



Chancery SMS

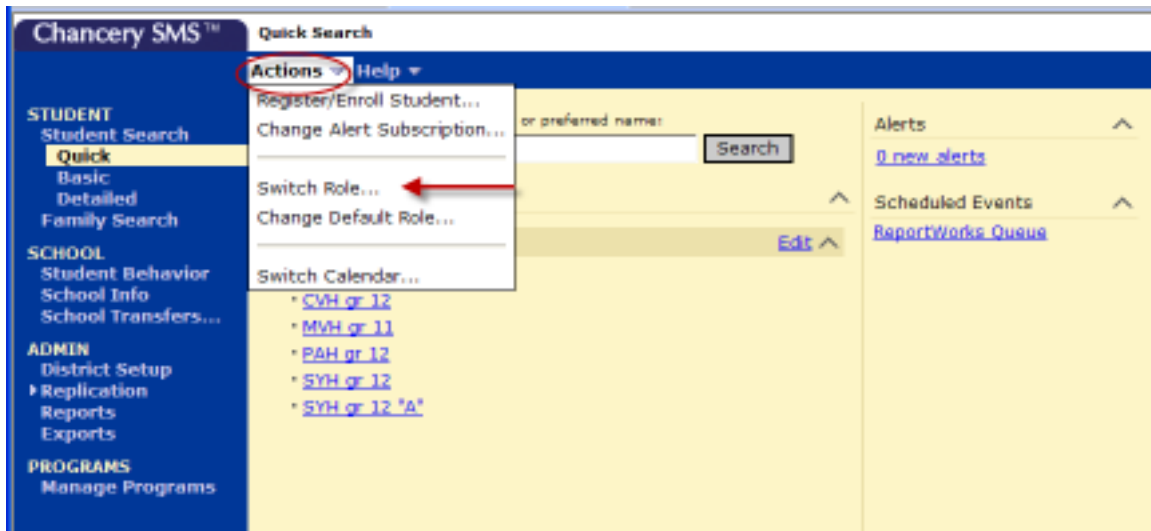
Administrator Secretary
Attendance Training

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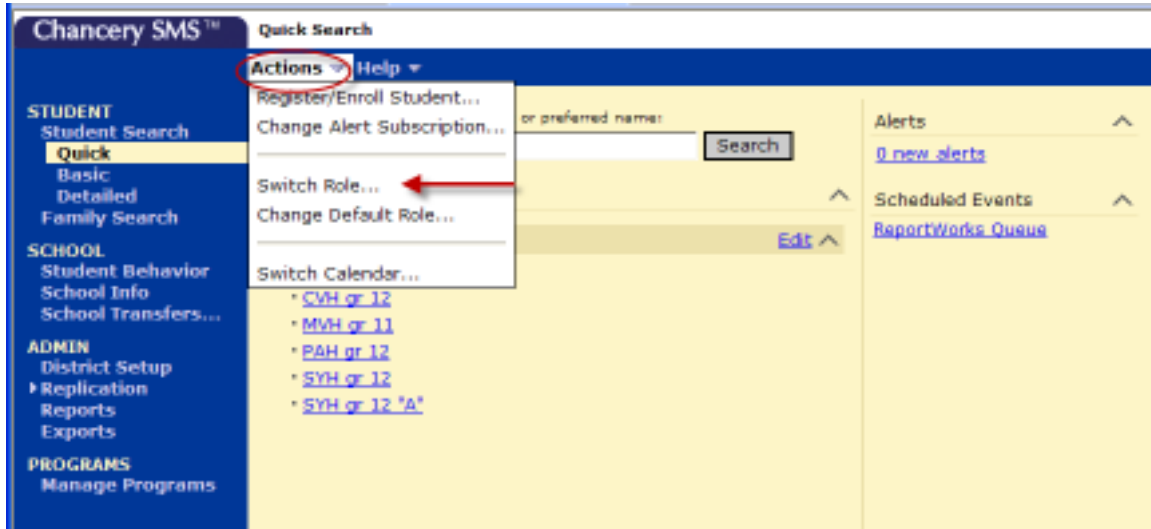
Log onto the System

1. *Type User ID*
2. *Type Password*
3. *Click on the **Log On** button*



Switching Roles (Attendance Tech - School)

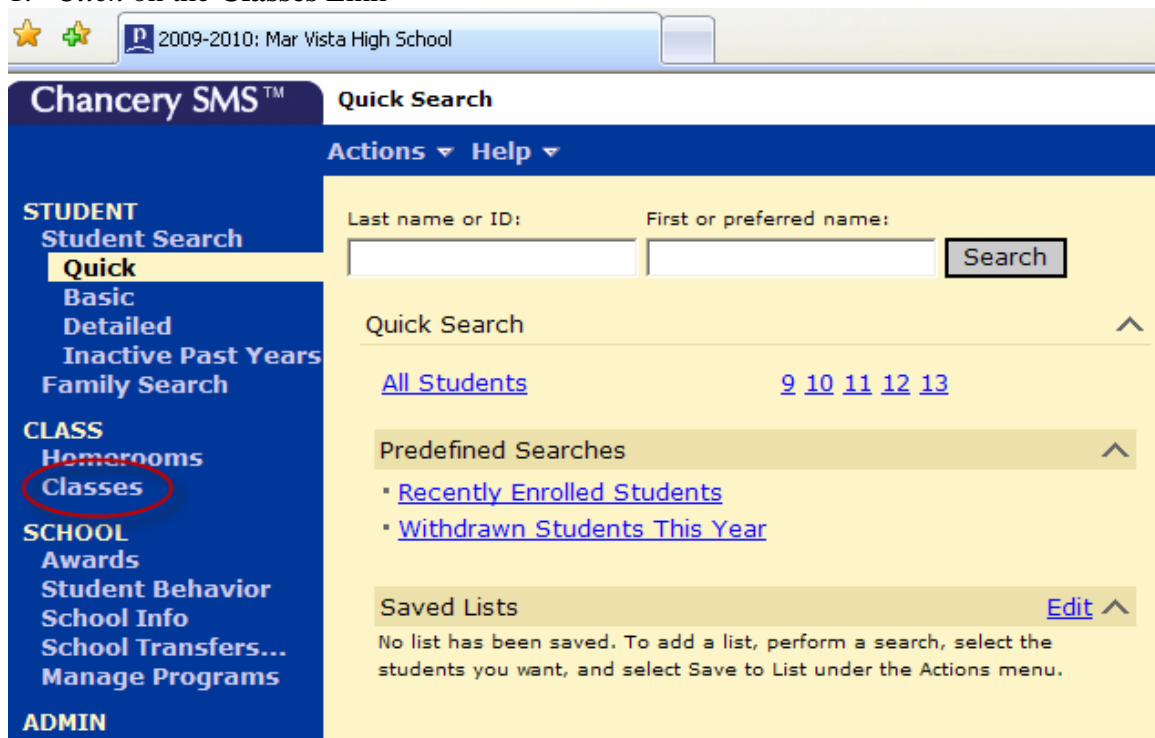
1. Click on the **Actions** menu and **Select Switch Role**



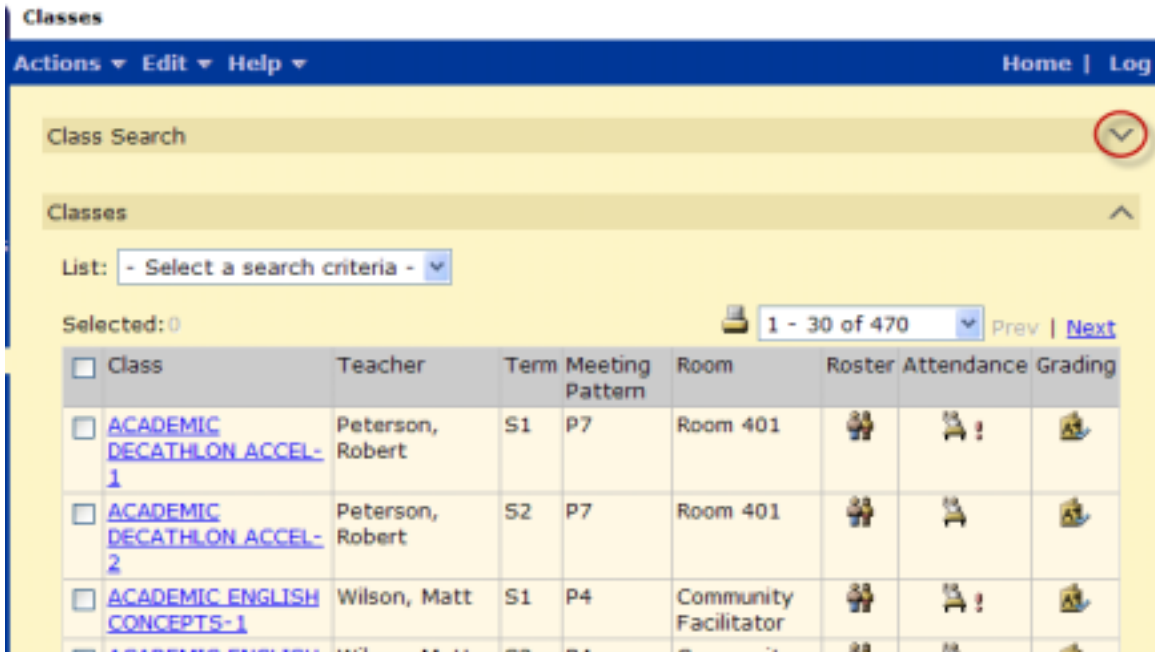
2. elect the **Attendance Tech - School** role and Click on the **OK** button

Class Search

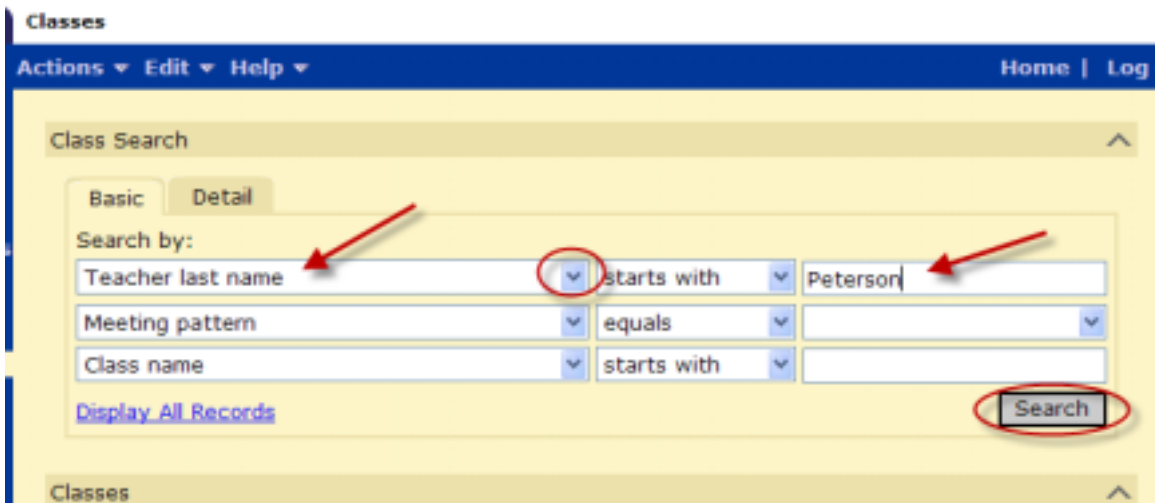
1. Click on the **Classes** Link



2. Click on the **Arrow** to expand the Class Search panel.



3. Select the search criteria (i.e) **Teacher last name**. Enter the Teacher last name and click on **Search**.



Taking Student Attendance

1. Click on the **Attendance Icon** for the class that you want to input attendance for

Classes

Actions ▾ Edit ▾ Help ▾ Home | Log

Class Search

Basic Detail

Search by:

Teacher last name ▾ starts with ▾ Peterson

Meeting pattern ▾ equals ▾

Class name ▾ starts with ▾

Display All Records Search

Classes

List: Teacher last name starts with "Peterson" ▾

Selected: 0 Total: 9

<input type="checkbox"/>	Class	Teacher	Term	Meeting Pattern	Room	Roster	Attendance	Grading
<input type="checkbox"/>	ACADEMIC DECATHLON ACCEL-1	Peterson, Robert	S1	P7	Room 401			
<input type="checkbox"/>	ACADEMIC DECATHLON ACCEL-2	Peterson, Robert	S2	P7	Room 401			
<input type="checkbox"/>	AP US HISTORY-1	Peterson, Robert	YR	P2	Room 401			

2. Click the **Submit for teacher** check box

Classes > Class Attendance

Actions ▾ Edit ▾ Help ▾ Home | Log Off

ACADEMIC ENGLISH-1 Not submitted

Monday, September 21, 2009 10:36 AM - 11:33 AM Submit for teacher

Selected: 0 Total: 1

<input type="checkbox"/>	Student Name	Code	Min Abs	Comment
<input type="checkbox"/>	FONSECA, BENNETT V	P	0	

- Click on the **attendance code** for that student
A = Absent
T = Tardy
P = Present

ACADEMIC ENGLISH-1 Not submitted

Monday, September 21, 2009 10:36 AM - 11:33 AM Submit for teacher

Selected: 0 Total: 1

<input type="checkbox"/>		Student Name	Code	Min Abs		Comment	
<input type="checkbox"/>	A	T	P	FONSECA, BENNETT V	T	0	

- Click on the **Save** button to Submit attendance

[Classes](#) > Class Attendance

Actions ▾ Edit ▾ Help ▾ Home | Log Off

ACADEMIC ENGLISH-1 **Submitted**

Monday, September 21, 2009 10:36 AM - 11:33 AM

Selected: 0 Total: 1

<input type="checkbox"/>		Student Name	Code	Min Abs		Comment
<input type="checkbox"/>	A	T	P	FONSECA, BENNETT V	P	0