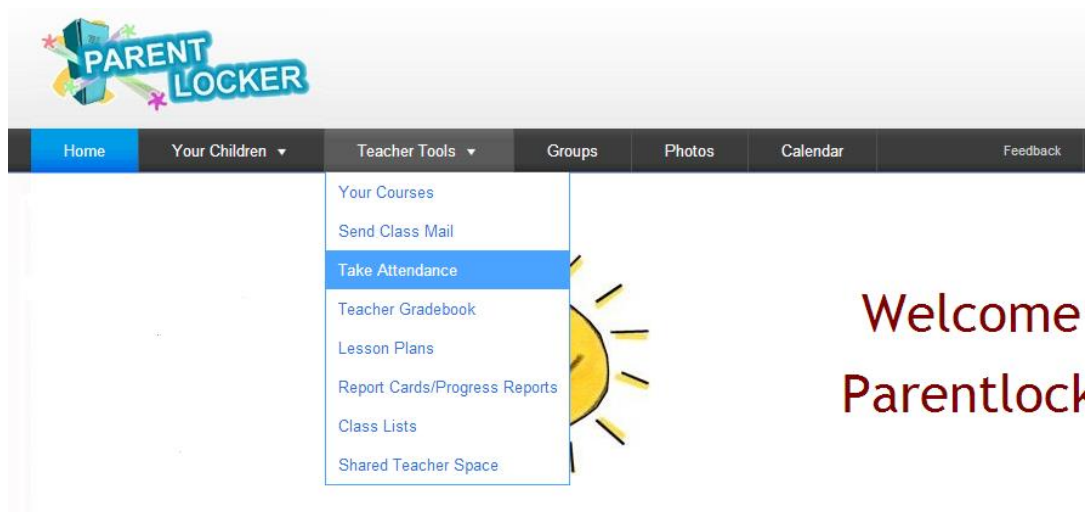


# Taking Attendance


You will be using ParentLocker to record daily attendance. Follow these steps to get started.

1. Login to ParentLocker by going to your school's login screen and entering your email address and password.
2. Under "Teacher Tools" on the top navigation bar beneath the ParentLocker logo, click "Take Attendance".



3. The Attendance page will open up and default to today's date.

- On the left side of the page, select a course you teach.

 **Thursday, August 14, 2014**


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Thursday Courses

Select a course from the list to 1

<b>8G Science</b> 8:45-9:20
<b>6G Science</b> 10:05-10:35
<b>6B1 Science</b> 10:40-11:15
<b>6B2 Science</b> 12:45-1:30
<b>7B Mathematics</b> 1:30-2:15

- Mark any attendance issues by clicking the appropriate box next to each student's name.

 **Wednesday, August 13, 2014**

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Wednesday Courses

**8th Math**  
9:25-10:00

**6th Grade Math**

7th Grade Math

California History

**6th Grade Math (Mr. Juno) | August 13th, 2014**   [Print](#)

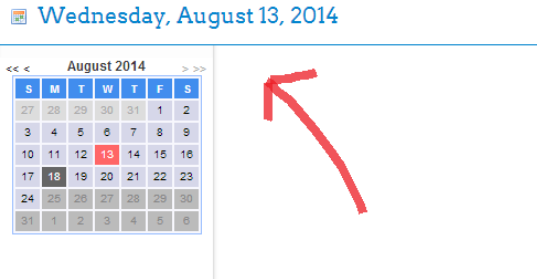
Rebbeca Apple	Present	Tardy	Absent	Notes...
Hannah Frank	Present	Tardy	Absent	Sick
Sarah Kant	Present	Tardy	Absent	Notes...
Sunny Kant	Present	Tardy	Absent	Notes...
Zach Silverlake	Present	Tardy	Absent	Notes...
Matt Stark	Present	Tardy	Absent	Notes...
Debbie Talmud	Present	Tardy	Absent	Notes...
Sarah Zacks	Present	Tardy	Absent	Drs Appt

**Save Attendance**

- Click "Save Attendance" at the bottom to save today's attendance records.

## Tips!

- ✓ Don't forget to click Save at the bottom!
- ✓ If you need to go back to an earlier date, click the calendar icon on the top left corner and select a date from the calendar that appears. Do this if you need to make a correction to a previous date or are retroactively recording attendance.



- ✓ Attendance marked in the attendance module will automatically be included in report cards and progress reports sent home to parents.