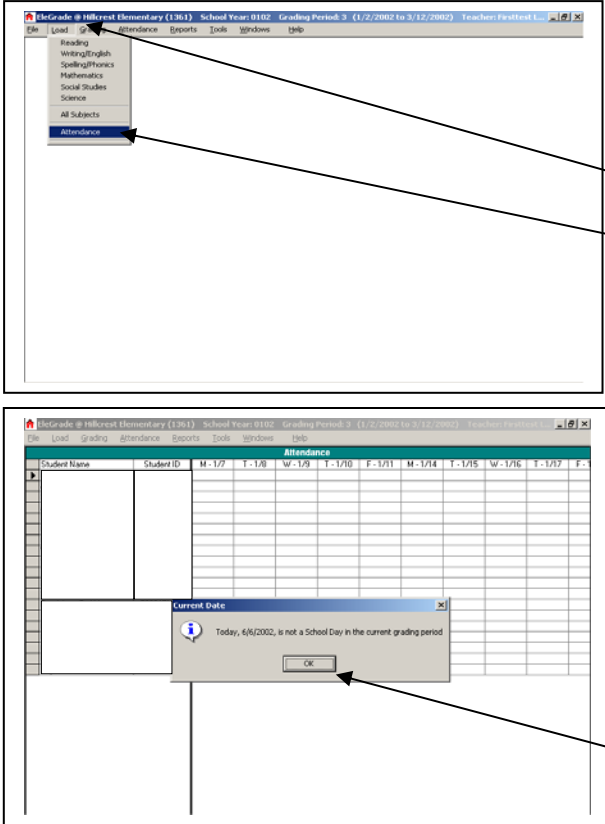
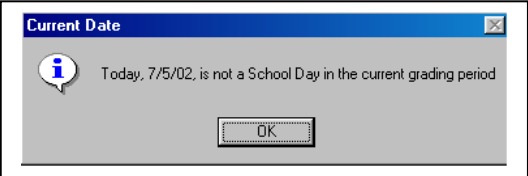
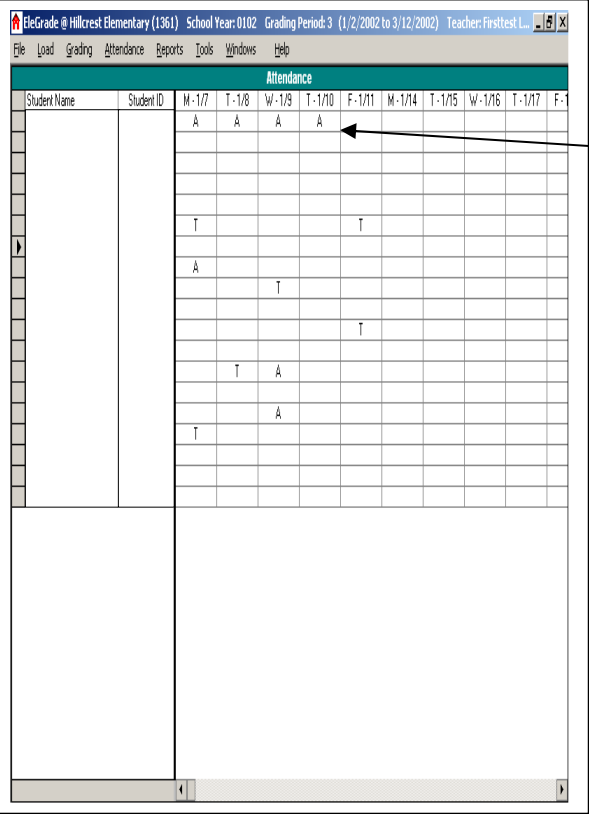
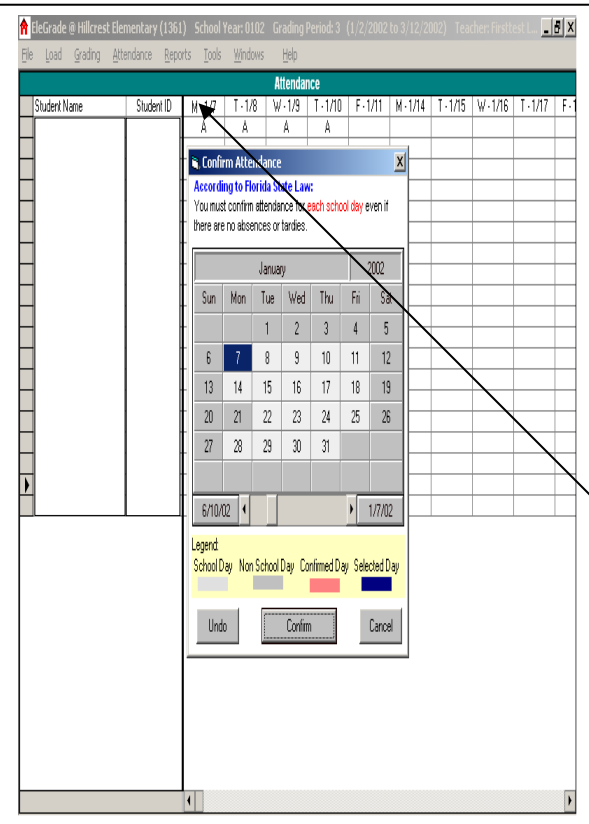
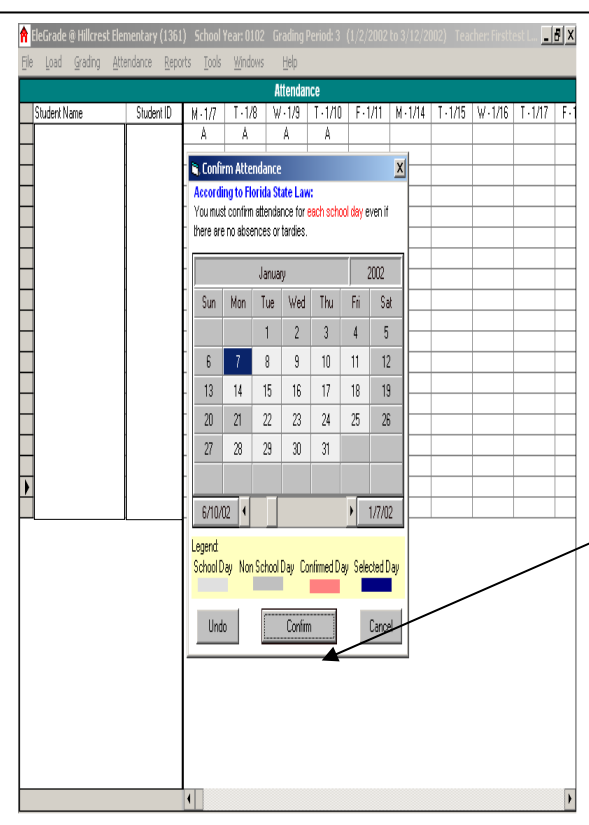


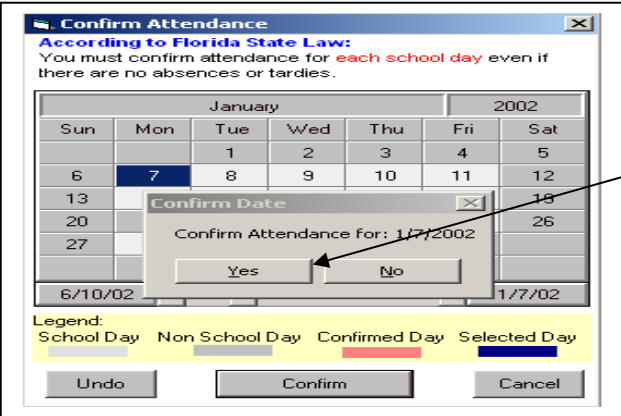
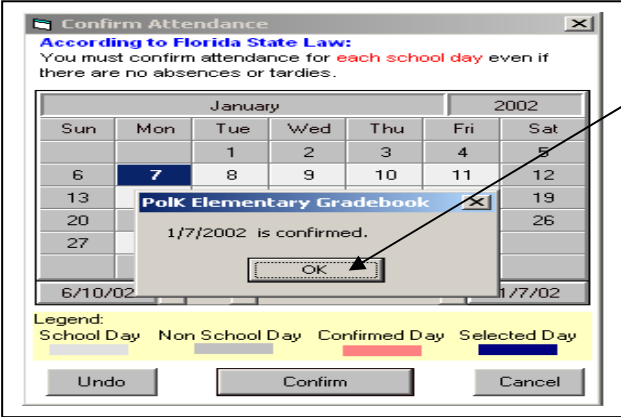
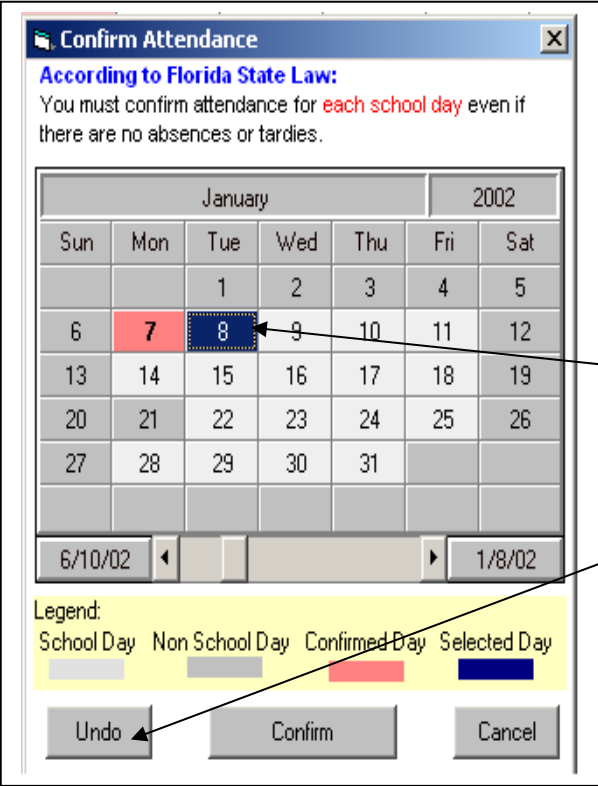
EleGrade - Entering/Confirming Attendance

Steps	Screen Displayed	Procedures
1		<p><u>Entering Attendance</u></p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none"> • Click Load • Click Attendance <p><u>If the Current Date is not within the Grading Period in the user's setting</u></p> <p>The following Message is displayed.</p>  <p>Refer to Chapter 2-2, Step 4 to change Grading Period</p> <ul style="list-style-type: none"> • Click OK
2		<p>The Attendance screen is displayed.</p> <p><u>To Record an Absence or Tardy</u></p> <ul style="list-style-type: none"> • Click Inside the Desired Date field for the student • Enter an A for Absent • Enter a T for Tardy • Enter a U for Unexcused* • Enter an S for Out of School Suspension • Enter a X for Unexcused Tardy <p><u>*Note: U is a PCSB code used for truancy purposes.</u></p> <p><u>No Attendance Code is necessary for a student who is Present.</u></p> <p style="text-align: center;"><u>(Blank = Present)</u></p>

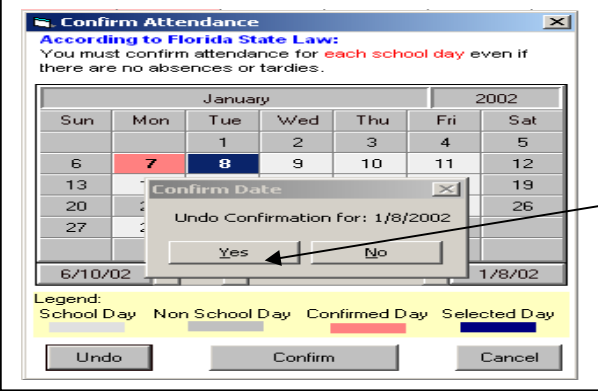
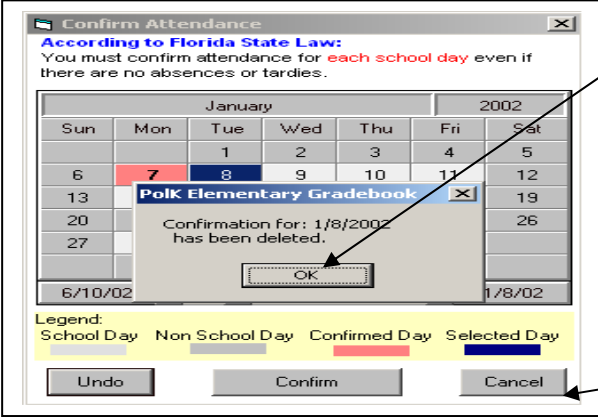
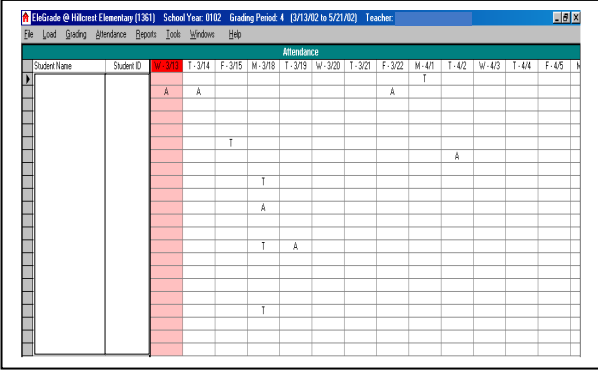
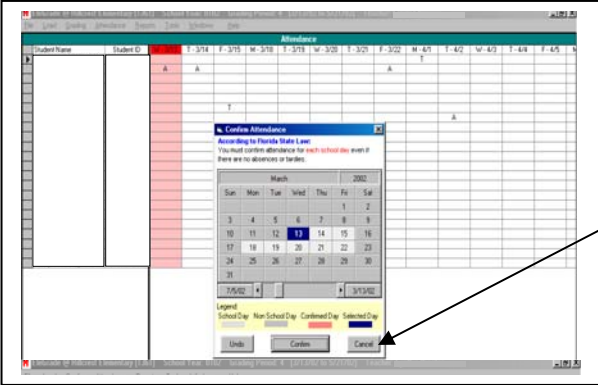
EleGrade - Entering/Confirming Attendance

Steps	Screen Displayed	Procedures
3		<p><u>Confirming Attendance</u></p> <p><u>Important: To Comply with the State of Florida’s Electronic Attendance Regulations, you must Confirm Attendance for each school day, even if no Absences or Tardy codes have been entered.</u></p> <p><u>To Confirm Attendance from the Attendance screen</u></p> <p>Click the Header Date for the day you want to confirm</p>
4		<p>The Confirm Attendance screen is displayed, <i>highlighting</i> the Header Date that you selected.</p> <p><u>To Confirm the Attendance</u></p> <p>Click Confirm</p>

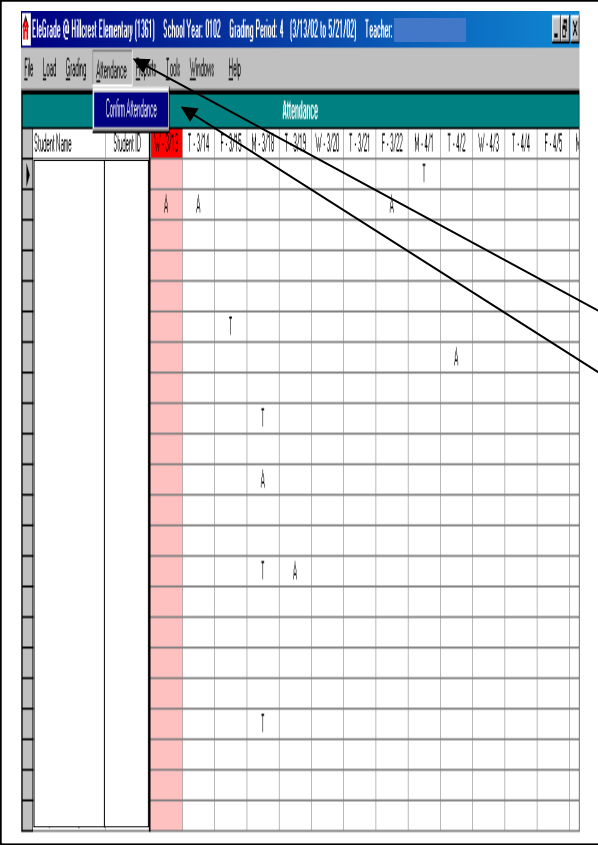
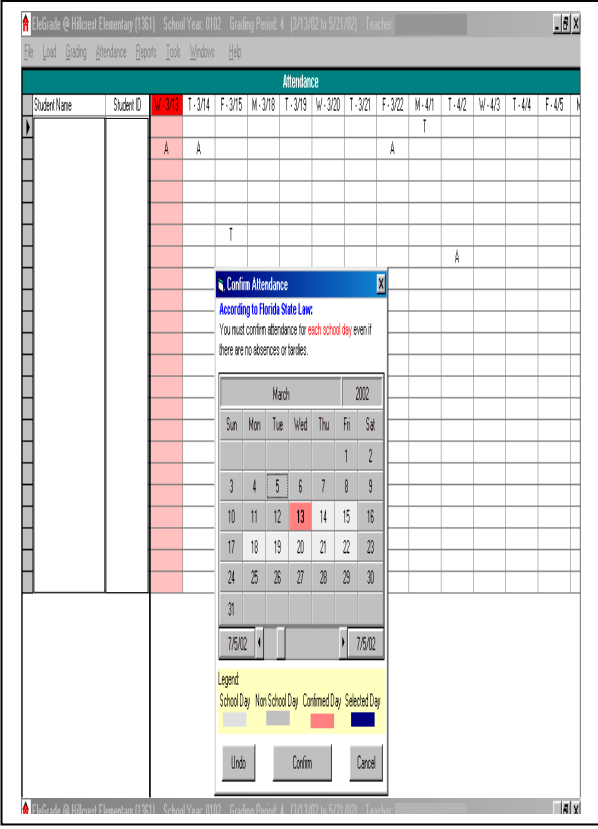
EleGrade - Entering/Confirming Attendance

Steps	Screen Displayed	Procedures
5	 	<p><u>On the Confirm Date Window</u></p> <ul style="list-style-type: none"> Click Yes to Confirm the Attendance <p><u>Note: The Grid Cells for the selected date will become Pink (see the Color Code Legend).</u></p> <p><u>On the Information Window</u></p> <ul style="list-style-type: none"> Click OK Select Another Date from the Confirm Attendance Window to continue Repeat Step 5 to continue Confirming Attendance
6		<p><u>To Edit or Change an Attendance entry</u></p> <p><u>Once an Attendance has been Confirmed, it cannot be Edited until the Confirmation has been undone.</u></p> <p><u>To Undo Confirmation</u></p> <ul style="list-style-type: none"> Select the Day/Date you need to edit Click Undo <p><u>Note: No Attendance/Tardy information will be undone (deleted) only the confirmation.</u></p>

EleGrade - Entering/Confirming Attendance

Steps	Screen Displayed	Procedures
7	 	<p><u>On the Confirm Date Window</u></p> <ul style="list-style-type: none"> Click Yes to Undo the Confirmation <p><u>On the Information Window</u></p> <ul style="list-style-type: none"> Click OK <p><u>Note: The Grid Cell will become white (see Color Code Legend).</u></p> <p>The Confirmation has been undone (No Attendance/Tardy information has been deleted).</p> <ul style="list-style-type: none"> Click Cancel to continue
8	 	<p>The Attendance Screen is displayed.</p> <ul style="list-style-type: none"> Repeat Step 2 to Record an Absence or Tardy <p><u>Once the Edit/Change has been made</u></p> <ul style="list-style-type: none"> Repeat Steps 3 through 5 to Confirm the Change in Attendance Click Cancel to leave the Confirmation Window

EleGrade - Entering/Confirming Attendance

Steps	Screen Displayed	Procedures								
9		<p>There is another method to Open the Confirm Attendance screen.</p> <p>Once the Attendance Grid is loaded</p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none"> ● Click Attendance ● Click Confirm Attendance <p>The Confirm Attendance screen is displayed.</p>								
10		<p><u>Use the Search Arrows to Locate the Date to Confirm</u></p> <p>Refer to the Color Code Legend to identify the School Day, Non-School Day, Confirmed Day, and Selected Day.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Legend:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">School Day</td> <td style="width: 25%;">Non School Day</td> <td style="width: 25%;">Confirmed Day</td> <td style="width: 25%;">Selected Day</td> </tr> <tr> <td style="text-align: center;">[White Box]</td> <td style="text-align: center;">[Grey Box]</td> <td style="text-align: center;">[Red Box]</td> <td style="text-align: center;">[Blue Box]</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Undo"/> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/> </p> </div> <ul style="list-style-type: none"> ● Repeat Steps 4 through 5 to Confirm Attendance ● Repeat Steps 6 through 8 to Undo an Attendance Confirmation and return to the Attendance Screen to Change an Entry and Re-Confirm the Attendance for the Date Edited 	School Day	Non School Day	Confirmed Day	Selected Day	[White Box]	[Grey Box]	[Red Box]	[Blue Box]
School Day	Non School Day	Confirmed Day	Selected Day							
[White Box]	[Grey Box]	[Red Box]	[Blue Box]							