



## Attendance Overview

### To Enter Attendance

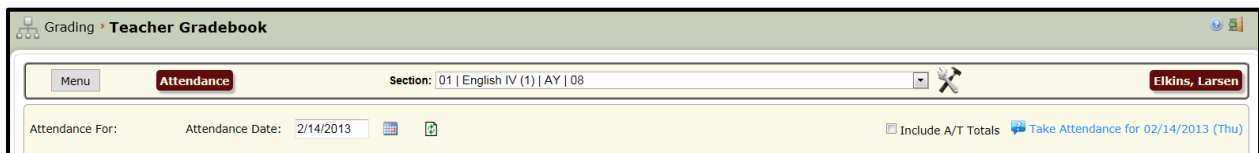
District/School Policy determines the default attendance code assigned to the Teacher Gradebook. If every student is Present, teachers **must** click the Save button for attendance to be recorded.

- **Grading > Teacher Gradebook > Menu > Attendance**

### To Enter Attendance

Select the Course/Section and Date. Click Take Attendance for ....

Excused Status entry rights are determined by District/School policy. Comments are for teachers only view.



### To Show Previous Attendance and Tardies

Click Include A/T Totals. These totals are Absences/Tardies for the selected Term only.

