


# eSchoolPlus+


## Gradebook - Teacher Access Center (TAC) 3.1 Update


### Taking Homeroom Attendance


#### Attendance in TAC 3.1


From the My Classes Pane, the Attendance column displays attendance icons on rows for homerooms in which attendance can be taken. **If taking attendance is not permitted for a specific row, no buttons appear.**

 **Attendance** - Click to open the class entry attendance page for this class when student(s) are **ABSENT**.

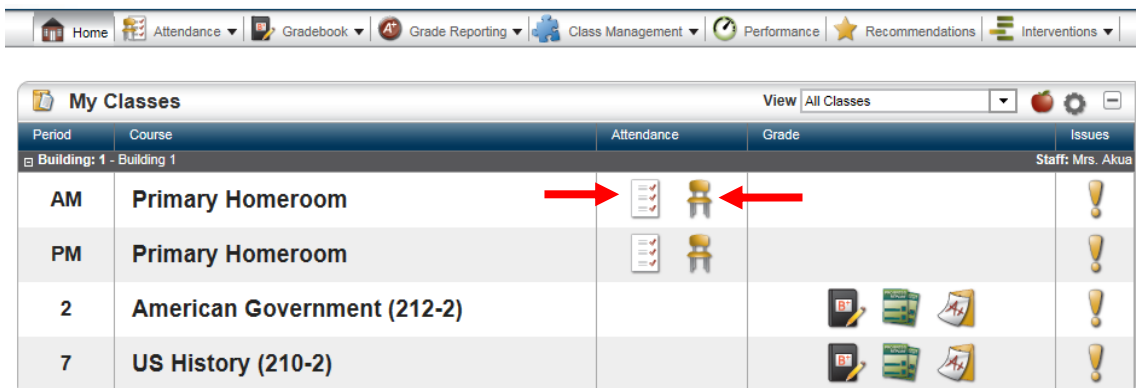
 **ALL STUDENTS ARE PRESENT** - Click on **both** AM and PM Primary Homerooms to indicate all students are present and attendance has been taken.  
**Note:** This does not code as PRE – Present, but rather records that attendance has been taken by the teacher preventing the teacher as a 'Missing Submission'.









 **Attendance was taken** - this icon is view-only.



 **Multiple Mode** – Click to enter Attendance for both AM and PM Primary Homerooms. When in Multiple mode, this button has a blue background. **Note:** For Homeroom Attendance (AM/ PM), Multiple mode allows taking attendance in both AM, PM attendance slots with one entry.

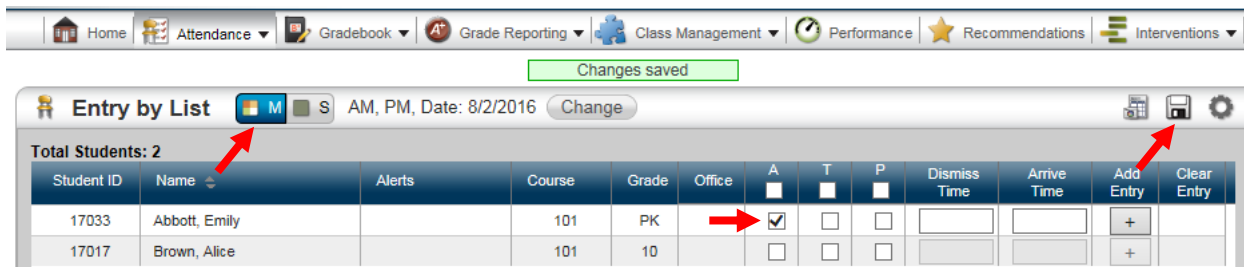
 **Save** - Click to save the entered Attendance information.

#### Steps for taking AM and PM Homeroom Attendance






Period	Course	Attendance	Grade	Issues
AM	Primary Homeroom			
PM	Primary Homeroom			
2	American Government (212-2)			
7	US History (210-2)			

1. Click on  beside AM Primary Homeroom on the Home Screen. This brings up a class list.
2. Click on the  Multiple Mode option on the toolbar to take attendance for both AM and PM attendance.



Changes saved

Student ID	Name	Alerts	Course	Grade	Office	A	T	P	Dismiss Time	Arrive Time	Add Entry	Clear Entry
17033	Abbott, Emily		101	PK		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			+	
17017	Brown, Alice		101	10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			+	

4. Click the  absent column beside the student(s) that is/are ABSENT.
5. Then click the  Save button when absences have been entered for each absent student.
6. If students are all present, just click the  ALL PRESENT button beside both **AM and PM** Primary Homerooms.