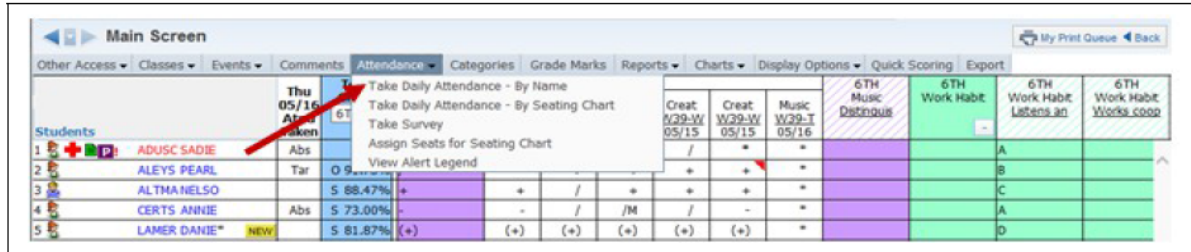


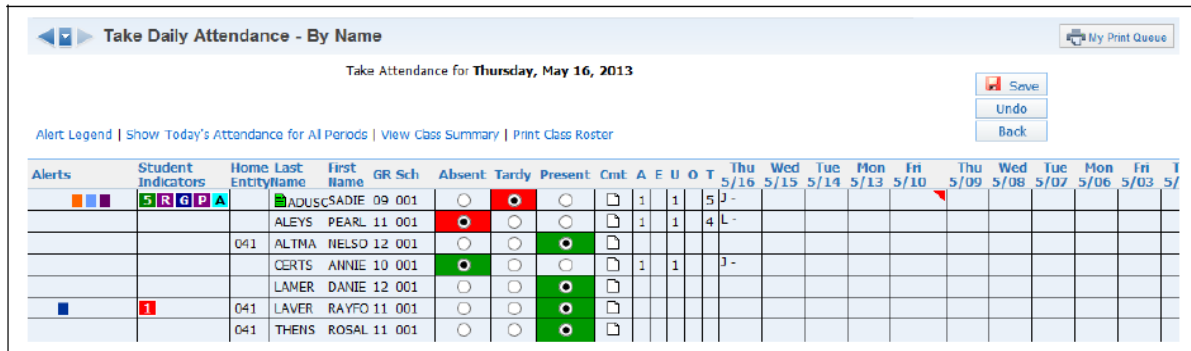
Attendance

You can take attendance through the Gradebook using either **Take Daily Attendance-By Name** or **Take Daily Attendance-By Seating Chart**. You can also take attendance by going to **Post Daily Attendance** from the Gradebook Home page.

Take Daily Attendance – By Name



Select **Take Daily Attendance - By Name** from the **Attendance** tab.



All students default to Present. Select either Absent or Tardy, as appropriate, for a student. The third option of Excused has been set up by the entity, so something like that may or may not be available to you. The entity can determine the label and the attendance that can be tracked using the third option.

Class Lunch Count (called Survey)

You must first make the survey option visible in order to see it. Click on the **SHOW SURVEYS** link at the top of the attendance page.

Survey

Survey Response My Print Queue

Survey questions for **Tuesday, May 7, 2013** Save
Undo
Back

How many students are eating hot lunch?

Grad Yr	First Middle	Last Name	Lunch Choice
Default: all blank answers to: <input type="text"/>			
2013	KRYSTINA L	AARONSONSCR	CHOICE A
2016	SADIE	ADUSCR	CHOICE B
2014	Simon	ADUSCR	SALAD BAR

The Survey (Web Applications>Educator Access Plus>Teacher Access>My Classes) is a time-saving tool for recording student responses to questions created administratively. Example: Schools often find the class survey to be an effective tool for recording and reporting hot lunch or mile-count estimates taken during the beginning of the day.

You will select the desired response to the survey question(s) and click **Save**.

Health & Important Information for Students

Student Indicators

Student Indicators allow you to view specific information about a student such as health-related issues or special education information.

Main Screen My Print Queue Back

Teacher Access Classes Events Comments Attendance Categories Grade Marks Reports Charts Display Options Quick Scoring Export

Students	Thu 05/16 Atnd Taken	Term Grade 6TH	6TH Options	6TH Music	6TH Music Sing Int	6TH Music Sing w/d	6TH Music Performa	Parti W39-T 05/16	Parti W39-T 05/16	6TH Music Recognizes	Inter W37-W 05/01	Music W38-M 05/06	Obser W39-W 05/15
1	ADUSC SADIE	Abs		I				*	*	/	-	/	^
2	ALEYS PEARL	Tar	O 91.73%	O	OM			+	+	/	-	*	+
3	ALTMAN NELSO		S 88.47%	S	S			/	+	+	+	*	*
4	CERTS ANNIE	Abs	S 73.00%	S	S			+	*	*	-	/	/M
5	LAMER DANIE* new		S 81.87%	S	S			(+)	(+)	(+)	(+)	(+)	(+)
6	LAVER RAYFO		S 88.93%	S	S			(+)	(+)	(+)	(-)	(+)	(+)
7	THEMS ROSAL		S 88.13%	S	S			/	+	+	/	*	*

The Student Indicators display on the Gradebook Main screen. You can click the indicator to view additional information about the issue. Availability of specific indicators will depend upon the Gradebook Setup by the district and security access.

! and/or (Red Name): Student has critical alert information.

My Print Queue Back ?

Student Critical Alert Information

Student: **SADIE ADUSCR**

Severely Allergic to Peanuts.