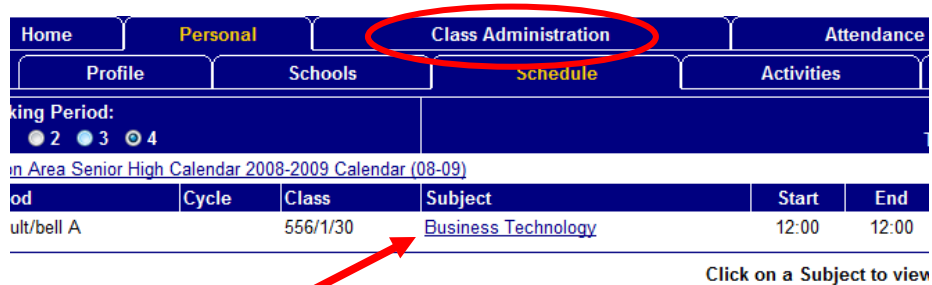


eSchoolBook

This training guide explains how to take attendance in eSchoolBook.

To take attendance in eSchoolBook:

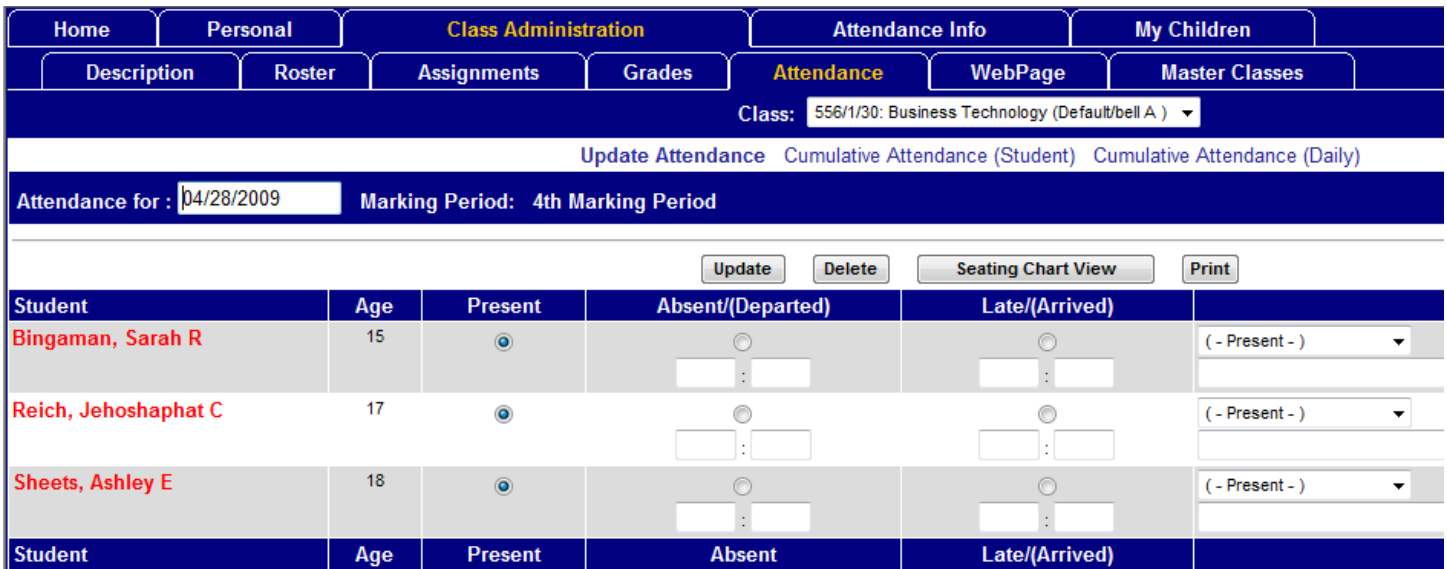
1. Upon logging into eSchoolBook, click on the Class Administration tab.



The screenshot shows the eSchoolBook navigation menu with 'Class Administration' highlighted. Below it, a table lists classes with columns for 'Subject', 'Start', and 'End'. The 'Business Technology' class is selected, and a red arrow points to it. A text label 'Click on a Subject to view' is positioned below the table.

Subject	Start	End
Business Technology	12:00	12:00

2. Click on one of your classes (or homeroom).
3. Click on the Attendance tab.



The screenshot displays the attendance management interface. It includes a 'Class' dropdown menu set to '556/1/30: Business Technology (Default/bell A)'. Below this, there are buttons for 'Update Attendance', 'Cumulative Attendance (Student)', and 'Cumulative Attendance (Daily)'. The main table shows attendance for the date '04/28/2009' and '4th Marking Period'. The table has columns for Student, Age, Present, Absent/(Departed), and Late/(Arrived). Three students are listed with their respective attendance status.

Student	Age	Present	Absent/(Departed)	Late/(Arrived)
Bingaman, Sarah R	15	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reich, Jehoshaphat C	17	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sheets, Ashley E	18	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Default attendance is Present. If all your students are present, all you need to do is click the Update button. If any students are absent, use the dropdown options, select the appropriate choice and click the Update button.

Note: For homeroom attendance use only Present or Absent.
Tardies will be posted by your building secretary.

*This training document was prepared by Donna Spear.
If you have any further questions, please direct them to her.*