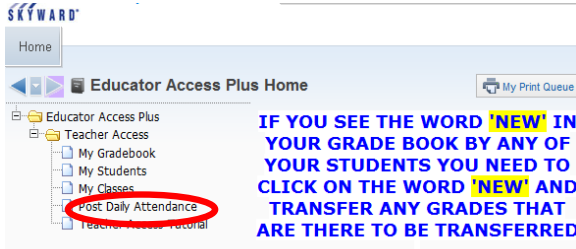


How to Post Daily Attendance

When to use: This process would be used to post daily attendance in gradebook.

1. Login to Skyward Gradebook.
2. Click on **Post Daily Attendance**



3. Select the class you would like to post attendance for and then select how you would like to post attendance under **Attendance Options**. For this example, we will be using **By Name**.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options		
MAT	MA	1 - 6	1	1 3	MA201 / 02	Geometry	By Name	By Seating Chart	Assign Seats
MAT	MAA	1 - 6	2	12	MA202 / 01	Geometry PAP	By Name	By Seating Chart	Assign Seats
MAT	MA	1 - 6	3	1 3	MA401 / 09	ALGEBRA II	By Name	By Seating Chart	Assign Seats
MAT	MA	1 - 6	4	12	MA201 / 04	Geometry	By Name	By Seating Chart	Assign Seats
MAT	MA	1 - 6	4	12	MA205 / 02	Geometry Co	By Name	By Seating Chart	Assign Seats
MAT	MA	1 - 6	5	1 3	MA201 / 05	Geometry	By Name	By Seating Chart	Assign Seats
MAT	MA	1 - 6	6	12	MA201 / 03	Geometry	By Name	By Seating Chart	Assign Seats

4. Select the appropriate option for each student in the **Absent, Tardy or Present** fields.

GR	Absent	Tardy	Present
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>