Scecina Memorial High School

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

Note: If a room has been defined for a section, the room number appears next to the teacher's name.

How to View Grades and Attendance

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Use the following table to view grades and attendance information :

Field	Description
Details About [Teacher]	1. Click to view the details about the teacher. The Details About [Teacher] pop-up appears. 2. To send e-mail to a teacher, click **Email**. 3. Click the **x** to close the pop-up when done viewing. **Note:** To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
Email [Teacher] Email Hurrle, Ott	1. Click to send an e-mail to a teacher. Your email application opens. 2. Compose and send email. **Note:** To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
[Grade in Term Column]	1. Click a grade in the term column to view grade details. The Class Score Detail page appears. 2. Use the browser **Back** button to return to the Grades and Attendance page. **Note:** Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

[Grade in Term Column]	1. Click a grade in the term column to view assignment details. The Class Score Detail page appears. 2. Click an assignment under the Assignment column. The Assignment Description page appears. 3. Use the browser **Back** button to return to the Grades and Attendance page. **Note:** Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.
Show Dropped Classes Also	Click to view attendance data for dropped classes. The page refreshes and displays attendance data for dropped classes.
Absences	1. Click a number in the Absences column to view the absences for the selected class during this term. The Dates of Attendance page displays all absences for that class. 2. Use the browser **Back** button to return to the Grades and Attendance page.
Tardies	1. Click a number in the Tardies column to view the tardies for the selected class during this term. The Dates of Attendance page displays all tardies for that class. 2. Use the browser **Back** button to return to the Grades and Attendance page.
Attendance Totals [Absences]	1. Click a number in the Attendance Totals row to view the absences for all classes during this term. The Dates of Absence page displays all absences. 2. Use the browser **Back** button to return to the Grades and Attendance page.
Attendance Totals [Tardies]	1. Click a number in the Attendance Totals row to view the tardies for all classes during this term. The Dates of Tardies page displays all tardies. 2. Use the browser **Back** button to return to the Grades and Attendance page.

[Attendance By Day] Absences	1. Click a number in the Absences column in the Attendance by Day section, to view total absences for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total absences for the semester or for the year-to-date. 2. Use the browser **Back** button to return to the Grades and Attendance page.
[Attendance By Day] Tardies	1. Click a number in the Tardies column in the Attendance by Day section, to view total tardies for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total tardies for the semester or for the year-to-date. 2. Use the browser **Back** button to return to the Grades and Attendance page.