

TAKING ATTENDANCE BY LIST

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

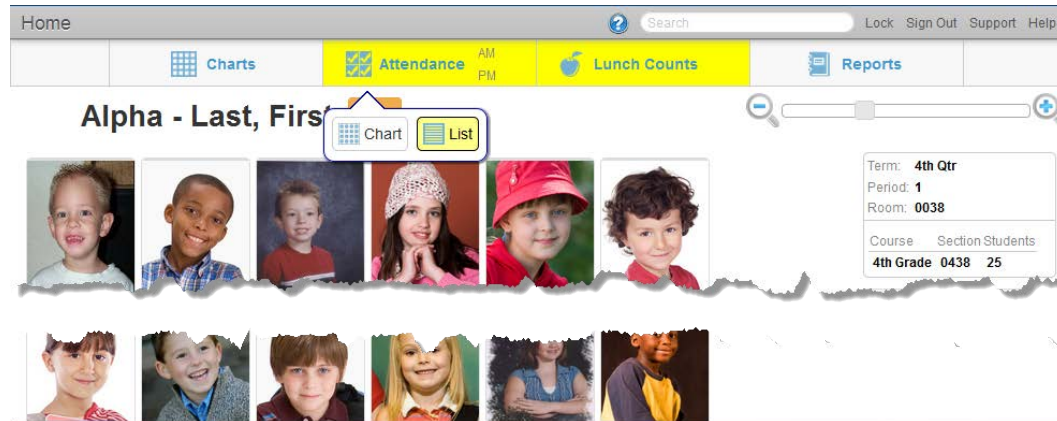


Figure 3.6 - TeacherVUE Home screen

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

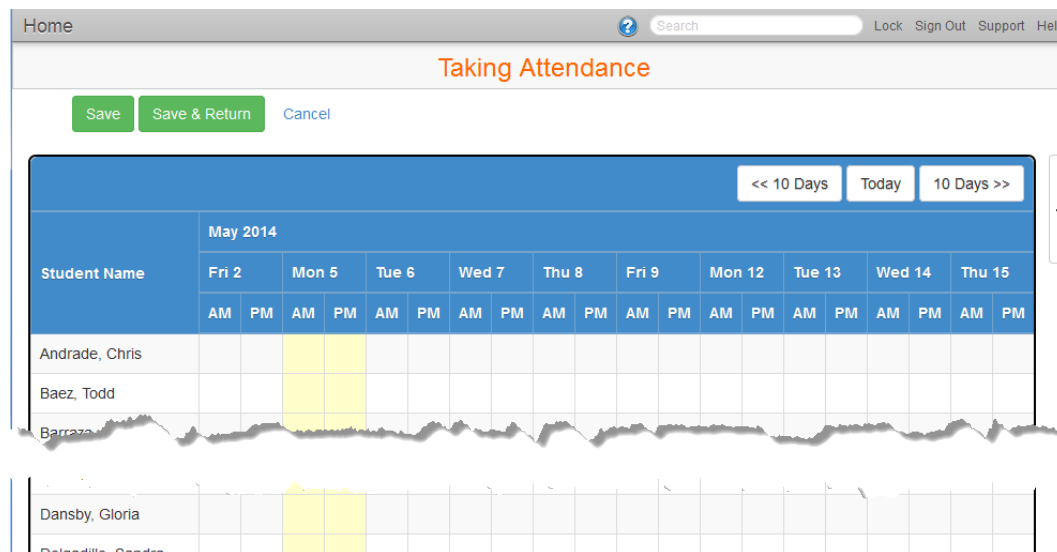


Figure 3.7 - Taking Attendance screen - List

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.

Home ? Search Lock Sign Out Support Help

Taking Attendance

Save Save & Return Cancel

<< 10 Days

Term: 4th Qtr
Period: 1
Room: 0038

Course: 4th Grade 0438 25
Section Students

Reason Types

Unverified: 1 Unv

Andrade, Chris

Tardy: 1 UT

Cabrera, Joshua

Excused: 1 Act

Barthlow, Cheryl (Activity)

Unexcused: 0

Student Name	May 2014															
	Fri 2		Mon 5		Tue 6		Wed 7		Thu 8		Fri 9		Mon 12		Tue 13	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	
Andrade, Chris			Unv													
Baez, Todd																
Barraza, Ronald																
Barthlow, Cheryl				Act												
Beltran Del Rio, Jason																
Beltran, Gary																
Cabrera, Joshua				UT												
Charley, Rose																
Contreras, Craig																

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.