

# TeacherVUE Attendance - Take Attendance





## Quick Reference Guide (QRG) T A3

This document will guide you through the process of taking attendance with your seating charts in TEACHERVUE.

**Business Rules** that apply are as follows:

Please call the (School District Support) if you have questions.

**PATH SYNERGY SIS →TEACHERVUE**

How to:	Steps:
<b>NOTE:</b> You must click either  or  for office to know that you have noted all children are present	
<b>Take Attendance by Seating Chart</b>  <b>Remember</b> <b>1 Click = Absent</b> <b>2 Clicks = Tardy</b> <b>3 Clicks = Present</b>	<ul style="list-style-type: none"> <li>▪ Click . <span style="background-color: red; color: white; padding: 2px;">Taking Attendance - Press the 'Save Attendance' button (on your left) when complete</span> displays at top of seating chart.</li> <li>▪ Click on student pictures - once for absent, twice for tardy, three times for present *</li> <li>▪ Click <span style="background-color: red; color: white; padding: 2px;">Save Attendance</span>. <i>Posting Attendance</i> displays briefly and attendance is sent to office. Seating chart is displayed.</li> </ul>
<b>Take Attendance by List</b>  <b>Remember</b> <b>1 Click = Absent</b> <b>2 Clicks = Tardy</b> <b>3 Clicks = Present</b>	<ul style="list-style-type: none"> <li>▪ Click . <span style="background-color: red; color: white; padding: 2px;">Taking Attendance - Press the 'Save Attendance' button (on your left) when complete</span> displays at top of list.</li> <li>▪ Click under AM or PM on line of student's name - once for absence, twice for tardy, three times for present.*</li> <li>▪ Click <span style="background-color: red; color: white; padding: 2px;">Save Attendance</span> <i>Posting Attendance</i> displays briefly and attendance is sent to office. Attendance posted successfully displays.</li> <li>▪ Click <b>OK</b></li> <li>▪ Click <b>Cancel and Return to Seating Chart</b></li> </ul>

\* Your school may have more than the three attendance codes used in this example.