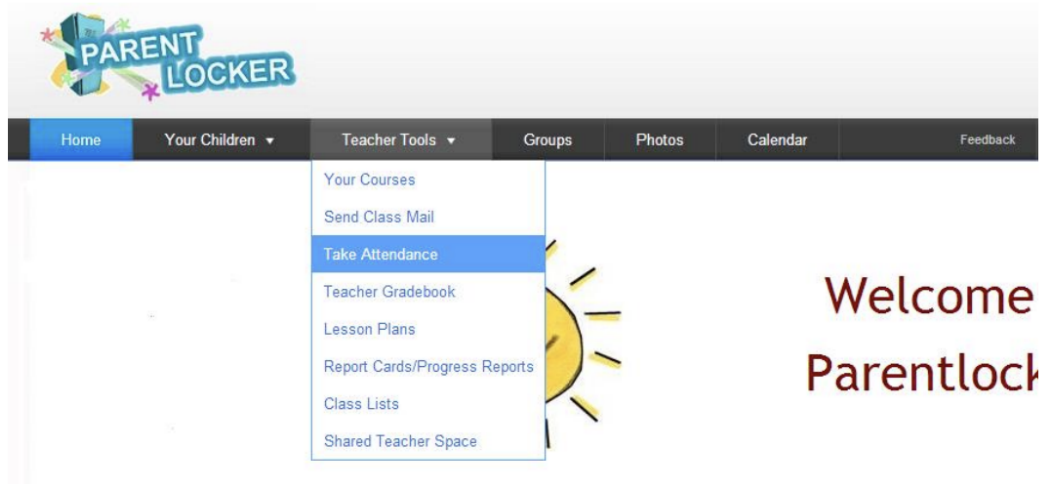


Taking Attendance

You will be using ParentLocker to record daily attendance. Follow these steps to get started.

1. Under “Teacher Tools” on the top navigation bar, click **“Take Attendance.”**

The Attendance page will open up and default to today’s date.



2. On the left side of the page, select that period's class.

 **Thursday, August 14, 2014**

Thursday Courses	Select a course from the list to 1
8G Science 8:45-9:20	
6G Science 10:05-10:35	
6B1 Science 10:40-11:15	
6B2 Science 12:45-1:30	
7B Mathematics 1:30-2:15	

3. Mark any attendance issues by clicking the appropriate box next to each student’s name.

Wednesday Courses
8th Math
9:25-10:00
6th Grade Math
7th Grade Math
California History

6th Grade Math (Mr. Juno) | August 13th, 2014

Print

Rebbeca Apple	Present	Tardy	Absent	Notes...
Hannah Frank	Present	Tardy	Absent	Sick
Sarah Kant	Present	Tardy	Absent	Notes...
Sunny Kant	Present	Tardy	Absent	Notes...
Zach Silverlake	Present	Tardy	Absent	Notes...
Matt Stark	Present	Tardy	Absent	Notes...
Debbie Talmud	Present	Tardy	Absent	Notes...
Sarah Zacks	Present	Tardy	Absent	Drs Appt

Save Attendance

- Click **“Save Attendance”** at the bottom to save the attendance records.
Don’t forget to click Save at the bottom!

Revision #1

Created 29 July 2024 19:07:29 by Matthew Goldflam

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