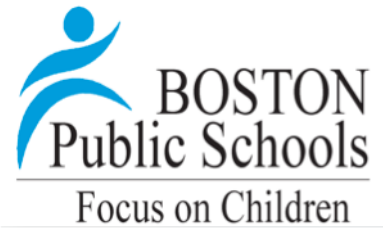


Student Attendance Totals, Trends, and Patterns



The following instructions will show classroom teachers how to view your homeroom attendance as a grid or view an individual student attendance grid.

1. Click on the **Attendance** tab.
2. Click on the **Trends** side tab on the left side. You can view this same grid for your class attendance by clicking on the “Class” side-tab and then clicking on “Trends”
3. A grid will display your homeroom or class roster with any absence or tardy shown. You can change the time shown by clicking on the **Filter** icon and selecting a different date range.
4. To see an individual student (with their total attendance), click on their name and a year’s attendance grid will display.
5. On the right side, their monthly totals will be displayed and their yearly attendance summary will be displayed on the **bottom right**.