ProgressBook GradeBook Attendance User Guide
## Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook GradeBook Attendance User Guide* have been made.

<table>
<thead>
<tr>
<th>Product Version</th>
<th>Heading</th>
<th>Page</th>
<th>Reason</th>
</tr>
</thead>
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<tr>
<td>16.0.0</td>
<td>“Set Required Homerooms for Daily Attendance”</td>
<td>45</td>
<td>Removed step for deselecting homerooms with required daily attendance. Added note indicating that newly added classes are deselected for daily attendance by default.</td>
</tr>
<tr>
<td>15.2.0</td>
<td>“Reports”</td>
<td>23</td>
<td>Updated screen shots of report options screens to include new <em>Show Inactive School(s)</em> check box.</td>
</tr>
<tr>
<td>15.2.0</td>
<td>“Attendance Export to StudentInformation”</td>
<td>39</td>
<td>Updated screen shot of <em>Attendance Export</em> screen to include new <em>Show Inactive School(s)</em> check box.</td>
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Welcome to GradeBook

GradeBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education and parent communication into one comprehensive, web-based system. GradeBook provides a user-friendly interface for teachers, school administrators, cafeteria personnel and others to track and maintain student information. Class and student data is automatically imported into GradeBook from StudentInformation, eliminating the need for data re-entry. GradeBook supports standards-based reporting, which is essential in today’s education environment.

This guide provides the information necessary to help Attendance staff perform tasks more productively.

Log In to GradeBook

Before you start using GradeBook, you will need to log in. Before you log in, contact your GradeBook system manager for the login address or URL of the GradeBook website, as well as your login information.

1. On the login screen, in the Domain list, select your domain.

   Note: Once you select a domain, the system remembers the last domain accessed.

2. In the User Name field, enter your user name.
3. In the Password field, enter your password.

   Note: By default, ProgressBook authenticated password requirements are eight characters with at least one uppercase letter, one lowercase letter, one number and one special character; however, your district may have different requirements.

4. Click Sign In.

   Note: Signing in to any ProgressBook application signs you in to all ProgressBook applications to which you have access.
Welcome to GradeBook

Sign Out of GradeBook

When you click Logout in the upper-right corner of any GradeBook screen, you are logged out of all ProgressBook applications, and the CentralAdmin sign out screen displays.

Navigate GradeBook

Attendance Home Page

The Attendance Home Page is the first screen that appears when you log in to GradeBook. The Attendance Information section allows you to maintain and resolve student attendance records, and run several attendance-related reports. The School Information section enables you to maintain homeroom and period/block code information. The Other section enables you to update your GradeBook email address and password, if the Staff Password Changes option has been enabled for your district. If you have access to more than one district, under Attendance Home Page, you can change the district in the Select a district list. The Report Builder Reports section provides access to ReportBuilder reports if they have been enabled for your school. The My Reports section provides access to any customized ReportBuilder reports you have created. The Report Maintenance section allows you to delete customized ReportBuilder reports you have created.
Banner
You can use the links in the banner to navigate through GradeBook screens.

Use the Application Quick Launch
You can use the application quick launch to easily navigate between ProgressBook applications.

1. In the banner, to the right of the GradeBook logo, click the application quick launch icon.
   In the application quick launch area, logos display for all other ProgressBook applications that are registered in CentralAdmin.

2. To open another application that you are authorized to use, click the application’s logo.
   The application opens in another window or tab depending on your browser’s settings.

Note: To close the application quick launch without navigating to another application, click the application quick launch icon again, or click the screen anywhere outside the application quick launch area.
Welcome to GradeBook
Maintain Attendance

The Attendance Information section allows you to maintain and resolve student attendance records and run several attendance-related reports.

Absence Queue and Attendance by Student List Overview

The Absence Queue and Attendance by Student List views are the main work areas for you to view, update and reconcile students’ attendance records.

The Absence Queue view displays existing attendance records where students have already been marked absent or tardy in GradeBook.

The Attendance by Student List view allows you to search for a specific student and create the appropriate absence record. Use the fields in the banner near the top of the screen to filter the attendance records or students you want to view. The Edit Period Attendance icon may or may not display depending on whether or not the Offer Period Attendance feature is enabled for your school.
Maintain Attendance

Attendance Symbols
The following symbols or icons display in the **Actions** column on the **Absence Queue** and **Attendance by Student List** screens.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image_url" alt="Comment" /></td>
<td>Opens <strong>Student Attendance Comments</strong> window to insert a new student attendance comment.</td>
</tr>
<tr>
<td><img src="image_url" alt="Edit" /></td>
<td>Opens <strong>Absence Comments</strong> window to edit an existing absence comment.</td>
</tr>
<tr>
<td><img src="image_url" alt="Insert" /></td>
<td>Opens <strong>Contact Tracking</strong> window to insert new contact attempt.</td>
</tr>
<tr>
<td><img src="image_url" alt="Edit" /></td>
<td>Opens <strong>Update Absence Information</strong> window to enter new or edit existing attendance information.</td>
</tr>
<tr>
<td><img src="image_url" alt="Delete" /></td>
<td>Opens <strong>Delete From Queue</strong> window to delete an attendance record from the queue.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image_url" alt="Comment" /></td>
<td>Opens <strong>Absences by Student</strong> calendar to view attendance in calendar format and provide access to print a student's absence report.</td>
</tr>
<tr>
<td><img src="image_url" alt="Insert" /></td>
<td>Opens <strong>Contact Tracking</strong> window to edit contact attempts or add additional contact attempts.</td>
</tr>
<tr>
<td><img src="image_url" alt="Delete" /></td>
<td>Opens <strong>Update Absence Information</strong> window to edit multiple attendance records for students for one day.</td>
</tr>
<tr>
<td><img src="image_url" alt="Delete" /></td>
<td>Opens <strong>Class Attendance</strong> window to edit period attendance by class and by block.</td>
</tr>
</tbody>
</table>
Search for Attendance Records in Absence Queue

You can view all the attendance records for all the students in a school for the entire school year or only attendance records for a single day for a single student. The Absence Queue and Attendance by Student List provide many filter options including grade, class, student name, student ID number and attendance record status to enable you to define your search. Notice that an asterisk (*) next to a field denotes that it is a required field. You can also customize the information that displays for the resulting records and the way in which they are sorted. See “Customize Absence Queue or Attendance by Student List.”

1. On the Absence Queue or Attendance by Student List, select the appropriate School for which to view attendance records.

2. Select the appropriate school Year.

3. Select the appropriate school district Calendar. The school district default calendar developed by the GradeBook administrator displays by default.

4. Today’s date displays in the Date field by default. To view attendance records for another date, type the date in the Date field or click  to select the appropriate date on the Calendar window. If you leave the Date field blank, all the attendance records for the year display.

5. Choose any of the following optional search criteria to further narrow your results:
   - **Grade Level** – Select the desired grade level from the Gr list.
   - **Homeroom** or **Class** – Select the desired homeroom or class from the HR list to limit the search to one specific class or homeroom. Change the All selection to CL or HR to designate all classes or all homerooms.
   - **Student** – Type the whole or partial name in the Name (L/F) field or type the student’s district identification number in the ID field.
   - **Absence Status** – Select Complete or Incomplete attendance records.
   - **Student Status** – When viewing Attendance by Student List, select the Active check box to view active students or leave it deselected to view inactive students.

6. Select the desired number of rows to display in the Rows list. Ten is the default; 200 is the maximum.
7. Select the desired **Sort** option:

- **Custom** – Choose this option, and then designate the number of rows to display on the screen. Use the **Customize this page** link to set custom sort criteria. Search results are limited to the number of rows selected to display; fifty is the maximum.

- **Name, date** – Sorts records by student name, then ascending by date. Displays all records that meet the selection criteria, ten records per screen, and allows navigation using **Previous** and **Next** buttons.

- **Name, date desc** – Sorts records by student name, then descending by date. Displays all records that meet the selection criteria, ten records per screen, and allows navigation using **Previous** and **Next** buttons.

- **Date desc, name** – Sorts records descending by date, then by student name. Displays all records that meet the selection criteria, ten records per screen, and allows navigation using **Previous** and **Next** buttons.

- **HR, name, date** – Sorts records by homeroom first, student name, then ascending by date.

- **HR, name, date desc** – Sorts records by homeroom first, student name, then descending by date.

8. Click **Search**.

The attendance records meeting your search criteria display. Use the **Next** or **Previous** buttons, if necessary, to view more records.

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**Note:** You can click the student's name to view addresses, enrollment, and live contact information from StudentInformation.
Add Contact Attempts

You can enter outgoing attempts to contact parents and guardians about an absence, as well as incoming contact attempts.

1. On the Absence Queue or Attendance by Student List screen, click the Actions column for the student for whom you want to add a contact attempt record.

2. On the Contact Tracking window, in the Contact Date column, today’s date displays by default. To change the date, click and select the appropriate date, or type it in the field.

3. In the Direction column, select one of the following options:
   - **Incoming** – Parent or guardian contacted the school about the absence.
   - **Outgoing** – School attendance staff attempted to contact the parent or guardian about the absence.

4. In the Method column, select the appropriate method of contact.

5. In the Contact column, select the appropriate contact name.
   The contact name, type and phone number display near the bottom of the screen.

   **Note:** If your school is not integrated with StudentInformation, you must type a comment about the contact in the Notes column.

6. Click Save.
   A new contact row displays on the Contact Tracking window.
Maintain Attendance

**Note:** The Play link is not currently functional. This feature is planned to integrate with the school’s phone system at a future date so that phone messages can be heard.

7. Close the **Contact Tracking** window.

The **Contact tracking** icon 📞 (green) displays on the **Absence Queue** indicating that a contact attempt record has been added. Click this icon to edit or add additional contact attempt records.

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**Update Absence Information**

When reconciling attendance records, it may be necessary to add multiple absence codes for a student on one day or for multiple days.

1. On the **Absence Queue** or **Attendance by Student List** screen, search for the attendance records you want to view.

2. In the **Actions** column, click 📞 for the student whose attendance record you want to edit.
3. On the Update Absence Info window, in the Code column, select the appropriate absence type code from the list.

   **Note:** An absence type code is required in the Code column to save the attendance record.

4. In the AM/PM column, select the “AM” or “PM” option if applicable.
5. In the Reason column, select the appropriate absence reason code from the list.
6. In the Note column, select the appropriate attendance note code from the list.
7. In the Arrived column, type the time the student arrived to school if applicable.
8. In the Dismissed column, type the time the student was dismissed from school if applicable.
9. Click to add comments about the absence, if necessary. See “Add Absence Comments.”
10. Click to add a contact attempt, if necessary. See “Add Contact Attempts.”
11. If there are multiple absences for the student for the day, select the option button in the Primary column for the attendance record that is the primary attendance reason.

   **Note:** The absence code for the primary attendance record displays on the teacher’s attendance screens.
12. Click **Save**.

*Note:* You can click **View Student Notes** in the upper right corner of the screen to view the **Student Attendance Comments** window for the student.

13. Close the **Update Absence Info** window.

The **Edit Absence** icon (green) displays on the **Absence Queue** if multiple attendance records have been recorded for a student for one day. Click this icon to edit an attendance record.
Update Attendance Records for Multiple Days at Once

1. Perform step 2 through step 12 in the previous section.
2. Select the appropriate days on the calendar(s) to which the attendance record applies.
3. Click the **Apply all** check box.
4. Click **Save**.
5. Close the **Update Absence Info** window.

**Note:** If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.
View Individual Student's Attendance in Calendar Format

The **Absences by Student** window displays the student’s attendance in a monthly calendar format. Absence codes display on each day an absence occurred. The **Absence Types** codes and descriptions display at the bottom of the screen as well as the **Attendance Days** color codes and descriptions.

1. On the **Absence Queue** or **Attendance by Student List** screens, click to open the **Absences by Student** window.

2. You can perform any of the following options:
   - Click the absence code on a specific date to open the **Update Absence Info** window to view the absence details. See “Update Absence Information.”
   - Click a specific date to open the **Update Absence Info** window to create an attendance record for the student on that date. See “Add Attendance Records in Attendance by Student List.”
   - In the upper right corner of the window, click **Print** to display the **Attendance Detail Year to Date Report** in a separate window. See “Attendance Detail Year to Date Report.”

3. Close the **Absences by Student** window.
Add Absence Comments

You can add and edit comments regarding an individual absence for a student by date.

1. On the Absence Queue or Attendance by Student List screen, click 🖊️ in the Actions column.
2. On the Absence Comments window, type the comment in the text box. For example, “Absent due to family funeral.”
3. Click Save.
4. Close the Absence Comments window.

Edit Class or Period Attendance Records

If your school has enabled the Offer Period Attendance feature, you may enter period attendance for a student’s classes. You can add or change an absence type in a student’s classes individually or for multiple classes at once. Only the classes that are scheduled to meet that day in the schools to which you have access display on the Class Attendance window. If the Allow Attendance by Block feature is enabled and the class meets for multiple blocks, a separate row displays for each block the class meets in order of block meeting time. The absence type codes used here by attendance staff will display on the Period Attendance and Seating Chart screens, Grade Book Grid, Progress tab of the Student Profile screen and, if your school is using ParentAccess, in the Period Attendance area of the Attendance screen.
Assign Absence Types to Individual Class

1. On the **Absence Queue** or **Attendance by Student List** screen, click .

2. On the **Class Attendance** window, select the appropriate absence type code in the **Attendance** list for a specific class.

3. If the class meets for multiple blocks, select an absence type code in the **Attendance** list for each block.

4. Click **Save**.

![Class Attendance Window]

**Note:** To populate the absence type in the classes above or below the selected class, click ↑ or ↓.

Assign Same Absence Type to Multiple Classes at One Time

1. On the **Class Attendance** window, select the appropriate absence type code in the **Set the attendance code for all classes** list, and then click **Go**.

2. Click **Save**.

![Class Attendance Window]
Reconcile Attendance Records in Absence Queue

You must reconcile students’ attendance records daily. The attendance records remain in the Absence Queue until they are reconciled or complete. An attendance record is considered reconciled when it includes, at minimum, an absence code and reason and has been marked complete.

1. On the Absence Queue screen, search for the attendance records you want to view. See “Search for Attendance Records in Absence Queue.”
   Attendance records meeting your search criteria display.

2. In the Code column, select the appropriate absence code from the list.
   
   Note: For a specific student, you can click the Code, Reason and Note column headings to view the list of appropriate codes and descriptions.

3. In the AM/PM column, select the “AM” or “PM” option if appropriate.

4. In the Reason column, select the appropriate reason code from the list.
   
   Note: Teachers can see the absence and reason codes on their attendance screens but cannot view the note code.

5. In the Note column, select the appropriate attendance note code from the list.

6. In the Arrived column, type the time the student arrived to school if applicable.

7. In the Dismissed column, type the time the student was dismissed from school if applicable.
   
   Note: Time displays in the time fields as “AM” or “PM” by default based on the current time of day when the time is entered. For example, if you enter “9:15” in the field prior to noon, 9:15 AM displays. You can also enter time in military time format, but do not use a colon (:).

8. In the Done column, select the check box to mark the attendance record complete.
   
   Note: If a student has multiple attendance records for one day, you must reconcile them on the Update Absence Info window.
Maintain Attendance

9. **Click Save.**

**Note:** If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.

10. You may perform any of the following optional steps while reconciling an attendance record:

- Add or edit contact attempt records. See “Add Contact Attempts.”
- Update absence information and add additional attendance records. See “Update Absence Information.”
- View student attendance by calendar and print student attendance report. See “View Individual Student's Attendance in Calendar Format.”
- Add or edit attendance record comments. See “Add Absence Comments.”
- Edit class or period attendance. See “Edit Class or Period Attendance Records.”
- Delete attendance records.

**Note:** You can click the student’s name to view addresses, enrollment, and live contact information from StudentInformation.

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**Add Attendance Records in Attendance by Student List**

If you need to create an attendance record for a student who does not already have one, you can create it on the **Attendance by Student List** screen.

1. **On the Attendance by Student List screen, search for the student you want to view.** See “Search for Attendance Records in Absence Queue.”

2. **In the Actions column, click ** for the student whose attendance record you want to add.”
3. On the **Update Absence Info** window, in the **Code** column, select the appropriate absence type code from the list.

   *Note: An absence type code is required in the **Code** column to save the attendance record.*

4. In the **AM/PM** column, select the “AM” or “PM” option if applicable.

5. In the **Reason** column, select the appropriate absence reason code from the list.

6. In the **Note** column, select the appropriate attendance note code from the list.

7. In the **Arrived** column, type the time the student arrived to school if applicable.

8. In the **Dismissed** column, type the time the student was dismissed from school if applicable.

9. Click **Save**.

10. Click **** to add comments about the absence, if necessary. See “**Add Absence Comments.**”

11. Click **** to add a contact attempt, if necessary. See “**Add Contact Attempts.**”

12. If there are multiple absences for the student for the day, select the option button in the **Primary** column for the attendance record that is the primary attendance reason.

   *Note: The absence code for the primary attendance record displays on the teacher’s attendance screens.*

13. To apply an absence to multiple days at once, on the **Additional Days** calendar, select the check box for the appropriate days, and then select the **Apply all** check box.

14. Click **Save**.
Note: In the upper right corner of the screen, click View Student Notes if you want to view the Student Attendance Comments for that student.

15. Close the Update Absence Info window.

The edit absence icon (green) displays on the Attendance by Student List screen if multiple attendance records have been recorded for a student for one day. Click this icon to edit an attendance record.

Note: If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.
Customize Absence Queue or Attendance by Student List

You can choose to display or remove columns on the Absence Queue and Attendance by Student List screens based on the way in which your district manages attendance records. Using the Custom option in the Sort list allows you to customize the way records are sorted on each screen.

Modify Columns that Display on Screen

1. On the Absence Queue or Attendance by Student List screen, click Customize this page at the bottom of the screen.

2. On the Customize page window, in the Show? column, select the check box next to each of the columns you want to display.

3. Click Save.
Customize Sort Option for Records that Display on Screen

1. On the Absence Queue or Attendance by Student List screen, select the Custom option in the Sort list.
2. Click Customize this page at the bottom of the screen.
3. On the Customize page window, in the Sort Order column, type the appropriate number that represents the priority in which you want to sort the records.

   Note: For example, type 1 next to the Attendance Code field and 2 next to the Student Name field to indicate that the records should be sorted by Attendance Code first, and then by Student Name.

4. In the Sort Type column for the fields by which you will be sorting the records, select one of the following options to designate the order in which the information is sorted:
   - Ascending
   - Descending
5. Click Save.

   Note: The custom display options you choose only apply to the screen you were on when you clicked Customize this page.
Reports

On the Attendance Home Page, the Attendance Information area lists several classic reports. Additional classic reports are accessed via the Absence Queue. The Report Builder Reports area displays ReportBuilder Reports that are available to you. If you create and save customized versions of a ReportBuilder Report, they appear in the My Reports area.

Classic Reports

Some report criteria selection screens provide various options from which you can select one or more. Where this option is available, use the <Shift> or <Control> keys on your keyboard to select more than one option in the list.

A common report parameter is date selection, either by reporting period or date range.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the report criteria selection screens may appear differently because they are defined by the school district.

To view and modify a report you must have the appropriate application installed on your computer. Classic reports can be displayed in the following formats:

- **PDF** – Portable document file format that cannot be edited.
- **Excel** – Format provides full functionality of Microsoft Excel.
- **RTF** – Formatted document file type that can be edited.
- **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.

When you have selected the appropriate report parameters on the criteria selection screen, click Run the Report or Submit to display the report. All reports open in a separate browser window. After you have viewed the report, close the report window and return to the report screen.

Classic reports cannot be deleted.

To print a report, you must select the print option from within the software application you use to display the report.

Staff Attendance Audit Report

The Staff Attendance Audit Report lists homerooms or classes for which daily attendance was taken or not taken.

1. On the Attendance Home Page under the Attendance Information area, click Staff Attendance Audit Report.
2. On the Staff Attendance Audit Report screen, select the appropriate school on which to run the report.
3. In the Select Homerooms to View area, select one of the following options:
   • HR Attendance Not Taken
   • HR Attendance Taken
   • All Homerooms
4. In the Select Date field, type a date.
5. In the Select the Output Format area, select one of the following:
   • PDF
   • Excel
   • TIFF
   • RTF
6. Click Run the Report.
7. Review the report, and then close the report window.

Daily ProgressBook Attendance Report
The Daily ProgressBook Attendance report displays daily student absences by homeroom.
1. On the Attendance Home Page under the Attendance Information area, click Daily ProgressBook Attendance.
2. On the Daily Attendance Report screen, select the appropriate school on which to run the report, if necessary.
3. Click **Next**.
4. Click ☐ to select the date from the date picker, or type it in the Date field.

5. Click **Next**.
6. Select one of the following output formats:
   - PDF
   - Excel
   - RTF
   - TIFF
7. Click **Next**.
   The report opens in a separate window, with the heading **Daily Attendance Report**.
8. Review the report, and then close the report window.

**Period Attendance Report**
The **Period Attendance Report** provides numerous options for presenting summary- and detail-level period attendance data. Three detailed report versions display attendance information using a variety of grouping and filtering combinations. A summary report version displays attendance information by teacher, class and student. The **Basic Details - Two Column** report version does not allow filtering.

1. On the **Attendance Home Page** under the **Attendance Information** area, click **Period Attendance Report**.
2. On the **Admin Period Attendance Report** screen, select the appropriate school on which to run the report.
3. In the **Select Time Frame** area, do one of the following:
   - **Select A Reporting Period** by selecting the check box next to the desired reporting period.
   - **Enter a Range** by typing dates in the **Start Date** and **End Date** fields.
4. In the **Select a Grade Level** area, select the appropriate grade level from the list.
5. In the **Select Students** area, select the desired student(s).

   **Note:** Select the **All Students** option to include all the students in the class.
6. In the Select the Version area, select one of the following versions of the report:
   - **Basic Details - Two Column** – Displays attendance information in two columns alphabetically by student’s last name.
   - **Details by Student/Class/Date** – Displays attendance information grouped alphabetically by student’s last name, class, and then date of absence.
   - **Details by Student/Date/Class** – Displays attendance information grouped alphabetically by student’s last name, date of absence, and then class.
   - **Details by Teacher/Class/Date/Student** – Displays attendance information grouped by teacher, class, date of absence, and then alphabetically by student’s last name.
   - **Summary by Teacher/Class/Student** – Displays attendance information by teacher, class, and then alphabetically by student’s last name.

7. If you selected any of the report version options except for **Basic Details - Two Column** in the previous step, in the Check the box to apply the selection criteria area, you may select from the following absence type filter options:
   - **Excused Absences**
   - **Unexcused Absences**
   - **Total Absences**
   - **Excused Tardies**
   - **Unexcused Tardies**
   - **Total Tardies**
   - **Show checked column values only**

*Note: Only the absence types for which your district is calculating totals display as options in the Check the box to apply the selection criteria area of the screen.*
8. Select one of the following qualifiers next to the absence type option(s) selected in the previous step, and then type a number in the blank field next to it.
   - > – Greater than
   - < – Less than
   - = – Equal to
9. If multiple absence types are selected, choose one of the following options:
   - And – Report will include ALL of the selection criteria.
   - Or – Report will include any, but not all of the selection criteria.
10. Select one of the desired output formats:
    - PDF
    - Excel
    - TIFF
    - RTF
11. Click Run the Report.

   Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser’s security settings.

12. Review the report, and then close the report window.

**Period Attendance Audit Report**
The Period Attendance Audit Report lists classes for which class attendance has been taken or not taken.

1. On the Attendance Home Page under the Attendance Information area, select Period Attendance Audit Report.
2. On the Admin Period Attendance Report screen, select the appropriate school on which to run the report.
3. Select the appropriate teacher(s).
4. Type a date in the Start Date and End Date fields.
5. Select one of the following sort versions:
   - Sort by Date, Teacher, Period – Displays attendance information grouped by date, then sorted by teacher and period.
   - Sort by Teacher, Date, Period – Displays attendance information grouped by teacher, then sorted by date and period.
6. Select one of the following output formats:
   - PDF
   - Excel
   - TIFF
   - RTF
7. Select one of the following attendance options:
   - Show attendance not taken
   - Show attendance taken

8. Click Run the Report.

   **Note:** If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser’s security settings.

9. Review the report, and then close the report window.

Print the Absence Queue

The Absence Queue report allows you to print the displayed attendance records sorted by student name and also grouped by grade, homeroom or both.

1. On the Absence Queue screen, search for the attendance records you want to view. See “Search for Attendance Records in Absence Queue.”

2. Click Print the Queue at the bottom of the screen.
3. On the **Print the Queue** window, select the appropriate grouping options:

   - **Grade Level** and **Home Room** (default setting)
     i. Select the **Show** check box in the **Visibility** column for both **Grade Level** and **Home Room**.
     ii. Designate the desired **Sort order** for each **Group**.

   - **Grade Level** only
     i. Deselect the **Show** check box in the **Visibility** column for **Home Room**.
     ii. Designate the desired **Sort order** for the **Grade Level Group**.

   - **Home Room** only
     i. Deselect the **Show** option in the **Visibility** column for **Grade Level**.
     ii. Designate the desired **Group Sort order** for **Home Room**.

   - None – Deselect the **Show** option in the **Visibility** column for both **Grade Level** and **Home Room**.

4. Select the desired **Student Sort Order** option.

5. Select one of the following **Done Status** options:

   - **All** – Includes both complete and incomplete attendance records.
   - **Done** – Includes only complete attendance records.
   - **Not Done** – Includes only incomplete attendance records.

6. Select the desired **Output Type**:

   - **Excel**
   - **PDF**
   - **RTF**
   - **TIFF**

7. Click **Run**.

   The **Absence Queue** report displays.

8. Close the report window.
Attendance Detail Year to Date Report

The Attendance Detail Year to Date Report displays a student’s absences for the year including attendance codes, reasons, notes, and arrival and dismissal times.

1. On the Absence Queue or Attendance by Student List, search for the student you want to view. See “Search for Attendance Records in Absence Queue.”

2. In the Actions column, click for the student whose attendance report you want to display.

   The Absences by Student calendar window appears.

3. Click Print in the upper right corner of the screen.

   The Attendance Detail Year to Date Report displays in a separate window.

   4. Click Print to print the report.

   5. Close the print window.

   6. Close the Absences by Student calendar window.
Daily Audit Report

The Daily Audit Report displays all additions and changes made to any attendance records on the current day.

1. On the **Absence Queue** screen, search for the attendance records you want to view. See “Search for Attendance Records in Absence Queue.”
2. Click **Daily Audit Rpt** at the bottom of the screen.

3. On the **Print the Queue** window, select the appropriate **School**.
4. Select the appropriate grouping options:
   - **Grade Level** and **Home Room** (default setting)
     i. Select the **Show** check box in the **Visibility** column for both **Grade Level** and **Home Room**.
     ii. Designate the desired **Sort order** for each group.
   - **Grade Level** only
     i. Deselect the **Show** check box in the **Visibility** column for **Home Room**.
     ii. Designate the desired **Sort order** for the **Grade Level** group.
   - **Home Room** only
     i. Deselect the **Show** option in the **Visibility** column for **Grade Level**.
     ii. Designate the desired **Sort order** for the **Home Room** group.
   - None – Deselect the **Show** option in the **Visibility** column for both **Grade Level** and **Home Room**.
5. Select the desired **Student Sort Order** option.
6. Select the desired **Output Type**:
   - Excel
   - PDF
   - RTF
   - TIFF

7. Click **Run**.
   
The Daily Audit Report (**Attendance Audit**) displays.

8. Close the report window.

---

**ReportBuilder Reports**

ReportBuilder reports offer numerous filter options for defining customized student demographic information, as well as numerous column options for displaying the results. Once users have selected the desired settings, they can save the report with those settings to use in the future. These reports are available based on your user privileges. The **Student Demographics** report, described below, is available to the attendance user role.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the Report Viewer screen are defined by the school district.

The appearance of this icon in the top right corner of the banner indicates that the report is a core report – provided by ProgressBook – or a user-defined version of a core report. This icon does not display for add-on reports – reports that have been customized and then uploaded by your support staff.

Once you have generated the report, numerous features are available:

- To view the report, click ![View Report](image)
- To show report headers, required parameters, optional filters and columns, click ![Show Setup](image)
- To hide this area, click ![Hide Setup](image)
• To save the report with the selected parameters, filters, and columns, click **Save Setup As**. On the **Save Setup As** window in the **New report name** field, type the unique report name, and in the **New description** field, type the description of the report. Then, click **Save**.

• To navigate to a specific student on the report, click **Document Map** pane, and click the student’s name. This feature is only available when using Internet Explorer.

• To view a specific page in the report, use these icons **Next** to navigate to the next page or last page, or use these icons **Previous** to navigate to the previous page or first page. You can also type the page number in the field, and then press <Enter>.

• To view a report in a smaller or larger size, select the desired percentage in the list that represents the display size. This feature is only available when using Internet Explorer.

• To search for a word or phrase in the report, type it in the blank field next to **Find** and then click **Find**. Click **Next** to search for the next instance of the word or phrase. This feature is only available when using Internet Explorer.

• To export a report to a specific file format, select the desired format in list, and then click **Export**. When you are prompted, click either **Open** or **Save**. If you select **Open**, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available:
  - **XML file with report data** – Extensible Markup Language file format includes only data; no page formatting, headers, footers, lines or graphic images. This file format can be viewed in a Web browser.
  - **CSV (comma delimited)** – Comma-separated values file format in plain text format.
  - **PDF** – Acrobat portable document file format that can only be viewed and not edited. This file format can be viewed in Adobe Reader.
  - **MHTML (web archive)** – Short for MIME HTML file format and also referred to as MHT. MHTML is a web page archive format used to bind images, Flash animations, Java applets, audio files, etc. together with HTML code into a single file. This file format can be viewed in a Web browser and is supported in the following browser versions: IE 5.5 and later, Firefox 1.5 and later, and Safari 3.0 and later.
  - **Excel** – Format provides full functionality of Microsoft Excel.
  - **TIFF file** – Large graphic file format that may take longer to open than other file types, and cannot be edited.
  - **Word** – Format provides full functionality of Microsoft Word.

• To print the report, click **Print**. If you are prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer so that you can print the report. The print feature is only available when using Internet Explorer. If you are not able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.

• To sort the columns in ascending or descending order, click **Sort**.
• To delete any report you have customized, select the report in the Report Maintenance section and click next to the report.

Student Demographics Report

The Student Demographics report provides numerous options for displaying student demographic information for individual or multiple classes, class groups or homerooms. For example, you can apply specific filter options to create a report that displays student addresses for specific classes or schools. Once you save the report with your desired filter options, you can run it as often as you like.

1. On the Attendance Home Page under the Report Builder Reports area, click Student Demographics.
2. Enter the name of the report in the Report Header field. Student Demographics displays by default, but you may change the name, if desired.
3. In the Set Required Parameters area, select the appropriate school(s) in the Schools list.

   Note: Only the schools to which you have access display in the list.

   Note: If there are no available choices from which to select, then No school available displays with a red background.

   Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.

4. In the Set Optional Filters area, select the appropriate option(s) in the Field Name list. See “Student Demographics Report – Field Name Options” for descriptions of all the available options.

5. Select one of the following options in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.
   • Is Equal To
   • Is Not Equal To
   • Begins With
   • Does Not Begin With
   • Ends With
   • Does Not End With
   • Contains
   • Does Not Contain
   • Has a Value
   • Does Not Have a Value
6. Type the appropriate value in the **Value** field.

   **Note:** The available options and acceptable values vary depending on the option you selected in the **Field Name** list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** list. If you selected an option in the **Field Name** list that ends in “Indicator,” then you must select the “Yes” or “No” option in the **Value** field. If you selected an option in the **Field Name** list that requires a date, a calendar becomes available in the **Value** field.

7. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the **Field Name** list and you want that information to display on the report, make sure to select the corresponding column name in the **Columns** list. Options in the **Field Name** list that end in “Indicator” do not have a corresponding column to display.

8. Click **View Report**.

   The report displays at the bottom of the window.

9. To save the report with the selected parameters, filters and columns, click **Save Setup As**.

   On the **Save Setup As** window in the **New report name** field, type the unique report name, and in the **New description** field, type the description of the report. Then, click **Save**.

   The following message displays at the bottom of the window, “Report setup saved successfully.”

   The report displays in the **My Reports** and **Report Maintenance** sections on the **Attendance Home Page** after you have refreshed the screen.
**Student Demographics Report – Field Name Options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date</td>
<td>Date of birth of the student.</td>
</tr>
<tr>
<td>Calendar Name</td>
<td>Calendar used by the school in which the student is enrolled.</td>
</tr>
<tr>
<td>Counselor Name</td>
<td>Name of the guidance counselor assigned to the student.</td>
</tr>
<tr>
<td>Disability Code</td>
<td>Code that represents a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must type 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15 or ** in the Value field.</td>
</tr>
<tr>
<td>Disability Name</td>
<td>Full name of a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in SpecialServices. If you select this option, you must type the full or partial disability name in the Value field.</td>
</tr>
<tr>
<td>District of Residence</td>
<td>District in which the student resides.</td>
</tr>
<tr>
<td>District of Service</td>
<td>District in which the student receives services.</td>
</tr>
<tr>
<td>Enrollment Date</td>
<td>Date on which the student enrolled in the school.</td>
</tr>
<tr>
<td>Enrollment Status Code</td>
<td>Code that represents whether the student is active or inactive in the school in which the student is enrolled.</td>
</tr>
<tr>
<td>Gender Code</td>
<td>Code that represents whether a student is female or male.</td>
</tr>
<tr>
<td>Grade Level Code</td>
<td>Code that represents the grade level in which the student is enrolled.</td>
</tr>
<tr>
<td>Grade Level Name</td>
<td>Name of the grade level in which the student is enrolled.</td>
</tr>
<tr>
<td>Graduation Date</td>
<td>Date on which the student will graduate from high school.</td>
</tr>
<tr>
<td>Home School ID</td>
<td>Code that represents the school building in which the student was originally enrolled.</td>
</tr>
<tr>
<td>Homeroom ID</td>
<td>Code that identifies the homeroom to which the student is assigned.</td>
</tr>
<tr>
<td>Parent Access Disabled Indicator</td>
<td>Indicates whether the student’s information has been disabled on the ParentAccess website. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select “Yes” or “No” in the Value field.</td>
</tr>
</tbody>
</table>
## Student Demographics Report – Field Name Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Access Disabled Status Name</td>
<td>Indicates whether the student’s information has been disabled on the ParentAccess website. If you select this option, you must type “Disabled” in the Value field.</td>
</tr>
<tr>
<td>PB School ID</td>
<td>GradeBook code that identifies the school in which the student is enrolled.</td>
</tr>
<tr>
<td>PB Student ID</td>
<td>GradeBook code that identifies the student.</td>
</tr>
<tr>
<td>School Enrollment Status Name</td>
<td>Indicates whether the student’s record is active in GradeBook. If you select this option, you must type “Active” or “Withdrawn” in the Value field.</td>
</tr>
<tr>
<td>School ID</td>
<td>Code that identifies the school in which the student is enrolled.</td>
</tr>
<tr>
<td>School Name</td>
<td>Name of the school in which the student is enrolled.</td>
</tr>
<tr>
<td>Student Address Line 1</td>
<td>Street address where the student lives.</td>
</tr>
<tr>
<td>Student Address Line 2</td>
<td>Street address where the student lives.</td>
</tr>
<tr>
<td>Student Address Line 3</td>
<td>Street address where the student lives.</td>
</tr>
<tr>
<td>Student Apt No</td>
<td>Apartment number of the apartment in which the student lives.</td>
</tr>
<tr>
<td>Student City</td>
<td>City in which the student lives.</td>
</tr>
<tr>
<td>Student Email Address</td>
<td>Email address of the student.</td>
</tr>
<tr>
<td>Student First Name</td>
<td>First name of the student.</td>
</tr>
<tr>
<td>Student ID</td>
<td>District code that identifies the student.</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Last name of the student.</td>
</tr>
<tr>
<td>Student Middle Name</td>
<td>Middle name of the student.</td>
</tr>
<tr>
<td>Student Phone Number</td>
<td>Student’s primary phone number.</td>
</tr>
<tr>
<td>Student State</td>
<td>State in which the student lives.</td>
</tr>
<tr>
<td>Student Zip Code</td>
<td>Postal code of the address at which the student lives.</td>
</tr>
<tr>
<td>Students Last Parent Access Login Date</td>
<td>Date the last time the student logged in to ParentAccess.</td>
</tr>
</tbody>
</table>
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Attendance Export to StudentInformation

If your school district does not use live attendance integration, the attendance data is exported from GradeBook and imported into StudentInformation each night when other integration functions are completed. However, you may prefer to transfer the attendance data during the school day to more easily manage attendance. You can run the export function at any time to update StudentInformation.

Export Attendance Data

The Attendance Export link will only be available if GradeBook does not use live attendance integration.

1. On the Attendance Home Page, click Attendance Export.
2. On the Attendance Export screen, select the appropriate schools to which the export applies.
3. Type a date in the Start Date and End Date fields when the export should run.
4. Click Export.
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Homerooms

Homeroom setup is typically done in StudentInformation, and any changes should also be made there. In GradeBook, you (or the principal) designate the homerooms or classes in which daily homeroom attendance should be taken. See “Set Required Homerooms for Daily Attendance.”

Maintain Homerooms

For schools that are not integrated with StudentInformation, you can add and delete homerooms, add and remove teachers from homerooms, and view the class roster for a homeroom as needed.

*Note:* Functionality to maintain homerooms has not yet been removed from GradeBook; however, beginning with the v15.0.0 release, support is only provided for schools that integrate with ProgressBook StudentInformation. All homeroom management should be done in StudentInformation.

1. On the Attendance Home Page, in the School Information area, click Homerooms.
2. On the HomeRooms screen, select the appropriate school in the drop-down list.
3. You can perform any of the following options:
   - To add teacher(s) to a homeroom, in the Add Teachers column, click Add.
     i. On the Staff Search window, in the Last Name field, enter the teacher’s last name or partial name.
     ii. Click Go.
        A list displays matching the search criteria entered.
     iii. In the Select column, select the check box for the teacher(s) you want to add, or click Select All to select all teachers in the list.
     iv. Click Update.
     v. Close the Staff Search window.
Homerooms

- To add homerooms – click **Add Homerooms** in the bottom left corner of the screen.
- Delete homerooms – In the **Del?** column next to the homeroom(s) you want to remove from the list, select the check box, and then click **Delete**.
- To view students assigned to a homeroom – on the **HomeRooms** screen, in the **View Students** column, click **View**.

![Homerooms Screen](image)

i. On the **Homeroom Roster** screen, you can add or delete students.
ii. Click **Back to the Homeroom List** in the top left corner of the screen to return to the **HomeRooms** screen.
Add Homerooms

For schools that are not integrated with StudentInformation, you can add homerooms as needed.

**Note:** Functionality to add homerooms has not yet been removed from GradeBook; however, beginning with the v15.0.0 release, support is only provided for schools that integrate with ProgressBook StudentInformation. All homeroom management should be done in StudentInformation.

1. On the **HomeRooms** screen, click **Add Homerooms** in the bottom left corner of the screen.

2. On the **Room Search** window, in the **Select** column, select the check box(es) next to the homeroom(s) you want to add, or click **Select All** to select all the homerooms in the list.

3. Click **Add the selected rooms**.

4. Close the **Room Search** window.

The selected homeroom(s) display on the **HomeRooms** screen.
Maintain Homeroom Roster

For schools that are not integrated with StudentInformation, you can view the homeroom roster and add and remove students as needed.

Note: Functionality to maintain the homeroom roster has not yet been removed from GradeBook; however, beginning with the v15.0.0 release, support is only provided for schools that integrate with ProgressBook StudentInformation. All homeroom management should be done in StudentInformation.

1. On the Homerooms screen, in the View Students column, click View.

2. On the Homeroom Roster screen, you can perform any of the following options:
   • To add students to a homeroom roster, click Add Students in the lower left corner of the screen.
   • To remove students from a homeroom roster, in the Remove? column, select the check box next to the student(s) whom you want to remove from the homeroom, and then click Remove the selected students from the homeroom.

3. Click Back to the Homeroom List in the top left corner of the screen to return to the Homerooms screen.
Set Required Homerooms for Daily Attendance

Attendance personnel can designate the homerooms and/or classes in which daily attendance should be taken. This ensures that teachers can only take daily or homeroom attendance in the proper class.

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

2. On the Set up Required Homerooms screen, search for the homeroom in which daily attendance should be taken.
   a. In the School list, select the appropriate school building.
   b. Click Search.
      If you do not enter any information in the HR or Last Name fields, a list of all the homerooms in the entire school displays.
   c. To narrow the search results, perform any of the following optional steps:
      • Type the full or partial name of the class in the HR field.
      • Type the full or partial last name of the teacher assigned to the homeroom in the Last Name field.
      • To designate how the list of results should be sorted, select one of the following options in the Sort By drop-down list:
         • Homeroom
         • Last Name
         • Period
      A list displays that matches the search criteria entered.

3. In the Select column, select the check box for each class in which daily attendance should be taken.

   Note: Newly added homerooms and classes are deselected by default.

4. Click Save.
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Period/Block Codes

Period/block codes represent the periods or blocks that make up a school day and are used in period attendance and student scheduling. These codes are maintained in StudentInformation; however, in certain circumstances, you may need to enter or maintain these codes in GradeBook.

Maintain Period/Block Codes

1. On the **Attendance Home Page**, in the **School Information** area, click **Maintain Period/Block Codes**.
2. On the **Period/Block Codes** screen, in the **Name** drop-down list, select the appropriate named codes list.
3. You can perform any of the following options:
   - Modify information in any of the fields, as needed.
   - Add codes to the list.
     i. Type the new code in the **Code** column.
     ii. Type the time at which the period/block begins in the **Start Time** field.
     iii. Type the length in minutes of the period/block in the **Duration** column.
     iv. Click **Save**.
     v. To continue adding codes, repeat *step i through step iv*.
   - To delete a code, in the **Delete** column, select the check box that corresponds to the code you want to remove from the list, and then click **Save**.
   - Copy the list to a new list.
     i. In the **Name** drop-down list, select an existing named codes list.
     ii. In the **Copy to new list** field, type the desired name of the new list.
     iii. Click **Go**.
     The name you entered in the **Copy to new list** field now displays in the **Name** drop-down list.
   - Continue adding, modifying or deleting codes as needed.
## Period/Block Codes

![Period/Block Codes Table]

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Time</th>
<th>Duration (in minutes)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:00 AM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>7:50 AM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>8:40 AM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>4</td>
<td>9:30 AM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>10:20 AM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>11:10 AM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>7</td>
<td>12:00 PM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>8</td>
<td>12:50 PM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>9</td>
<td>1:40 PM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>A</td>
<td>2:30 PM</td>
<td>50</td>
<td>☐</td>
</tr>
<tr>
<td>B</td>
<td>3:20 PM</td>
<td>50</td>
<td>☐</td>
</tr>
</tbody>
</table>

|     | New        |          |        |

[Period/Block Codes Table Image]
Account Maintenance

You have the ability to update your GradeBook account with your email address and manage your password.

Update Email Address

The email address you enter here is used mainly for communication purposes. If you are logged in to GradeBook as a teacher, the email address displays on the ParentAccess website.

1. On the Attendance Home Page, click Update Email Address.
2. On the Update Your Email Address window, type your full email address in the Email Address field.
3. Click Update.
4. Close the Update Your Email Address window.

Change Password

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/GB/Attendance-Change-Password

If your district has enabled the Staff Password Changes option, Change Your Password displays on your home page. ProgressBook applications recognize each user by individual login, so changing your password in GradeBook changes your password in all ProgressBook applications.

1. On the Attendance Home Page, click Change Your Password.
   The CentralAdmin Change Password screen displays.
2. On the Change Password screen, in the Current Password field, enter your current password.
3. In the **New Password** field, enter your new password.

**Note:** If you enter your current password as your new password, the following message displays: “The new password cannot be the same as the old password.”

4. In the **Confirm New Password** field, re-enter your new password.

5. Click **Change Password**.

The system returns you to the **Attendance Home Page**.

**Note:** For ProgressBook authenticated users, by default, you must wait 360 days to reuse a password; however, your district may have different requirements. If you enter a previously used password, the following message displays: “You cannot set the password to a previously used password.”

**Note:** For Windows authenticated users, contact your Windows administrator for password reuse requirements.