Present         |            | <input type="checkbox"/> |
| 20170414 | Mansaray     | Rakiatu    | -        | -- Present         |            | <input type="checkbox"/> |
| 20180347 | Negron       | Jessica    | -        | -- Present         |            | <input type="checkbox"/> |
| 20180410 | Noun-Johnson | Nyasia     | -        | -- Present         |            | <input type="checkbox"/> |
| 20180390 | Page         | Amirr      | -        | -- Present         |            | <input type="checkbox"/> |
| 20180355 | Patas        | Alexandra  | -        | -- Present         |            | <input type="checkbox"/> |
| 20180441 | Quirus       | Alicja     | -        | -- Present         |            | <input type="checkbox"/> |
| 20162552 | Sanderson    | Isaiah     | -        | -- Present         |            | <input type="checkbox"/> |

Figure 6 – Attendance – HR Attendance screen – Taking Attendance, Specify time

## Recording Attendance

**Attendance is not recorded until the ‘Post Attendance’ button is pressed.**