TAKING ATTENDANCE BY LIST

1. Click **Attendance**.
   The attendance options display.
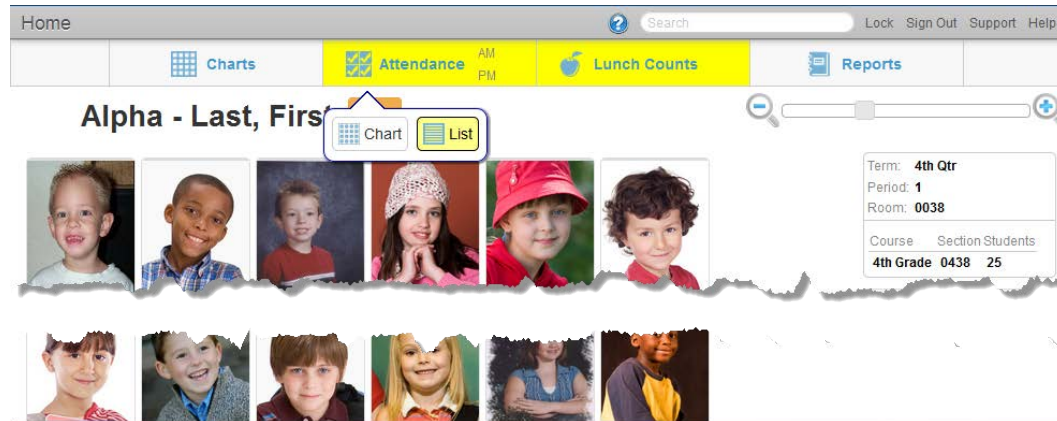

Figure 3.6 - TeacherVUE Home screen

2. Click **List**.
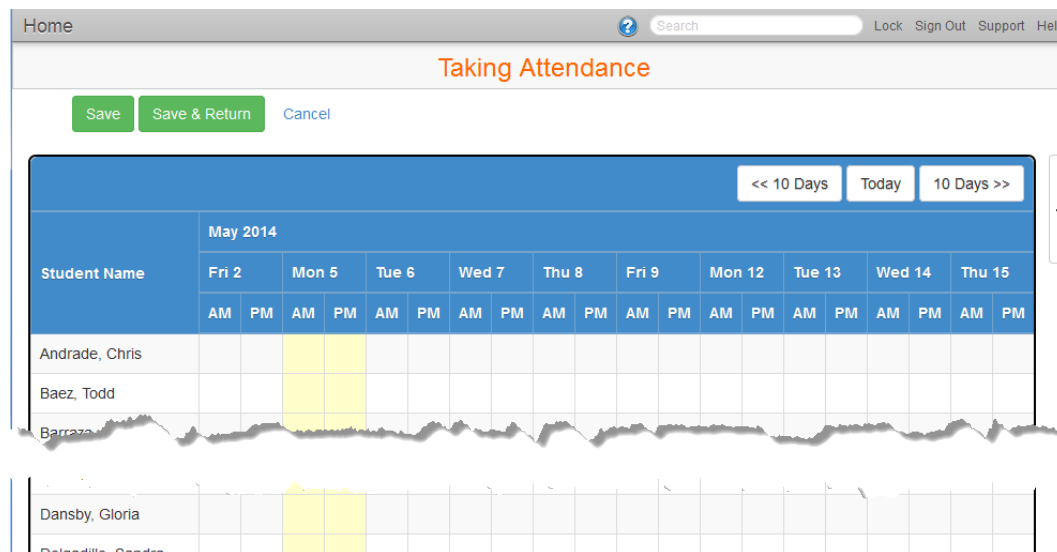   The Taking Attendance screen displays.

Figure 3.7 - Taking Attendance screen - List

3. Select the appropriate date.

> **Note -** Depending on your district settings, you may be allowed to record attendance for past and future days.

4. Click on the student's row under the correct date to toggle through attendance reasons. Only mark students who are absent or tardy. All unmarked students are considered present. The color-coded and abbreviated reason code displays.

Figure 3.8 - Taking Attendance screen - list

> **Note -** The Reason Types legend displays the color-coded absence types, along with the current students assigned the type.

5. Click **Save**.

    OR

    Click **Save & Return**.
    You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark indicating that attendance has been taken today.