Attendance Tutorial

1- Log on to Skyward, and on your main home page click on "Teacher Access"



2- From the drop down menu, click on "Post Daily Attendance – DA"

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3- On the opened page, make sure that you select "Classes: Meeting Today" & "View: Class"



4- Under Attendance Options, Click "By Name"

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5- Take Your attendance as needed, then just click "Save"

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