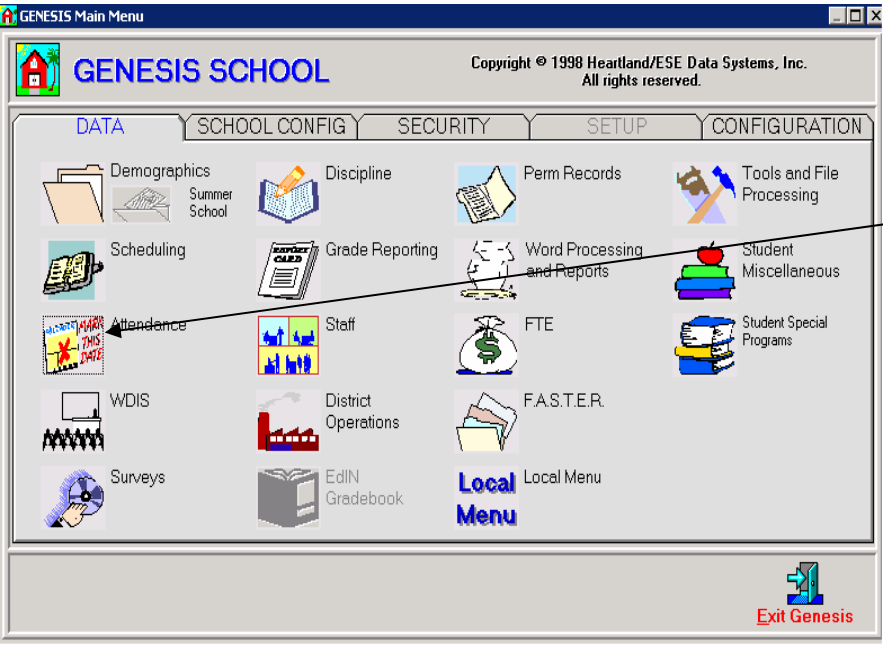
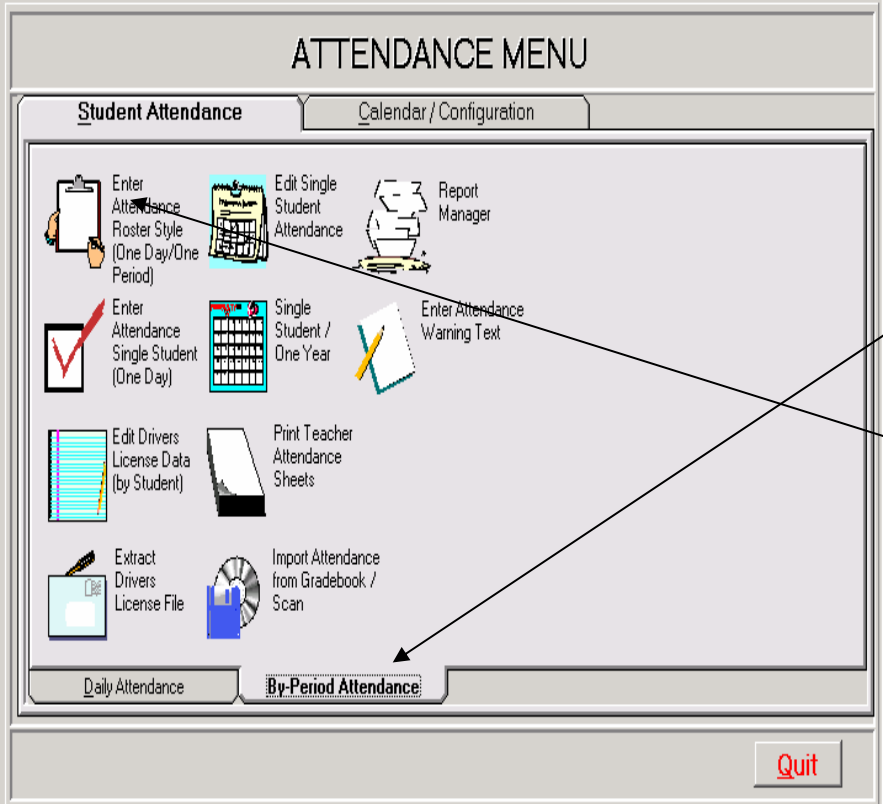
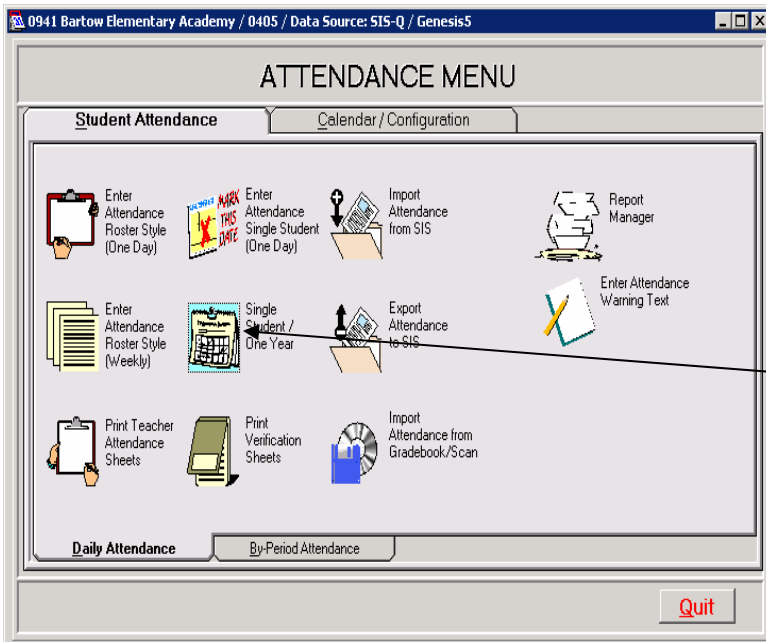


Genesis Attendance By Period Attendance Roster Style – One Day

Steps	Screen Displayed	Procedures
<p>1</p>		<p>Click on the 'Attendance' Icon</p>
<p>2</p>		<p>Click on 'By-Period Attendance'</p> <p>Click on 'Enter Attendance Roster Style'</p>

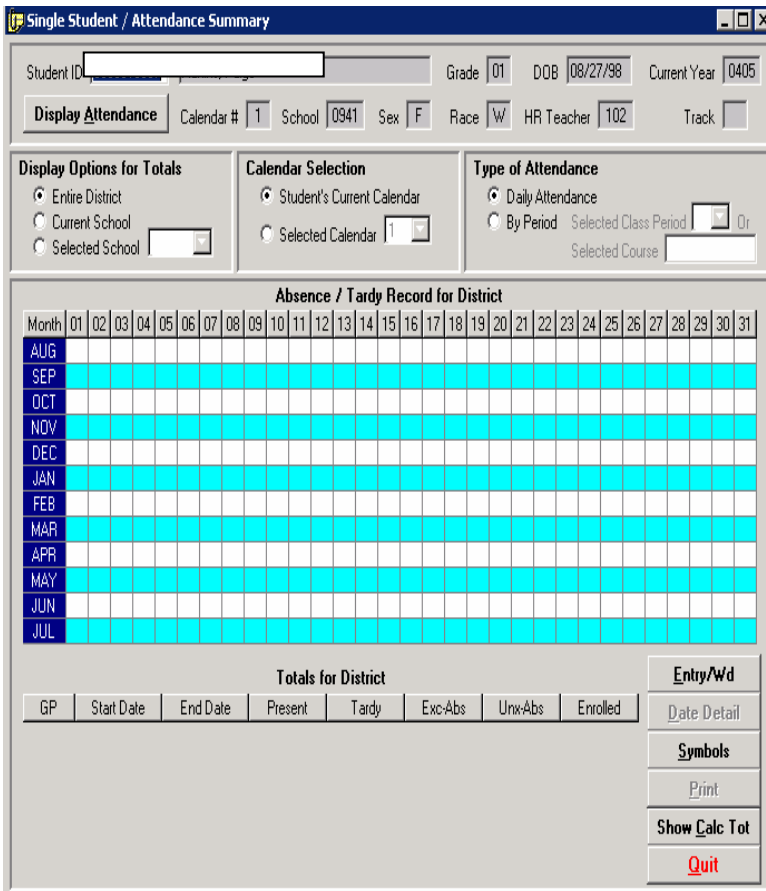
Genesis Attendance By Period Attendance Roster Style – One Day

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> ▪ Select a 'Date' ▪ Select a 'Term' ▪ Type in 'Course No.' and 'Sect No.' <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ▪ Type in 'Period' and Select a 'Course' ▪ Click 'Start' (After this a list of your students will appear) ▪ Then put the Attendance codes on. <p>Attendance Codes:</p> <ul style="list-style-type: none"> 0 = Absent excused 1 = Absent Unexcused 2 = Out of School Suspension 3 = Tardy excused 4 = Tardy Unexcused <ul style="list-style-type: none"> ▪ Once you move off the line of a student the Attendance will automatically be saved. ▪ Click 'Quit'



To view Attendance:

- Click on 'Single Student/ One Year'



- This screen will give you a view of a single student's attendance history.