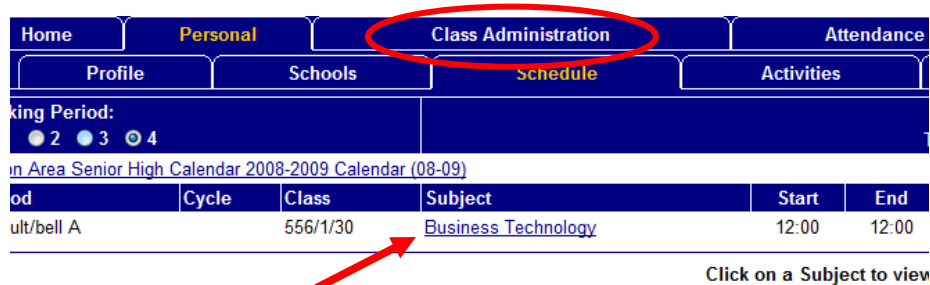


eSchoolBook

This training guide explains how to take attendance in eSchoolBook.

To take attendance in eSchoolBook:

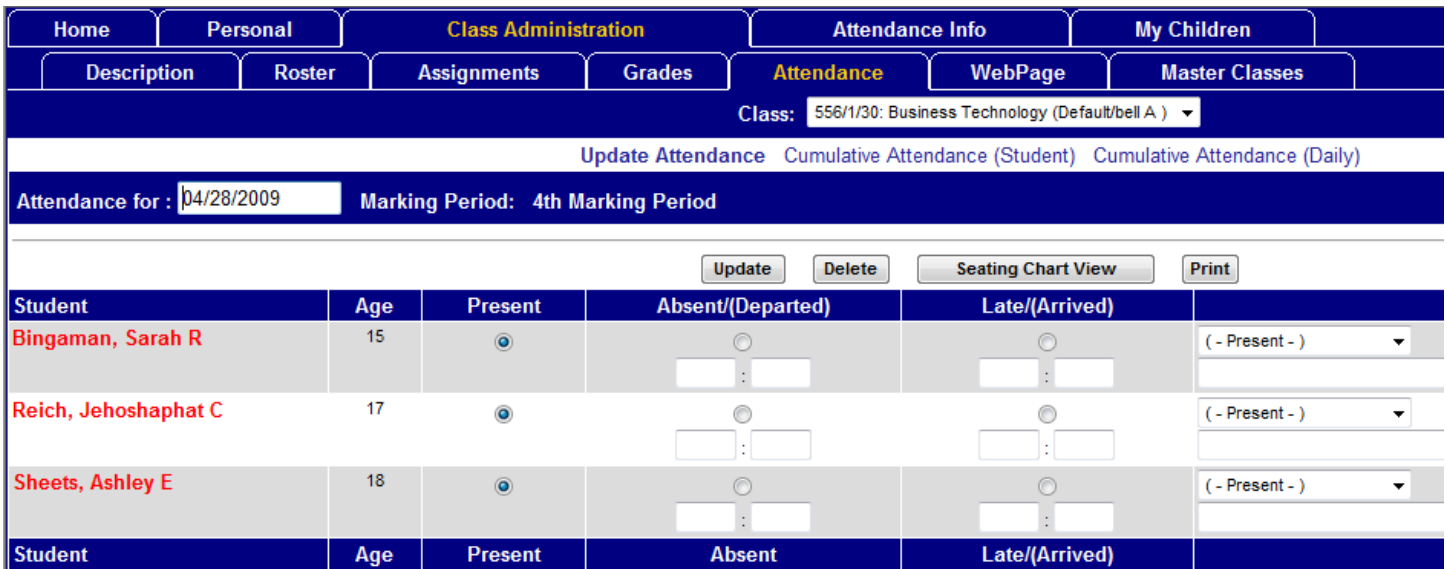
1. Upon logging into eSchoolBook, click on the Class Administration tab.



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. The 'Attendance' tab is active. A table lists students with their names, ages, and attendance status. The 'Present' column has radio buttons, and the 'Absent/(Departed)' and 'Late/(Arrived)' columns have dropdown menus. Buttons for 'Update', 'Delete', 'Seating Chart View', and 'Print' are located above the table.

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.