# How to take Attendance
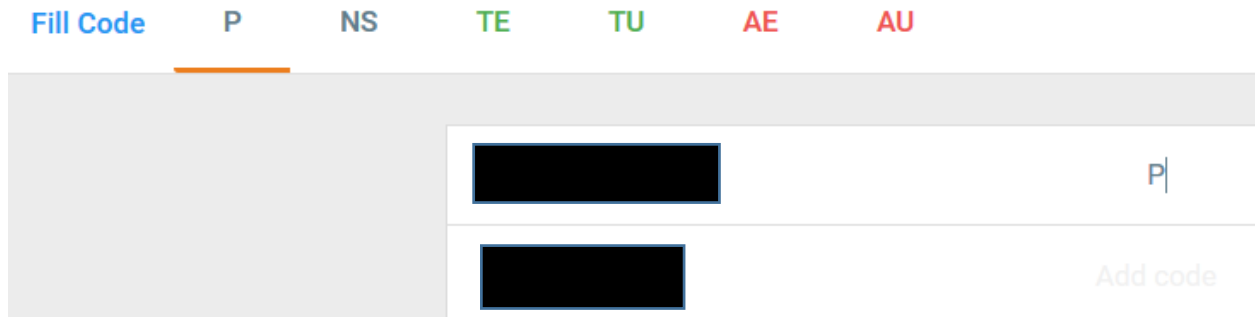
## Option 1

1. **RenWeb**
2. **Classroom**
3. **Attendance must be taken in Homeroom for Grade K-8.**



4. **Two Options**
   a. **Select code to use then click cursor in the ADD CODE Section.**



   b. **Select the Fill Code to fill in attendance for ALL students in the class. Enter the attendance code you can to use and select fill.**
      i. **Need to change attendance for one student? Select appropriate code and click in ADD CODE next to student name.**

5. **In this screen attendance can be sorted by Day, Week, Month or Term. Click on the box labeled view.**
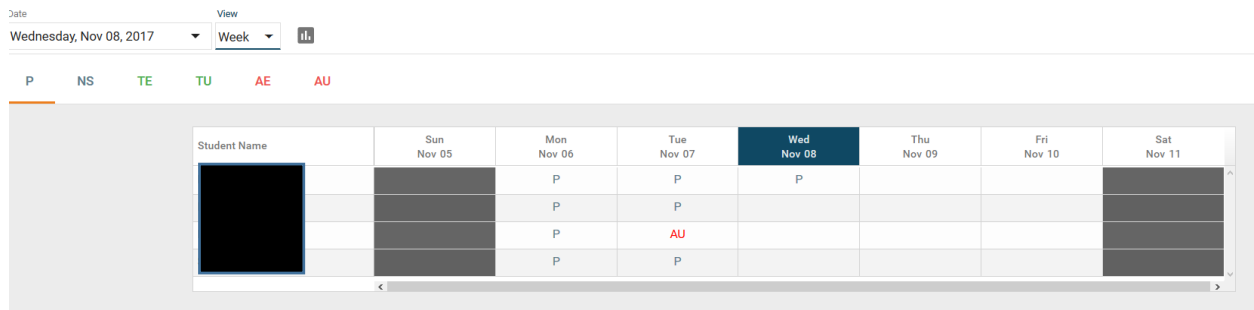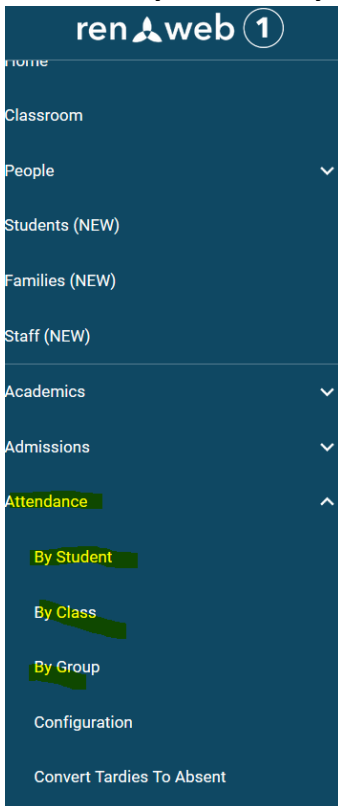


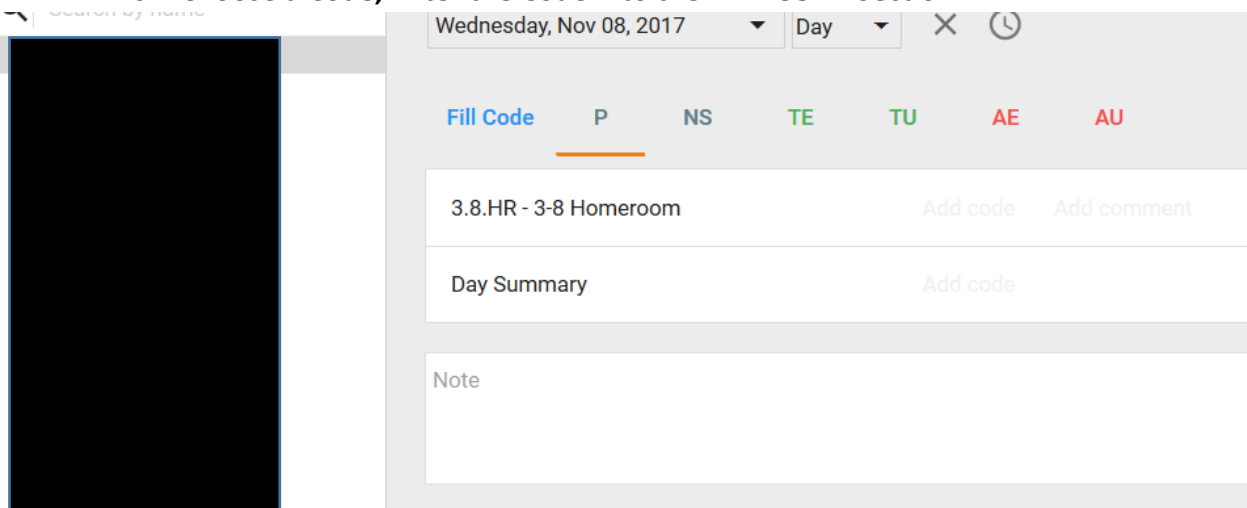6. **Attendance automatically saves! NO SAVE BUTTON.**

# How to take Attendance

## Option 2

1. **RenWeb**
2. **Attendance**
3. **Choose By Student, By Class or By Group**



4. **By Student**
   a. **Choose a student**
   b. **Choose a day**
   c. **Choose a Code, Enter the Code Into the ADD CODE Section**

5. **By Class**
   a. **Select a Class**
   b. **Select a date**
   c. **Use first Drop Down box to enter Code.**
   d. **Save after every student**

| 3.8.HR-3-8 Homeroom | 11/08/2017 |
|---|---|

| Student | #1 | #1 Comment | |
|---|---|---|---|
| ▓▓▓▓▓▓ | ⬇ | | Save |
| ▓▓▓▓▓▓ | ⬇ | | Save |
| ▓▓▓▓▓▓ | ⬇ | | Save |
| ▓▓▓▓▓▓ | ⬇ | | Save |
| ▓▓▓▓▓▓ | ⬇ | | Save |

6. **By Group**
   a. **Select one student or several to arrow over to selected list.**
   b. **Select Day**
   c. **Select Code**
   d. **Record to Save**

Filter

- ◉ Status
- ○ Homeroom
- ○ Class
- ○ Activity

☐ District Wide
☐ Next Year

-ALL-
Dual-Enrolled
Enrolled
Graduate
Inactive

Grade: 01
Grade: 02
Grade: 03
Grade: 04
Grade: 05

Selection List

Selected List

>
>>

<
<<

Records: 19

Records: 3

11/08/2017     Col 1 ⌄

Code   Comment
P ⌄

Enter Schedule rows (1,2,3) 0 = All Day

Record