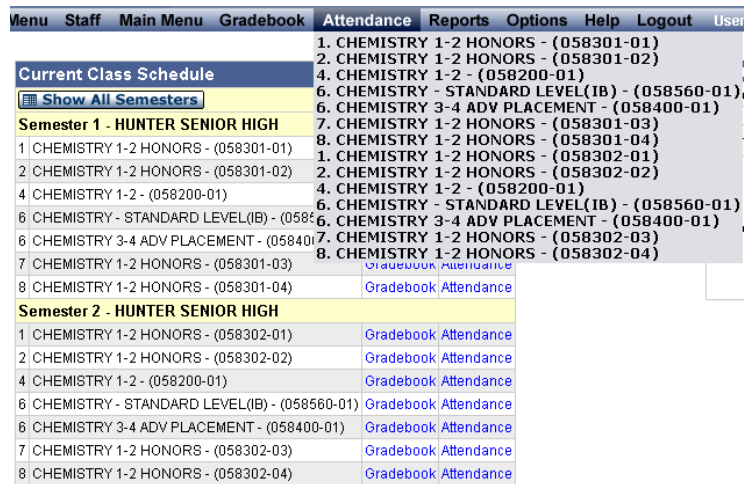


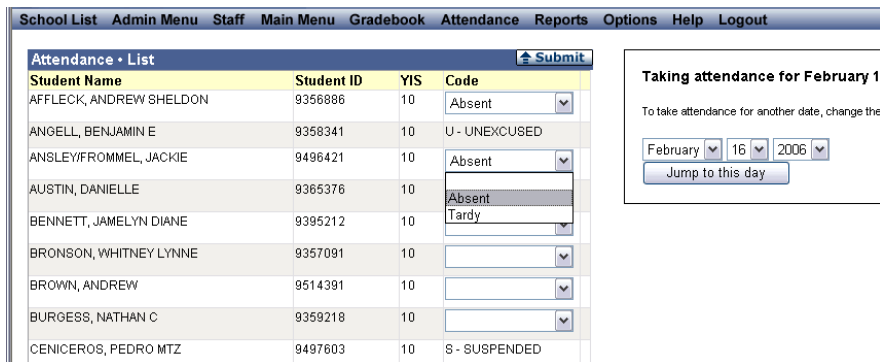
How To Take Attendance in Gradebook

When you log into your gradebook, you will see a change in how it looks. Your periods will be converted to A days (1, 2, 3, 4) and B days (1, 2, 3, 4). So you will see it listed in multiples 1, 1, 2, 2, 3, 3, etc. **DO NOT PANIC**. It will take time to get used to the look. Follow the steps listed in order to access your Attendance:

1. Log into your Gradebook.
2. There are 2 ways to get into your Attendance.
 - Click on the Attendance in blue next to the period you want to take Attendance in or
 - Click on the Attendance icon in your navigation bar. A drop down menu will appear with your periods listed, then click on the period you need.



This screen will pop up and the default code will say “present.” Use the drop down arrow to choose if a student is absent or tardy. Use your TAB key to go down the list. You can also type in “T” (Tardy) or “A” (Absent). When you are done click **SUBMIT**. You may change the date to the right if you need to go ahead or back a day to change your data. The words “Taking attendance for February 11” or whatever day you are on will highlight if you change the date so you know you are not on the current date.



If you have any problems, see your Gradebook Administrator.