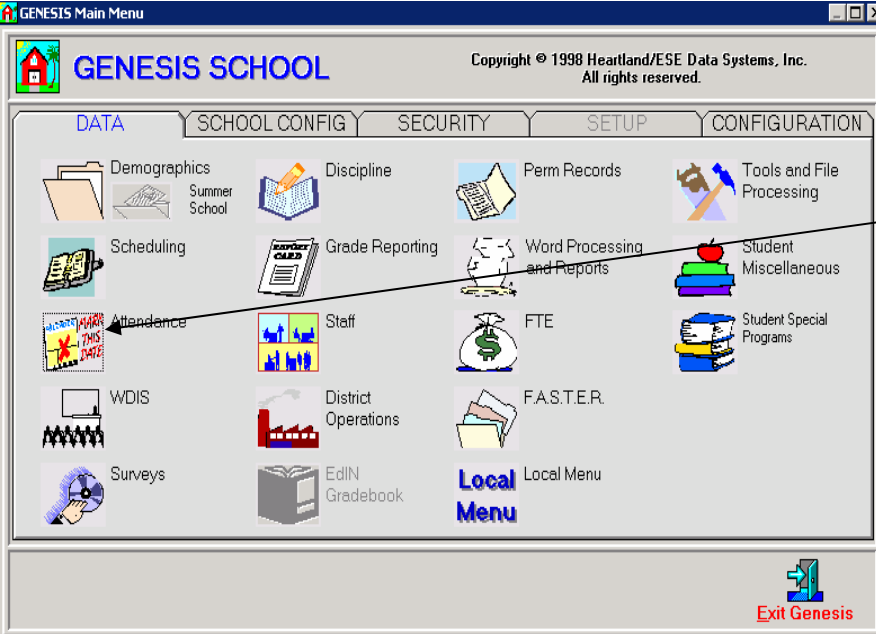
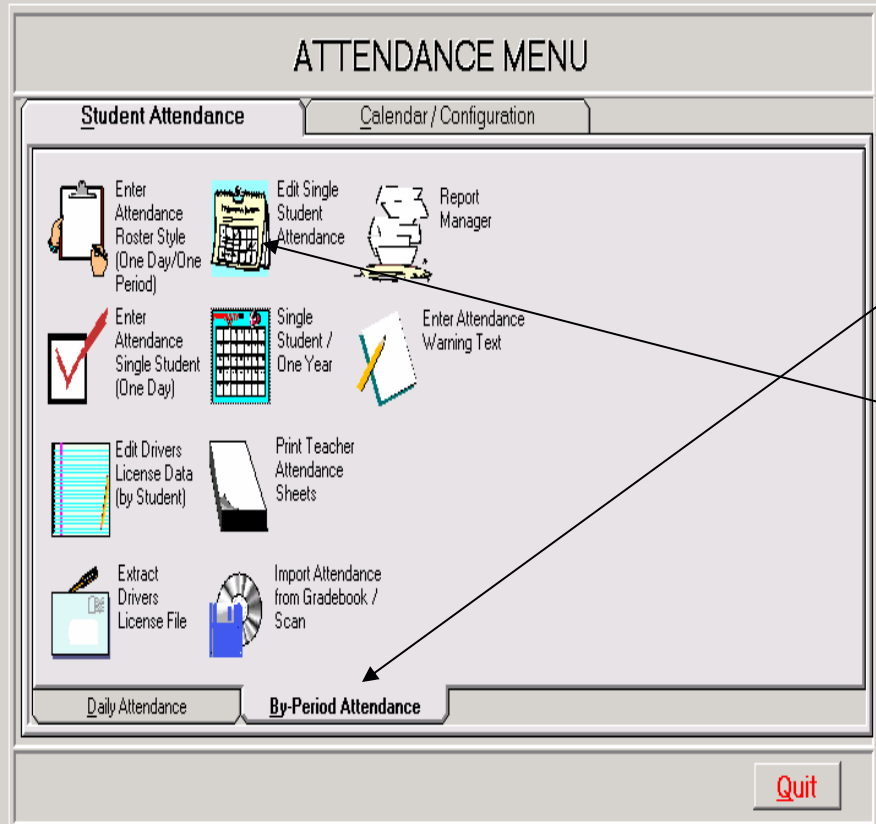


Genesis Attendance Single Student – By Period

Steps	Screen Displayed	Procedures
1		<p>Click on the 'Attendance' Icon</p>
2		<p>Click on 'By Period Attendance'</p> <p>Click on 'Edit Single Student Attendance'</p>

Genesis Attendance Single Student – By Period

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> ▪ Type in 'Student ID' and Select 'Calendar' ▪ Select 'Date Range'. This is the period of time that you wish to input on this Student. ▪ Click 'Start'. The dates selected will appear and the periods ▪ Type in the 'Attendance Codes' on the date and period. <ul style="list-style-type: none"> ▪ Attendance Codes: <ul style="list-style-type: none"> 0 = Absent excused 1 = Absent Unexcused 2 = Out of School Suspension 3 = Tardy excused 4 = Tardy Unexcused ▪ Click 'Next Student' to type in a new student number ▪ If you want to Print this information, Click 'Print' ▪ Click 'Quit'