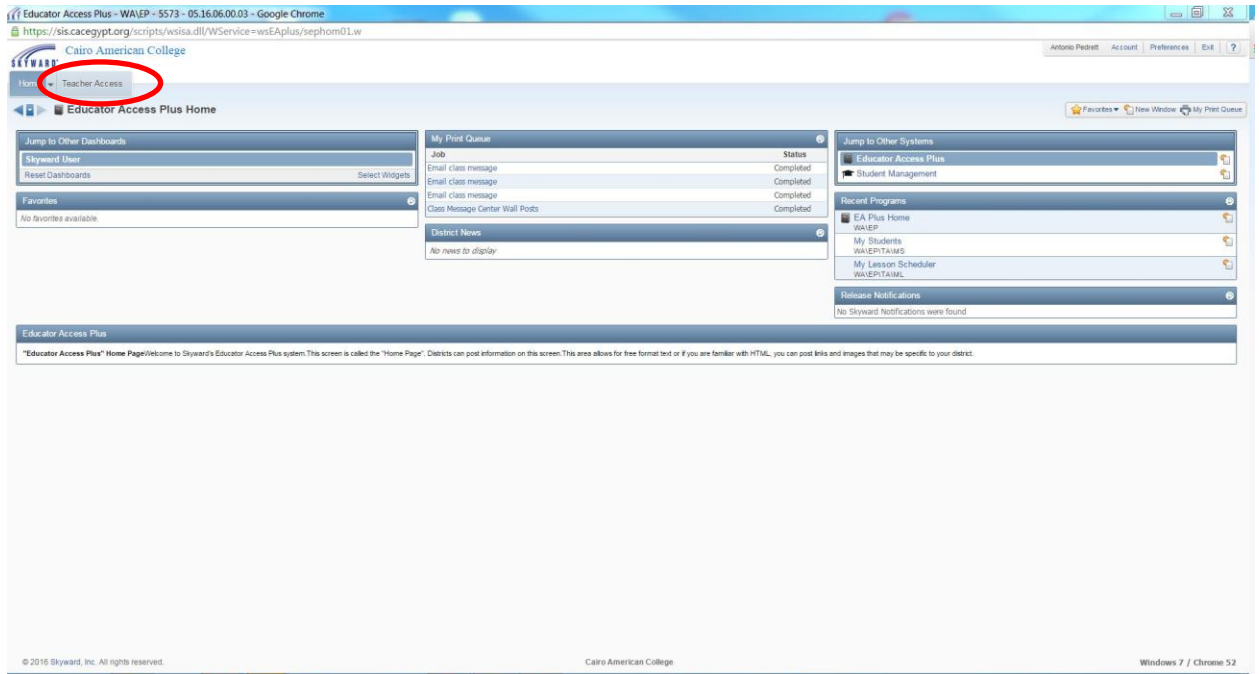
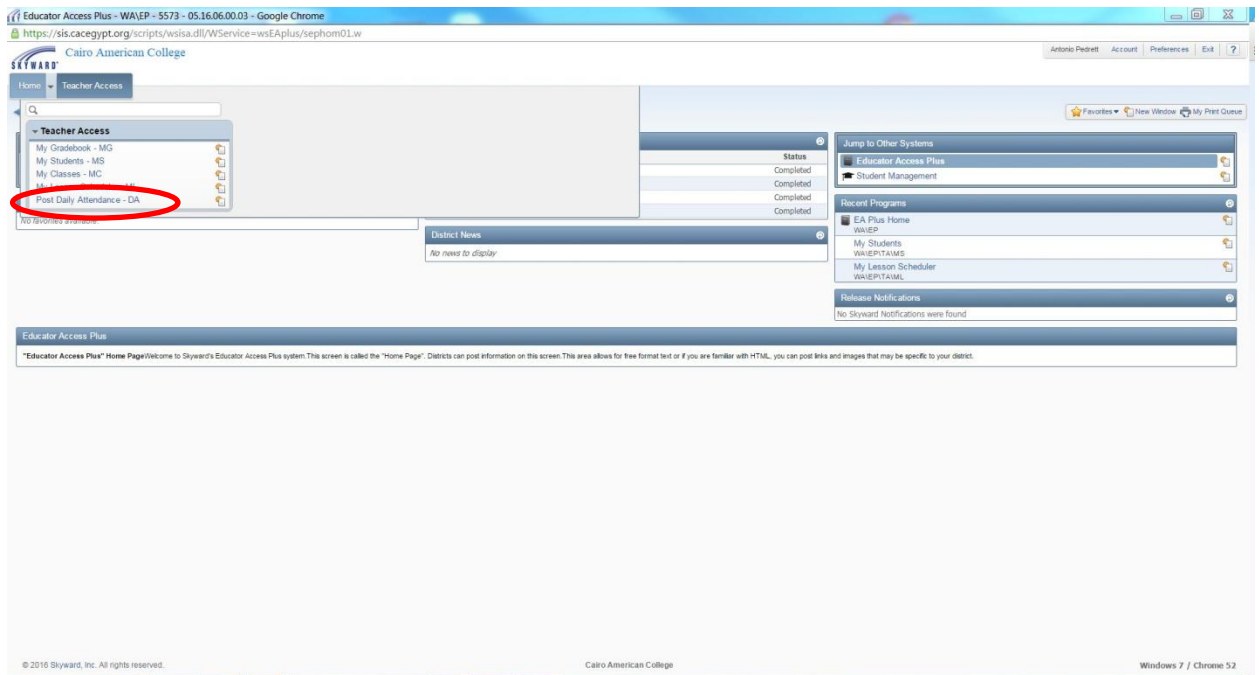


Attendance Tutorial

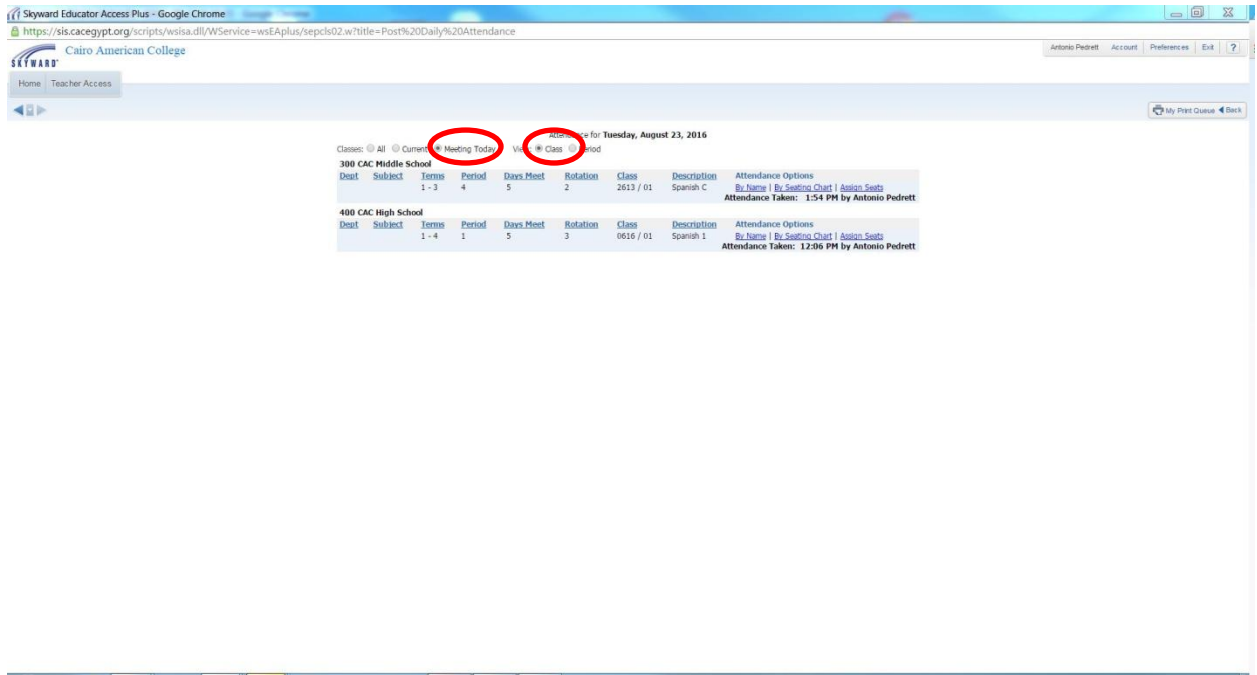
- 1- Log on to Skyward, and on your main home page click on “Teacher Access”



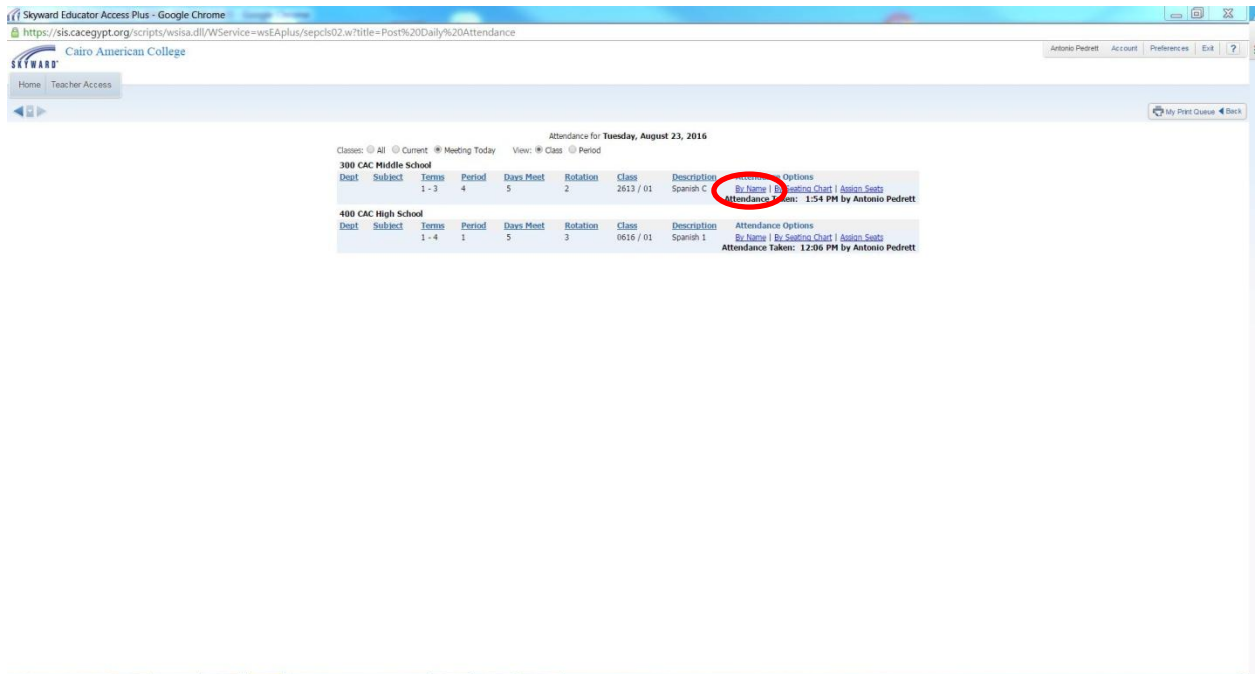
- 2- From the drop down menu, click on “Post Daily Attendance – DA”



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



- 4- Under Attendance Options, Click “By Name”



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

The screenshot shows the Skyward Educator Access Plus web application. The page title is "Take Daily Attendance - By Name" and the date is "Tuesday, August 23, 2016". The interface includes a navigation menu with "Home" and "Teacher Access". A "Save" button is circled in red in the top right corner of the main content area. Below the navigation, there are links for "Alert Legend", "Show Today's Attendance for All Periods", "View Class Summary", and "Print Class Roster".

Alerts	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count	Tue 8/23	Mon 8/22	Sun 8/21	Thu 8/19	Wed 8/17
	Abdelhamed	Nada Elmawaly	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Diab	Salah El Din Tawfik	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Ghosh	Sangya	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Ghosh	Soukanya	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Hassamain	Youssef Tarek	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Haydi	Jana Tarek	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Hussen	Mahmoud Omar	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Lanka	Harshith	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Rad	Taimour Sharif	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>						W -	W -
	Shama	Abdulrah Yasser	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							
	Vallaseary	Urmilla Bini	08	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>							