

Online Tutorial: Taking attendance for Substitute teacher lead classes

Step 1: On the start page, lookup the student that was absent or tardy.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Step 2: In the left hand menu bar, from the Student Screen, select the **Enter Attendance** link.

Academics

- [Attendance](#)
- [Enter Attendance](#)**
- [View Attendance](#)

Step 3: From the drop-down on top of the page, select the correct attendance code.

Current attendance code: (Present)

	Tuesday May 25, Set All	(Present)
		X (Truant - Unexcused absence or more than 29 minutes late)
		T (Tardy - 1 to 29 minutes late)
		F (Excused Absence - School Function)
		E (Excused Absence - Out of School)
		I (Suspended - In School)
		S (Suspended - Out of School)
		H (Home/Hospital)

	Spanish 1B Nat Speakers Parnass, Alexa 112
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	Monday May 24, 2010 Set All
8:00 AM	Spanish 1B Native Speakers Parnass, Alexandra 112
8:00 AM - 8:45 AM	
<input type="text" value="T"/>	:(A)

Step 4: Click in the box for the day and period for which you are entering attendance.

Note: the box will be auto-populated with the attendance code you selected.

Step 5: Click the "Submit" button. →