# A+ ProgressBook® GradeBook
# HB410 Attendance Hours
## Checklist

To display HB410 attendance hours on the **Report Card Entry** screen and in ParentAccess, complete the following items.

☐ **Enable HB410 attendance hours.**

On the **Absence Totals** screen, select the desired **Name** from the drop-down list, and then select the **Use?** checkbox for **SIS Absence Hours** and **SIS Present Hours** (and **SIS Number of Times Tardy** *or* Times Tardy). **Save**.

☐ **Create HB410 attendance total assessments.**

In the **Report Card Builder**, be sure to change the mode to **Testing**. Then, click the **Assessments** tab. On this tab, select the attendance course from the **Course** drop-down list, and then enter the names you would like to use for the attendance totals. Enter the sequence number, select a **Mark Type** of **Points**, and select a **Default Calculation** of **Average**. Leave the **Default Grading Scale** de-selected. Select **Y** for **Pull Mark?** and **Print Mark?**, and select **N** for **Value Req?**. **Save**.

☐ **Set requirements for which reporting periods use the HB410 attendance total assessments.**

Click the **Requirements** tab. Locate the newly added attendance assessments and select the checkbox in each column for the reporting period(s) you want to use these assessments. **Save**.

☐ **(ONLY FOR ADVANCED CALCULATIONS) Set up advanced calculations for HB410 totals.**

Click the **Advanced Calcs** tab. Select the attendance course from the **Course** drop-down list. In each drop-down list that displays, select the method that corresponds with the newly added attendance assessments. **Save**.

☐ **Select HB410 attendance total template pieces.**

Click the **Template** tab. In the **Option** column, locate the name of the attendance template piece that corresponds with the assessments you added earlier. Select the **Course** that has your new attendance assessments. **Save**.

☐ **Map identifiers to template pieces.**

Click the **Mappings** tab. Select the **Course** with the attendance assessments, and then for each reporting period that will use the HB410 totals, select the associated identifier from the drop-down list. **Save**.

☐ **Finalize the report card template.**

On the **General** tab, set the report card back to **Active**. Then, **Save** and **Compile**.

☐ **Enter and publish each student's report card as normal.**