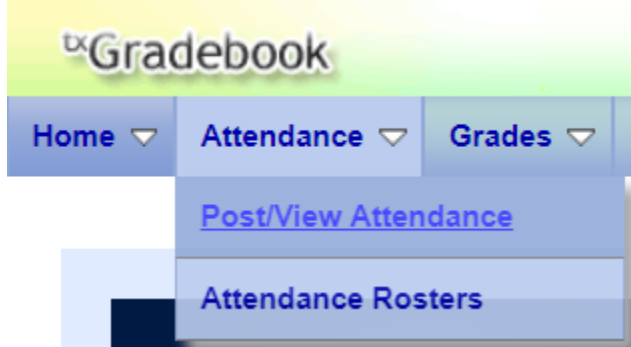
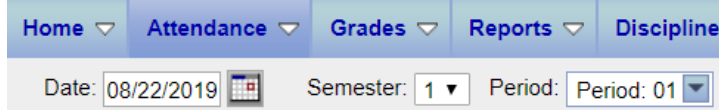


Posting Attendance

1. Login to txGradebook
2. Select Attendance – Post/View Attendance



3. If you have multiple class periods, there is a drop down at the top to change class periods.



4. Students are automatically set to Present. If a student is absent, select that button for each student that is absent.

Attendance	
<input type="radio"/> Absent	<input checked="" type="radio"/> Present
<input type="radio"/> Absent	<input checked="" type="radio"/> Present
<input type="radio"/> Absent	<input checked="" type="radio"/> Present
<input type="radio"/> Absent	<input checked="" type="radio"/> Present
<input type="radio"/> Absent	<input checked="" type="radio"/> Present
<input checked="" type="radio"/> Absent	<input type="radio"/> Present
<input type="radio"/> Absent	<input checked="" type="radio"/> Present

5. Enter your 4 digit PIN number at the top of bottom and click Post

PIN:

6. If you make a mistake, contact your campus attendance clerk to fix the mistake.