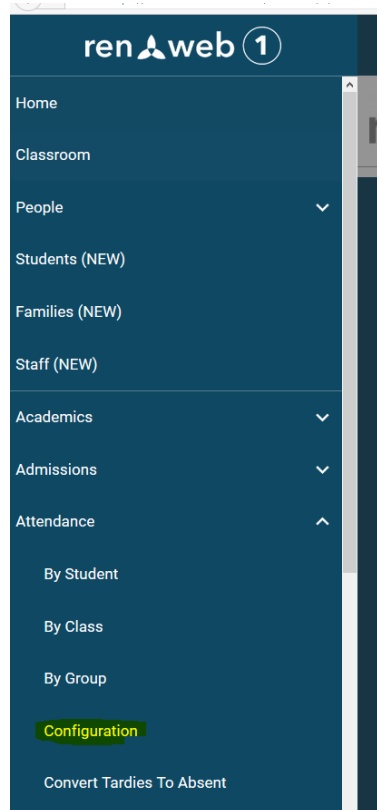


How to Run Day Attendance

Complete these steps if attendance is not showing up on Report Card

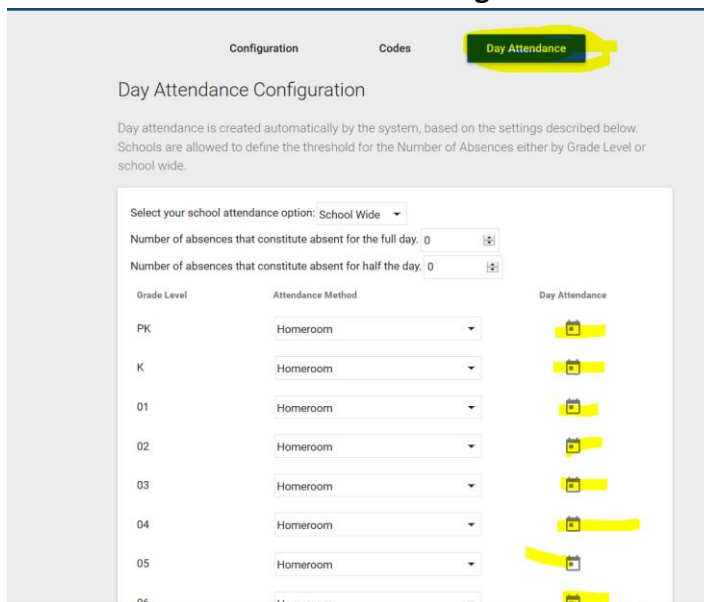
1. Attendance

a. Configuration



2. Select Day Attendance

3. Click on the calendars next to each grade. Leave the Method as HOMEROOM.



4. Next a box will appear. Select **BY TERM**, then click **Create Day Attendance**.

Create Day Attendance

Full Year **By Term** Date Range

Terms
Q1

Start Date: Wednesday, Aug 30, 2017 End Date: Friday, Nov 03, 2017

Skip Weekends and Holidays
 Treat 'No Attendance Marks' As Present

Cancel **Create Day Attendance**

03 Homeroom

5. Repeat for every grade.

6. The attendance should now show up on the report card.

Questions

Fawn Fahrer

Fawn.fahrer@oc.npuc.org

503-850-3551