

How to take Attendance

Option 1

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

Classroom

Date Term

Term
Q1

My Classes

Attendance Enabled

Search Class

- 1.2.HR - A
Homeroom
- 3.8.HR - B
Homeroom

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.

Fill Code	P	NS	TE	TU	AE	AU
Student Name	Code 1	Comment 1				
1) [Redacted] <i>No Homeroom Attendance</i>	P					
2) [Redacted] <i>No Homeroom Attendance</i>						
3) [Redacted] <i>No Homeroom Attendance</i>						

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

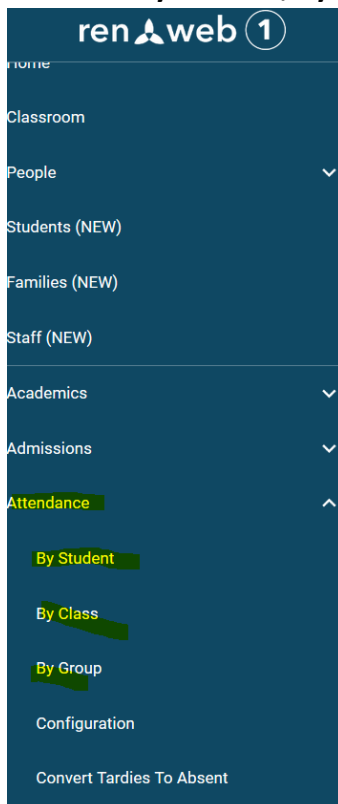
Student Name	Sun Oct 07	Mon Oct 08	Tue Oct 09	Wed Oct 10	Thu Oct 11	Fri Oct 12	Sat Oct 13
1) [REDACTED]				P			
2) [REDACTED]							
3) [REDACTED]							

- Attendance automatically saves! NO SAVE BUTTON.

How to take Attendance

Option 2

- RenWeb
- Attendance
- 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

Wednesday, Nov 08, 2017 Day

Fill Code P NS TE TU AE AU

3.8.HR - 3-8 Homeroom Add code Add comment

Day Summary Add code

Note

5. By Class

d. This will take you back to the Classroom page. See option 1.

6. By Group

e. Select one student or several to arrow over to selected list.

f. Select Day

g. Select Code

h. 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 Records: 19

Selected List Records: 3

Code Comment

P

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

Record