


## Attendance Quick Reference

 Steps	
10m	<b>Teachers take attendance</b>
20m	<p><b>Office verifies attendance submitted</b> From the Start Page ...</p> <ul style="list-style-type: none"> <li>▪ Click "Reports"</li> <li>▪ Click "Run Reports"</li> <li>▪ Click "PowerGrade Attendance"</li> <li>▪ Set Processing Options to "In background now"</li> <li>▪ Click Report-Running icon to view report queue</li> <li>▪ When report ready, click on name of report to open</li> </ul> <p><b>Follow-up w/ teachers who have not submitted</b></p>
30m	<p><b>Print Daily Attendance Report</b> From the Start Page ...</p> <ul style="list-style-type: none"> <li>▪ Click "Absentee Report"</li> <li>▪ Set Attendance Mode to "Daily" and set other options</li> <li>▪ Select "Include Verification Line"</li> <li>▪ Click "Submit"</li> <li>▪ Click "File &gt; Print"</li> </ul>
45m	<b>Call families/teachers</b>
50m	<p><b>Update attendance codes in PS</b> From the Absentee Report ...</p> <ul style="list-style-type: none"> <li>▪ Select "Functions"</li> <li>▪ Click "Counselor's Screen"</li> <li>▪ Choose "Attendance" from "Which Screen ..." pop-up menu</li> <li>▪ Click "Submit"</li> <li>▪ Click through last names to update with codes</li> </ul>
60m	<b>Print revised Daily Attendance Report</b>
70m	<p><b>Print Attendance Management Reports</b> From the Start Page...</p> <ul style="list-style-type: none"> <li>▪ Click "Reports"</li> <li>▪ Click "Run Reports"</li> <li>▪ Select particular report needed</li> <li>▪ Select "All Students"</li> <li>▪ Follow the steps prompted for each report</li> </ul>