

How To Enter Daily 1st period Attendance

Click Progress Book icon on the Launcher.

Log in using you SWAN username and password. The DISTRICT code is pc.

In the center column, second one down, click **DAILY ATTENDANCE (HR)**.

Your 1st period class will come up. Use the drop down menu after the student's grade to highlight those students absent.

At the bottom (you may have to scroll down if you have a lot of student listed), hit the SAVE button.

Attendance has now been sent!!!!

IF ALL STUDENTS ARE PRESENT, YOU STILL MUST HIT THE SAVE BUTTON TO SEND YOUR REPORT.

It is highly recommended that you also keep your daily block attendance in Progress Book.

Click on the Class Name on the left side of the page. Then click **PERIOD ATTENDANCE** in the middle column. Use the drop down menu to mark those students that are absent, then click SAVE at the bottom.

(In your first period block you will be taking attendance twice, once for the office and once for you records.)