

Genesis Attendance Ele-Grade Attendance Import

Steps	Screen Displayed	Procedures
1		<p>Click on the Attendance icon</p>
2		<p>Click on the Import Attendance from Gradebook/Scan icon</p>

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Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> • Select EleGrade Attendance Import • Select a Grading Period
4		<p>After selecting the Grading Period a Confirmation box will appear.</p> <ul style="list-style-type: none"> • Click the Yes button <p>If the process is done correctly, you will receive a message, “Database import successful. Counts in the ‘Totals’ fields below”</p> <ul style="list-style-type: none"> • Click the OK button