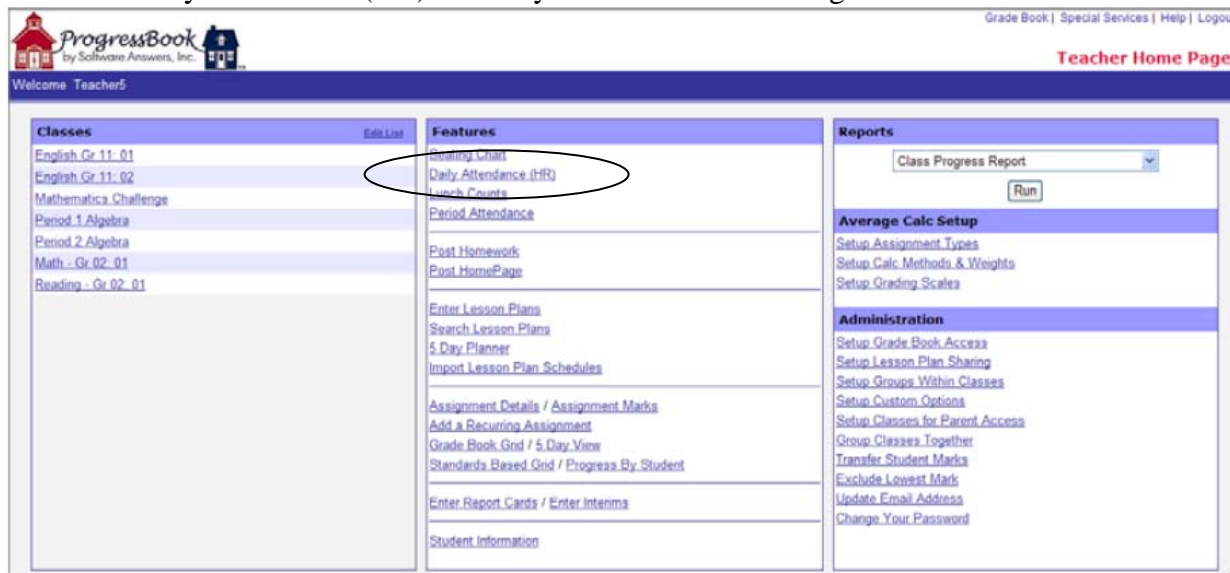



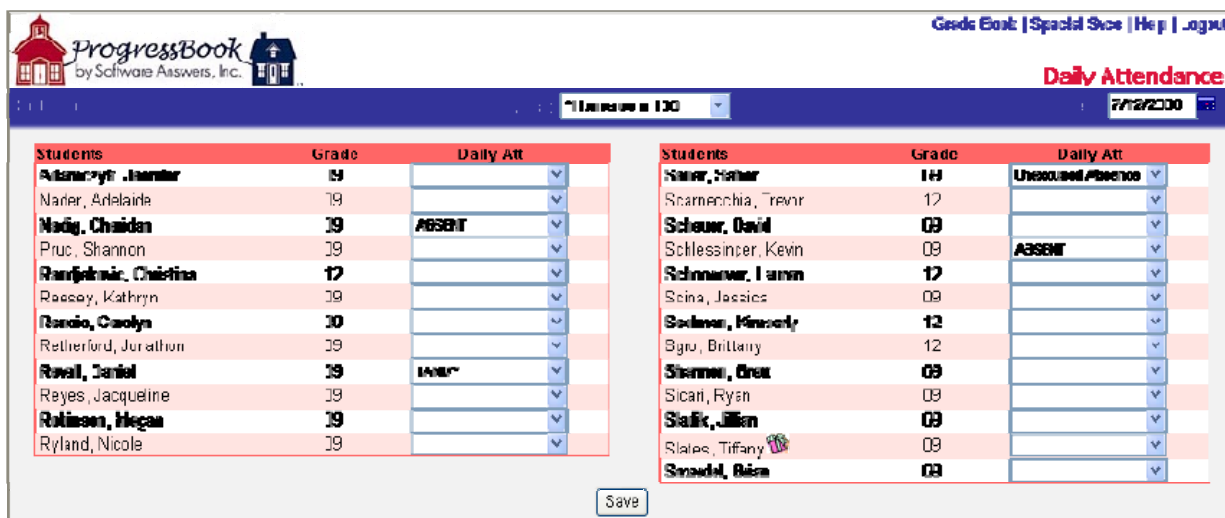
How to: Take Daily Attendance in ProgressBook

Click the Daily Attendance (HR) link on your Teacher Home Page.



Enter attendance

1. On the Daily or Period Attendance screen, select the appropriate class in the Class list.
2. Verify that **today's date** displays in the Date field. If it is not the correct date, click  to select it or type it in the field.
3. Select the appropriate **absence type** in the Attendance list. If the class is not scheduled to meet that day, "Not Scheduled" displays in the Attendance column.
4. Click Save.



5. Click Dashboard to return to the Class Dashboard.

If all students are present, simply click SAVE. This step must be completed for the office to know your homeroom has perfect attendance.