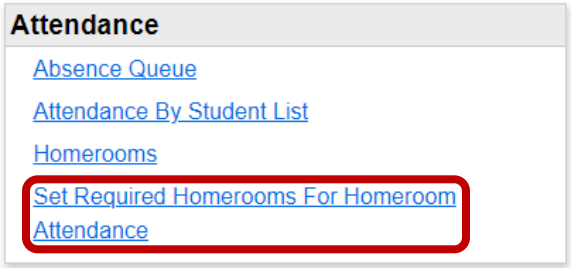
Set Required Homerooms for Daily Attendance

When GradeBook Integration is enabled, it is necessary to designate the homerooms and/or classes in which daily attendance should be taken. This ensures that teachers only take daily or homeroom attendance in the proper class.

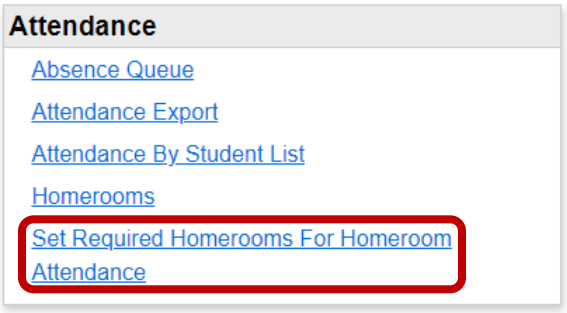
Anyone with the Principal, Clerical, Attendance or SchoolAdmin Roles in GradeBook has access to perform this task.

1. From the **Principal, Clerical or Attendance Home Page**, locate and click on **Set Required Homerooms for Homeroom Attendance.**

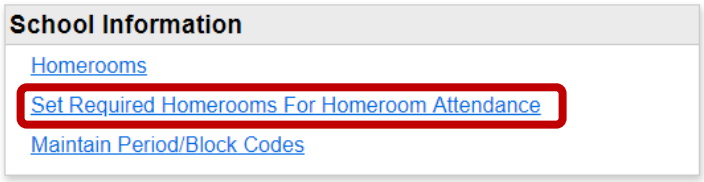
Principal Home Page:



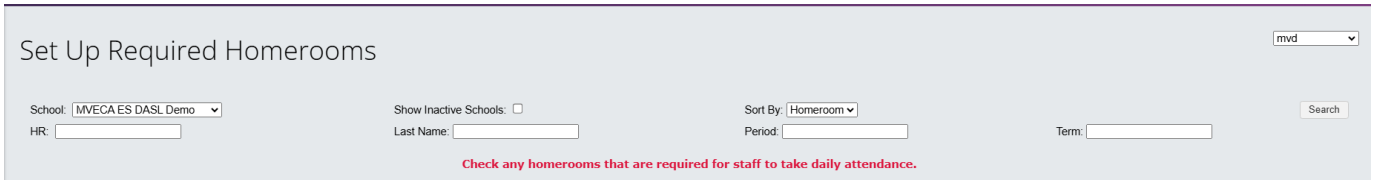
Clerical Home Page:



Attendance Home Page:



2. On the **Set Up Required Homerooms** screen, search for the homeroom in which daily attendance should be taken.



a. In the **School** drop-down list, select the desired school building.

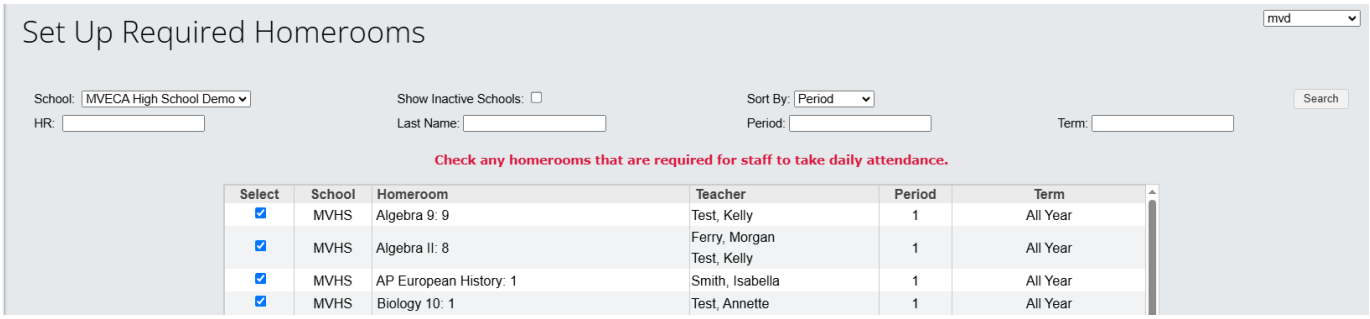
b. (Optional) To narrow your search results, perform as little or any of the following steps in addition to the step above:

- In the **HR** field, enter the full or partial name of the class.
- In the **Last Name** field, enter the full or partial last name of the teacher assigned to the homeroom.
- In the **Period** field, enter the full or partial name of the class period.
- In the **Term** field, enter the full or partial name of the reporting period.

c. (Optional) To designate how the list of results should be sorted, in the Sort By list, select one of the following options:

- **Homeroom**
- **Last Name**
- **Period**
- **Term**

d. Click **Search.**



Note: *Depending on your district's settings, newly imported homerooms and classes may either be selected or deselected by default.*

3. Classes that you select on this screen will display in the Daily Attendance dropdown menu for Teaching Staff.
   - For Elementary Buildings or schools that run report cards out of GradeBook, you should select the "Attendance" Classes.
   - For Middle and High Schools if daily attendance is to be taken during a certain period of the day such as 1st period, you should select first period classes rather than the **Homeroom* classes.
   - *It is <u>not</u> recommended to select the *Homeroom classes. These classes do not allow teachers to hide students on the roster when they have been withdrawn or removed from StudentInformation. This issue can cause the teacher to take attendance on the inactive student inaccurately, which causes attendance total issues for that student's record in StudentInformation.*
4. Click **Save.**