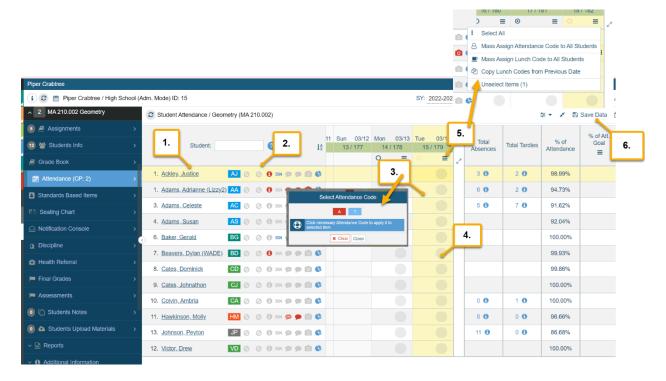1. A list of names of your students will be listed on the left of the attendance application. You can hover over the name to see a bit of information, but you can click on the name to see a bit more. Ex: The name of the student, phone number, last two years of enrollment, their schedule and their grades for each course as well as the last 5 days of attendance.

2. Student Alerts: You have alerts listed next to each student in a few applications. They will be highlighted and some will also be blinking depending on the alert. The first icon will be highlighted if the **student is currently ONLINE in the portal**. The second icon will be highlighted if the **parent is currently ONLINE in the portal**. The third icon with the lower case i in the center of a circle is highlighted if the student has an **IEP or a Medical Alert.** You can click on this icon to see the Medical Alert and any IEP Accommodations as well. The fourth icon will be highlighted if the student has a 504. The fith icon will be highlighted & blinking if the student has a Guardian Alert. This could be an internal comment where just certain back office staff has access to see this, or could be an external comment which would be visible to Instructors by hovering over the blinking icon. The sixth icon will be highlighted if there is a student comment that was written in demographics for the student. The next icon is a little picture of a truck. This will be highlighted if the student has moved in mid marking period and has a transfer grade that has been entered. The icon of a camera will be highlighted if in demographics it has been marked that the student has a Media Alert. Finally the little pie graph icon is a dashboard for the student.

3. Click in the center of the column to enter in the Attendance Code. You can select A for Absent code or T for Tardy. Tardy minutes will default to 1 minute late, but you can edit this number and mark the proper amount of minutes Tardy.
4. Click on the Gray circle within the current day attendance column to enter in the Lunch Count for the day. This is usually only assigned for the 1st or 2nd hour of the day. Lunch codes are defined by your district.
5. Click on the "pancakes" icon to Mass Assign a lunch code or Copy lunch codes from a Previous Date.
6. Lastly, Save Data before leaving this application. (If you do happen to click on another application, there will be a message that pops up in the center of the screen asking if you'd like to leave without saving)