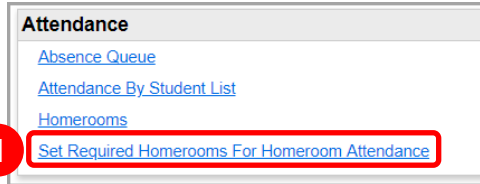




Setting Up Required Homerooms for Daily Attendance

1 On the **Principal Home Page**, below **Attendance**, click **Set Required Homerooms for Homeroom Attendance**.



2 Search for a classroom by entering any alphanumeric characters in the **School**, **HR** (homeroom/classroom), teacher's **Last Name**, class **Period**, and **Term** (reporting period) fields.

3 (Optional) Use the **Sort By** drop-down list to sort the results by **Homeroom**, **Last Name**, **Period**, or **Term**.

4 Click **Search**.

5 Once you have located the class(es) for which you want to require daily attendance, in the **Select** column, select the checkbox for each class. Repeat as needed.

6 Click **Save**.

ProgressBook - Set Up Required Homerooms

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin |

School: Lake View High School Sort By: Homeroom Search

HR: Last Name: Patterson Period: Term:

Check any homerooms that are required for staff to take daily attendance.

Select	School	Homeroom	Teacher	Period	Term
<input type="checkbox"/>	WOHS	*Homeroom C104	Patterson, Vickie		
<input type="checkbox"/>	WOHS	Academic Assist 12: 8	Patterson, Vickie	5B	All Year
<input type="checkbox"/>	WOHS	Intro to Family Consumer Scien: 1	Patterson, Vickie	4	2nd Semester Only
<input type="checkbox"/>	WOHS	Intro to Family Consumer Scien: 2	Patterson, Vickie	4	1st Semester Only
<input type="checkbox"/>	WOHS	Intro to Family Consumer Scien: 3	Patterson, Vickie	7	1st Semester Only
<input type="checkbox"/>	WOHS	Intro to Family Consumer Scien: 4	Patterson, Vickie	8	1st Semester Only
<input type="checkbox"/>	WOHS	Intro to Family Consumer Scien: 5	Patterson, Vickie	3	2nd Semester Only
<input type="checkbox"/>	WOHS	Intro to Family Consumer Scien: 6	Patterson, Vickie	7	2nd Semester Only
<input type="checkbox"/>	WOHS	Intro to Family Consumer Scien: 7	Patterson, Vickie	8	2nd Semester Only
<input type="checkbox"/>	WOHS	Nutrition and Wellness: 1	Patterson, Vickie	2	2nd Semester Only
<input type="checkbox"/>	WOHS	Principles of Food: 2	Patterson, Vickie	2	1st Semester Only
<input type="checkbox"/>	WOHS	Principles of Food: 5	Patterson, Vickie	6	2nd Semester Only
<input type="checkbox"/>	WOHS	Study Hall/1: 6	Patterson, Vickie	3	1st Semester Only
<input checked="" type="checkbox"/>	WOHS	Transitions and Careers: 1	Patterson, Vickie	1	1st Semester Only

Select All Deselect All Save