

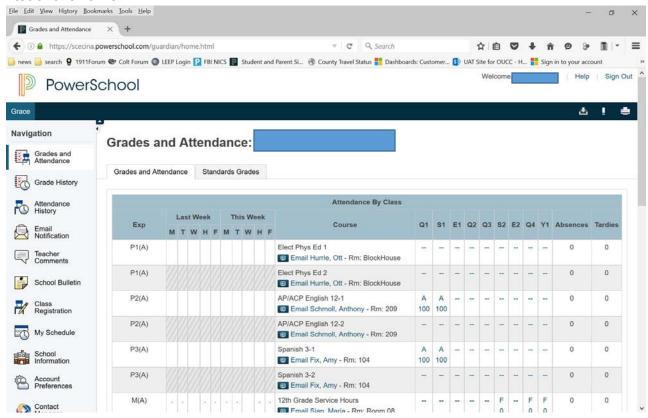
## **Scecina Memorial High School**



## **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]	<ol> <li>Click to view the details about the teacher. The Details About [Teacher] pop-up appears.</li> <li>To send e-mail to a teacher, click Email.</li> <li>Click the x to close the pop-up when done viewing.</li> <li>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.</li> </ol>
Email [Teacher] Email Hurrle, Ott	<ol> <li>Click to send an e-mail to a teacher. Your email application opens.</li> <li>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.     </li> </ol>
[Grade in Term Column]	<ol> <li>Click a grade in the term column to view grade details. The Class Score Detail page appears.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> <li>Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.</li> </ol>

[Grade in Term Column]	<ol> <li>Click a grade in the term column to view assignment details. The Class Score Detail page appears.</li> <li>Click an assignment under the Assignment column. The Assignment Description page appears.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> <li>Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.</li> </ol>
Show Dropped Classes Also	Click to view attendance data for dropped classes. The page refreshes and displays attendance data for dropped classes.
Absences	<ol> <li>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.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> </ol>
Tardies	<ol> <li>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.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> </ol>
Attendance Totals [Absences]	<ol> <li>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.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> </ol>
Attendance Totals [Tardies]	<ol> <li>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.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> </ol>

[Attendance By Day] Absences	<ol> <li>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.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> </ol>
[Attendance By Day] Tardies	<ol> <li>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.</li> <li>Use the browser Back button to return to the Grades and Attendance page.</li> </ol>