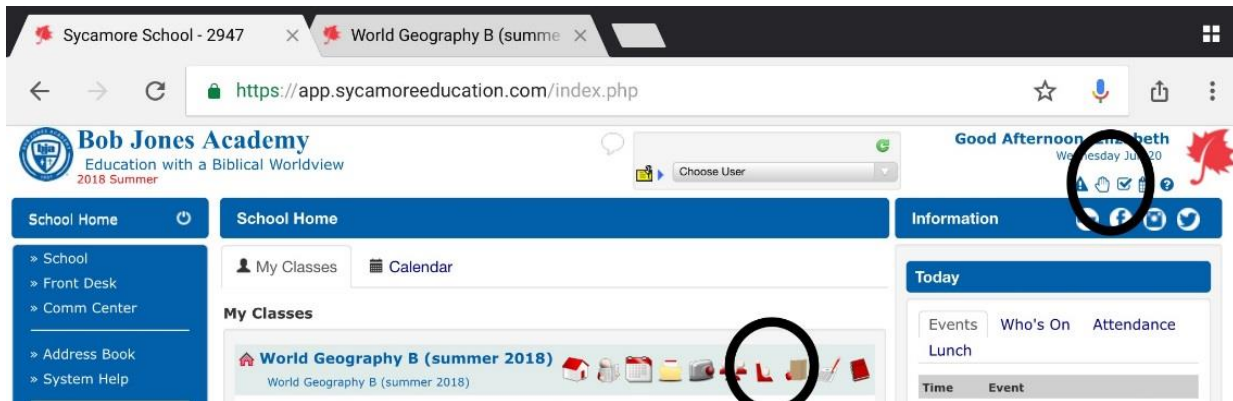


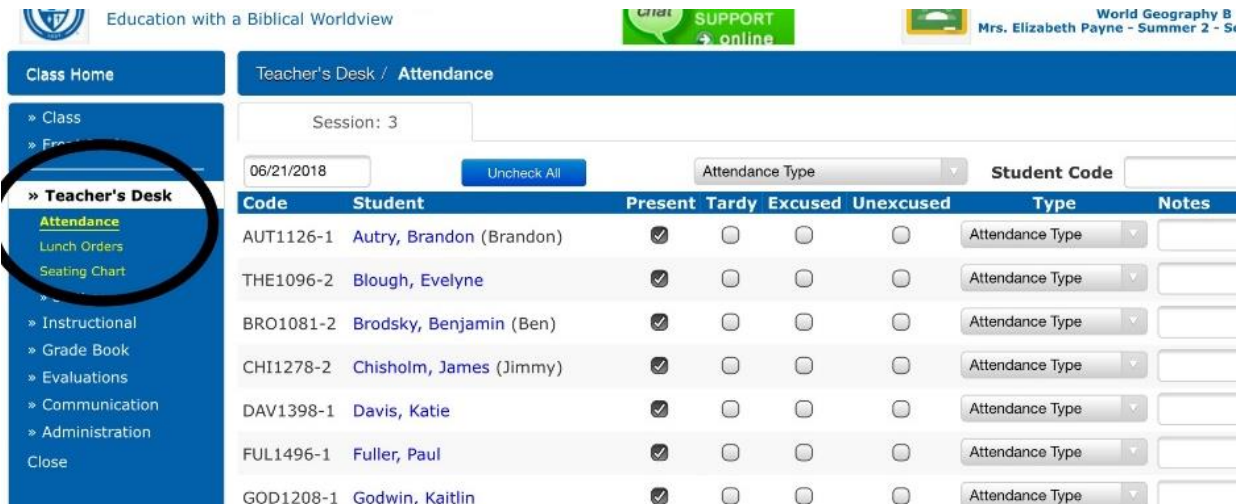
## Sycamore: Attendance (for teachers)

### How to Access Attendance

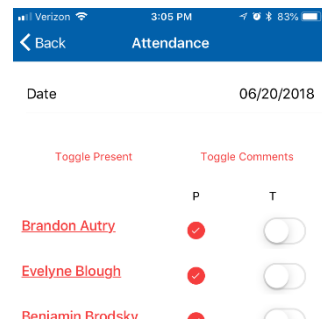
From School Home select the little hand icon (top right) or the raised hand icon (among the icons for the class).



OR from Class Home go to Teachers' Desk and then Attendance.



OR from the Sycamore App select the class then attendance.



## How to Submit Attendance

Education with a Biblical Worldview

chat SUPPORT → online

World Geography B (summer 2018)  
Mrs. Elizabeth Payne - Summer 2 - Sem:2 - Rm:B106

Class Home Teacher's Desk / Attendance

Session: 3

06/21/2018 Uncheck All Attendance Type Student Code

Code	Student	Present	Tardy	Excused	Unexcused	Type	Notes
AUT1126-1	Autry, Brandon (Brandon)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Type	
THE1096-2	Blough, Evelyne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Type	
BRO1081-2	Brodsky, Benjamin (Ben)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Type	
CHI1278-2	Chisholm, James (Jimmy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Type	
DAV1398-1	Davis, Katie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Type	
FUL1496-1	Fuller, Paul	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Type	
GOD1208-1	Godwin, Kaitlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Type	

In your browser, submit at the top right of the screen.

*Note: The system defaults to all present; deselect for a student who is absent.*

### Attendance Type/Notes

Unless instructed otherwise by your principal, please don't select attendance type or add notes—office personnel will handle those.

*Note: parents see both attendance type and notes.*

### Made an error?

You can click the student's name (a link) then today's date (another link) to fix a mistake. However, if the mistake is more than about 15 minutes old, contact the office instead.

OR from the app, submit at the bottom of the screen (not pictured).

*Note: The system defaults to all present; or clicks/slides one who is tardy.*

Verizon 3:05 PM 83%

Attendance

Date 06/20/2018

Toggle Present Toggle Comments

	P	T
Brandon Autry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evelyne Blough	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Benjamin Brodsky	<input type="checkbox"/>	<input type="checkbox"/>