

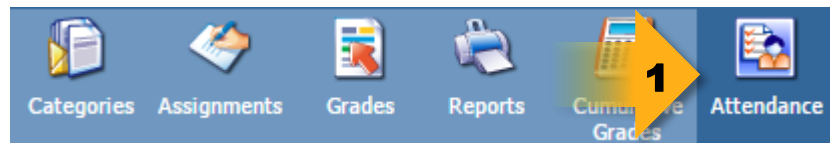
GRADEBOOK: TAKING ATTENDANCE

Quick Start Guide

This Quick Start Guide will take you through the process of taking attendance in Gradebook.

Open the Attendance Screen

1. In the menu bar, click "Attendance."



Take Attendance

2. Select the desired period and time code.

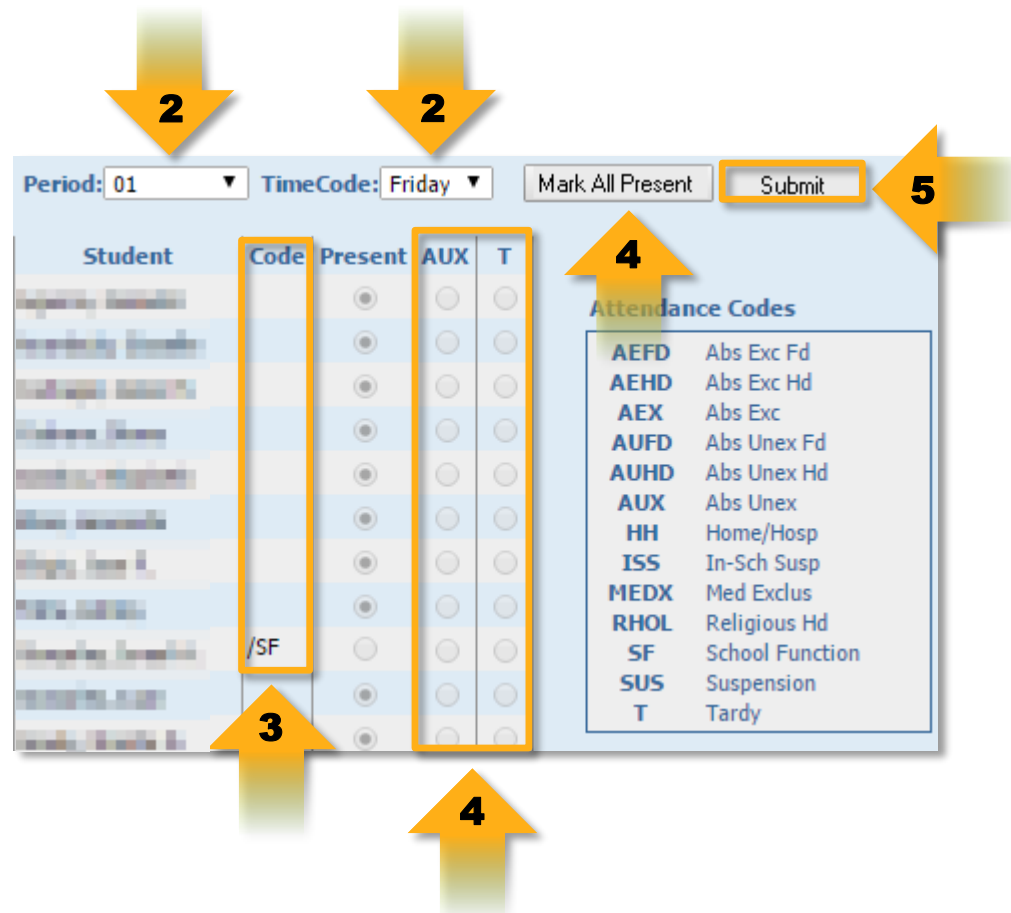
3. If the clerk has already entered attendance, it will display in the **Code** column. You will be unable to take attendance for that student.

4. Attendance will default to **Present**. If a student is absent, select the **AUX** radio button. If a student is tardy, select the **T** radio button.

OR

If all students are present/on time, click **Mark All Present**.

5. Click **Submit**.



Period: 01 TimeCode: Friday Mark All Present Submit

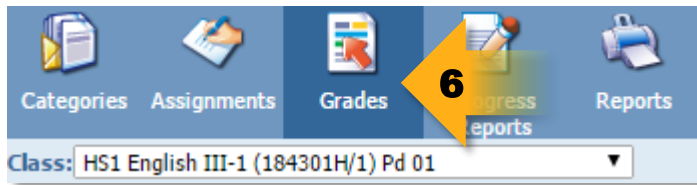
Student	Code	Present	AUX	T
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]	/SF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Student Name]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance Codes

- AEFD Abs Exc Fd
- AEHD Abs Exc Hd
- AEX Abs Exc
- AUFD Abs Unexc Fd
- AUHD Abs Unexc Hd
- AUX Abs Unexc
- HH Home/Hosp
- ISS In-Sch Susp
- MEDX Med Excl
- RHOL Religious Hd
- SF School Function
- SUS Suspension
- T Tardy

Open the Grades Screen

6. In the menu bar, click “**Grades.**”



Viewing Attendance Events on the Main Gradebook Page

7. If a student was absent or tardy on the due date for an assignment, Gradebook automatically places a colored box around the student’s grade cell for that assignment.

99	34	100	75	98
0	0	58	50	44
80	80	80	80	80
58	70	85	50	79
40	97	82	90	78
90	70	73	50	78
100	70	97	50	0
		58		
70	96	70	80	80
100	70	91		

If the box is **blue**, the student received an “**Excused Absence**” attendance code for that period on the specified date.

If the box is **green**, the student received a “**Tardy**” attendance code for that period on the specified date.

If the box is **red**, the student received an “**Unexcused Absence**” code for that period on the specified date.