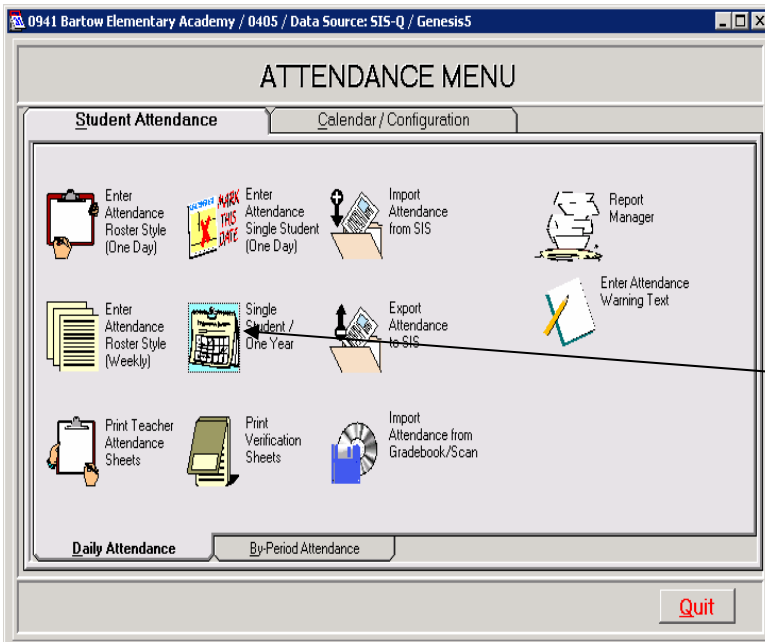


Genesis Attendance Daily Attendance Roster Style - Weekly

Steps	Screen Displayed	Procedures
<p>1</p>		<p>Click on the 'Attendance' Icon</p>
<p>2</p>		<p>Click on 'Enter Attendance Roster Style (Weekly)'</p>

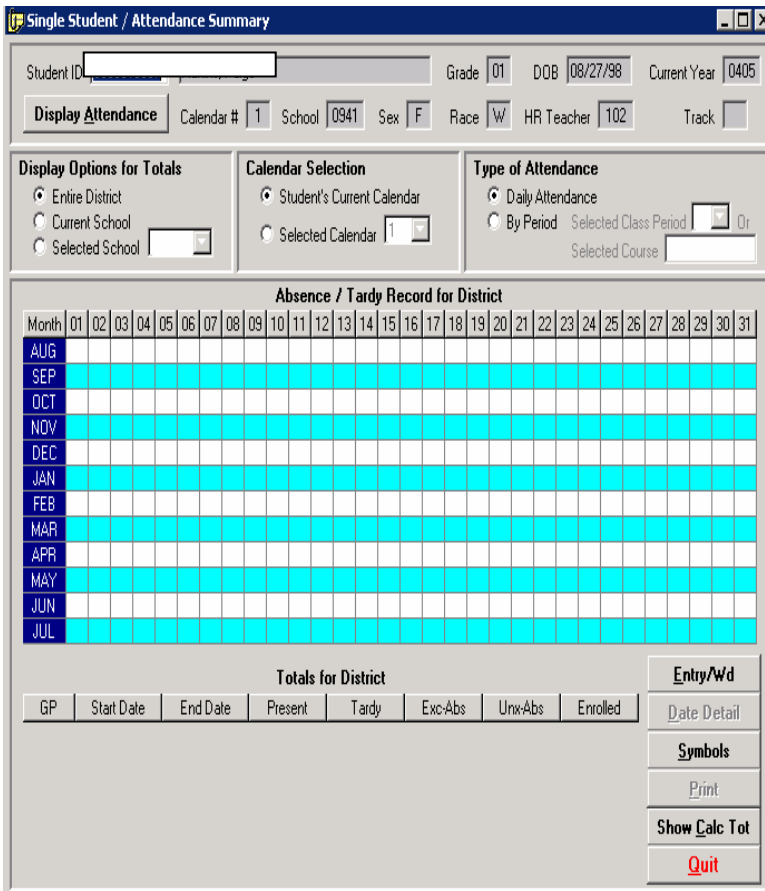
Genesis Attendance Daily Attendance Roster Style - Weekly

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> ▪ Select a 'Date' (This date must be the first day of the week for that week) ▪ Select a 'Homeroom Teacher' ▪ Select how many 'Weeks' ▪ A list of kids will appear. ▪ Then put the Attendance codes on. ▪ 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 ▪ Once you move off the line of a Student the Attendance is already 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.