

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo and navigation tabs for "EDUCATOR ACCESS™ plus", "PRODUCT SETUP", "STUDENT MANAGEMENT", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT". The user is logged in as "Steve Teacher". A left-hand navigation menu lists various access points like "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". A large yellow callout box is overlaid on the page, containing the following text:

410 - Take Daily Attendance by Seating Chart through Secondary Gradebook

Select **Web Access, Educator Access Plus, Teacher Access, Post Daily Attendance.**

What is Take Daily Attendance By Seating Chart through Secondary Gradebook?
This feature enables teachers to take attendance for students in their class by viewing a visual representation of the class layout and making the appropriate selections for each student.

Why would you use Take Daily Attendance By Seating Chart through Secondary Gradebook?
This option would be used to enter in attendance information from the classroom whenever a seating chart representation is preferred over the alternative "By Name" method.

When would you use Post Daily Attendance By Seating Chart?
This feature would be used whenever attendance entry is necessary from the classroom.

At the bottom of the callout box, it says "Last Login Tuesday, May 29, 2007 at 8:23 PM." In the bottom right corner of the browser window, there is a link that says "Edit this Page".

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". Navigation links include "Home Page", "My Gradebook", "View Tutorial", "Print Queue", and "Back".

At the top, there are two tabs: "Current Year Classes" and "Prior Years Classes". Below these are two dropdown menus: "Reports for All Classes" and "Grade Posting Status". A link "Show All Classes" is also present.

The main content is a table titled "400 High School" with the following columns: Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each row in the table has a blue link labeled "Secondary Gradebook" to its right.

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology	Secondary Gradebook
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology	Secondary Gradebook
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	Secondary Gradebook
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	Secondary Gradebook
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	Secondary Gradebook
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	Secondary Gradebook
10	10	3 - 4	7	MTWRF			Secondary Gradebook

A yellow callout box with a speech bubble shape is overlaid on the table, containing the text: "Find the class that you wish to work with, click **Secondary Gradebook**."

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Select the **Attendance** button, click **Take Daily Attendance By Seating Chart**.

Students	Thu 06/21 Atnd	So	Take Daily Attendance - By name	Take Daily Attendance - By Seating Chart	Take Survey	Assign Seats for Seating Chart	View Alert Legend	Newspaper WK38-Thu PRO 100 80.16	Chapter 12 WK40-Thu TST 100 89.00	T4 Options	SE2 Options	SM2 Options
1 Alisha Long		B						67	95	B	*	B
2 Andrew J Krause		C+	78.50%	56	77	85	76	95	C+	*	C+	
3 Ashley M Arneson		B+	88.00%	88	99	88	77	88	B+	*	B+	
4 Brittany Fallstad		B	83.20%	77	66	88	77	95	B	*	B	
5 Christopher J Buman		C	74.40%	55	66	77	88	95	C	*	C	
6 Daniel C Borgstrom		C	73.10%	55	66	77	88	82	C	*	C	
7 Dustin B Gopinath		C	73.30%	88	77	66	55	95	C	*	C	
8 Dustin L Heinrich		B-	81.30%	99	88	77	66	76	B-	*	B-	
9 Emily S Carlson		D+	68.90%	66	55	66	77	95	D+	*	D+	
10 Jared T Mogensen		C-	71.70%	88	77	66	55	79	C-	*	C-	
11 Jesse R Paulson		C	74.40%	55	66	77	88	95	C	*	C	
12 Joanna P Nuhn		C	74.80%	88	77	66	66	99	C	*	C	
13 John E Parks		A	93.10%	77	88	99	99	95	A	*	A	
14 Johnathan L Critchfield		B+	86.10%	90	89	89	80	67	B+	*	B+	
15 Joseph Dalton		D+	69.10%	67	66	66	66	95	D+	*	D+	
16 Joseph W Ihli		B	85.70%	77	88	88	88	87	B	*	B	
17 Katie L Chchic		B+	88.00%	88	88	88	88	88	B+	*	B+	
18 Kayla J Medina		D+	69.80%	67	67	67	67	95	D+	*	D+	
19 Kristin A Vogel		B+	87.40%	78	89	90	90	89	B+	*	B+	
20 Kyle A Quiring		B	85.50%	78	70	89	89	95	B	*	B	
21 Matthew R Gholson		B+	87.70%	90	90	90	90	67	B+	*	B+	
22 Michael A Maquire		B	83.80%	60	89	89	89	95	B	*	B	
23 Rebecca M Solfast		A-	90.20%	100	90	89	89	78	A-	*	A-	
24 Terrie M Stevens		B+	87.20%	69	84	93	90	95	B+	*	B+	
25 Zachary T Dunham		A	96.10%	89	99	99	99	90	A	*	A	

Slide 4 - Slide 4

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The page title is "High School" and the URL is "id:1.FIELD.BIO". The main heading is "Take Daily Attendance - By Seating Chart".

Navigation links include "Alert Legend", "Show Pictures", and "Printer Friendly Listing". On the right side, there are buttons for "Save", "Undo", and "Back".

The seating chart consists of a 3x5 grid of student blocks. Each block contains the student's name, absence count, grade, and a "Present" dropdown menu. A callout box points to the "Show Pictures" link, stating: "You can also choose a seating chart view that allows display of student pictures. Click Show Pictures." Another callout box points to the student names in the grid, stating: "Student names appear in the appropriate seating chart block."

Ashley M. Arneson Absent: 0 Grade: 11 Present	Daniel C. Borgstrom Absent: 0 Grade: 11 Present	Christopher J. Buman Absent: 0 Grade: 11 Present	Johnathan L. Critchfield Absent: 0 Grade: 11 Present	Joseph Dalton Absent: 1 Grade: 11 Present
Zachary T. Dunham Absent: 0 Grade: 11 Present	Joseph W. Ihli Absent: 0 Grade: 11 Present	Matthew R. Gholson Absent: 0 Grade: 11 Present	Dustin B. Gopinath Absent: 0 Grade: 11 Present	Dustin L. Heinrich Absent: 0 Grade: 11 Present
Andrew J. Krause Absent: 0 Grade: 11 Present	Alisha Long Absent: 0 Grade: 11 Present	Michael A. Maguire Absent: 1 Grade: 11 Present	Kayla J. Medina Absent: 0 Grade: 11 Present	Jared T. Mogensen Absent: 0 Grade: 11 Present

Slide 5 - Slide 5

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo and the text "Take Daily Attendance - By Seating Chart". A yellow callout box at the top center says: "Once attendance has been recorded for each student and you are ready to save the entries on this screen, click Save." To the right of this callout are buttons for "Save", "Undo", and "Back", and a "We value your feedback" link. Below the header are links for "Alert Legend", "Hide Pictures", and "Printer Friendly Listing". The main content is a grid of student cards. Each card shows a silhouette photo, the student's name, their current absent and tardy counts, and a dropdown menu for their attendance status. The status for Daniel C. Borgstrom, Christopher J. Buman, and Johnathan L. Critchfield is shown in red text as "ABSENT" and "TARDY" respectively. A second yellow callout box in the center of the grid says: "The default value for all students is present. If a student is not present, select drop down list below the student's name and indicate if the student is absent or tardy. Current, unsaved entries show up in red. Previously entered and saved entries show up in green. This concludes the tutorial." The grid contains the following students: Ashley M. Arneson (Present), Daniel C. Borgstrom (ABSENT), Christopher J. Buman (TARDY), Johnathan L. Critchfield (TARDY), Joseph Dalton (Present), Zachary T. Dunham (Present), Jose (Present), Andrew J. (Present), Alisha (Present), Michael A. (Present), Kayla J. (Present), and Jared T. (Present).