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

Ś K Y W A R D'	
Home	
Educator Access Plu	s Home
Educator Access Plus Cacher Access My Gradebook My Students My Classes	IF YOU SEE THE WORD 'NEW' IN YOUR GRADE BOOK BY ANY OF YOUR STUDENTS YOU NEED TO CLICK ON THE WORD 'NEW' AND TRANSFER ANY GRADES THAT ARE THERE TO BE TRANSFERRED

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	13	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	13	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	13	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.

<u>GR</u>	Absent	Tardy	Present '	A (
10	0	0	•	
10	0	0	•	
10	0	0	•	
11	0	0	•	
10	0	0	•	
10	0	0	•	
10	0	0	•	
10	0	0	•	
R 09	0	0	0	
10	0	0	0	
10	0	0	0	
09	0	0	0	
11	0	0	0	
10	0	0	0	
10	0	0	•	
10	0	0	•	