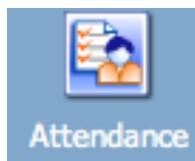


**YSLETA INDEPENDENT SCHOOL DISTRICT
DIVISION OF ACADEMICS
INSTRUCTIONAL TECHNOLOGY**



Begin by logging into *GradeSpeed*.

Find the **Attendance Icon** at the top.



Click the **Attendance Icon**.

Once in you will notice that all students are marked as **Present**.

Navigation bar: Categories, Assignments, Grades, Progress Reports, Reports, Cumulative Grades, **Attendance**, Seating Chart, Verify Gradebook

Period: **HRM** TimeCode: **A** All Present

Student	Code	Present	TDY	UNR
Arellano, Aaron		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elizalde, Fernanda		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gardea, Crystal		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hernandez, Sam		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jimenez-Lorta, Jaqueline		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medrano, Michael		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mendoza, Adrian		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rascon-Valles, Jonathan		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tarango, Andrew		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Torres, Roy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance Codes	
Code	Description
ABS	Absent
BOC	School Busins
CH	Cehi
CRT	Court
DA	Dr Appt
EXC	Excused
FRL	Funeral
FT	Field Trip
ILL	Illness
IW	Incl Weather
LG	Legal
NUR	Nurse

If this is the case, you can simply click on the **Submit** button.

Student	Code	Present	TDY	UNR
Arellano, Aaron		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

However, if one or more of your students are absent or tardy, then click the **UNR** or **Tardy** radio button next to their name. *UNR stands for Unresolved Absence.

**YSLETA INDEPENDENT SCHOOL DISTRICT
DIVISION OF ACADEMICS
INSTRUCTIONAL TECHNOLOGY**

Your Attendance Clerk will put in a code for the absence.

Attendance Codes	
Code	Description
ABS	Absent
BOC	School Busins
CH	Cehi
CRT	Court
DA	Dr Appt
EXC	Excused
FRL	Funeral
FT	Field Trip
ILL	Illness
IW	Incl Weather
LG	Legal
NUR	Nurse
POA	Post Activity
PRQ	Parent Req
REL	Religious
RUN	Runaway
SA	School Activity
SAC	Sac
SUS	Suspended
TDY	Tardy
TNP	Teen Parent
TRT	Truant
UNR	Unresolved
UNX	Unexcused
WRK	Work

If you make a mistake, you can click the **All Present** box which will move all the radio button back to **Present**.



Then you can remark **Absenses** and **Tardies** as needed.

Changes can be made at any time as long as you have not clicked **Submit**.

But remember once you **submit**, changes can ***ONLY BE MADE BY THE ATTENDANCE CLERK.***

YSLETA INDEPENDENT SCHOOL DISTRICT

DIVISION OF ACADEMICS

INSTRUCTIONAL TECHNOLOGY

Submit

Please note: After you submit, changes can only be made by the attendance clerk!

If you are absolutely sure your document is correct, click **Submit**.

Then click **OK**.

Your attendance is complete.

If you would like to view your Attendance Record, click on the **Reports Icon**.



Choose **Attendance Roster**.

Teacher Reports	Report Options
Grade List	Sorting
Category Averages	Course Section
Conduct / Comments	Period
Assignments	1
Missing Assignments	Time Code
Class Roster	01
Grade List (Paper Saver)	<input checked="" type="checkbox"/> Print Detail
Attendance Roster	Print Student Name / ID
	<input checked="" type="radio"/> Name Only
	<input type="radio"/> ID Only
	<input type="radio"/> Name and ID
	Print All Classes
	<input type="radio"/> Yes
	<input checked="" type="radio"/> No

There are several options available to you.

You can sort by **Course Selection** or **Name Order**.

If you have more than one class period, you can choose a specific class period.

You will also want to select the **Print Detail** box.

You can also choose to print **Name Only**, **ID Only** or **Name and ID**.

There is also an option that will allow you print all classes or only the one selected.

Once you have chosen your options, click the **Generate Button** at the top.

Generate

The window that appears is an **Attendance Roster** of your students with a record of their attendance history.

YSLETA INDEPENDENT SCHOOL DISTRICT DIVISION OF ACADEMICS INSTRUCTIONAL TECHNOLOGY

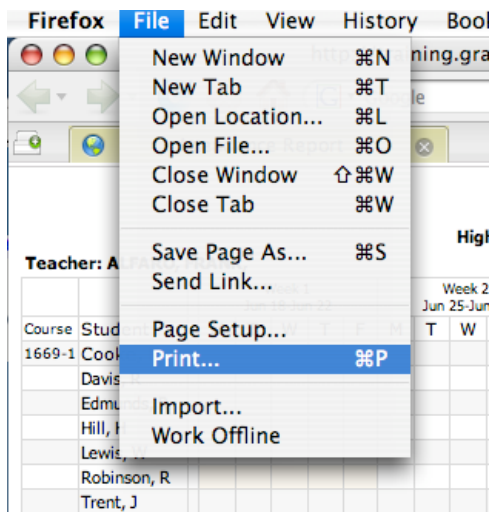
High School

Teacher: BANDA, CANDY, Period: 1

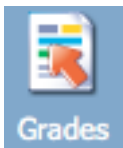
Course	Student	Week 1 Jun 18-Jun 22					Week 2 Jun 25-Jun 29					Week 3 Jul 02-Jul 06					Week 4 Jul 09-Jul 13					Week 5 Jul 16-Jul 20				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1111-1	Baughman, L																									
	Cincotti, J																									
	Dyer, R																					ABS/T	ABS			
	Geraty, J																									

If you prefer a hard copy of the information, choose **File** from the menu at the top.

Scroll down and click **Print**.



Once you have printed your **Attendance Record**, choose the **Grades Icon** to return to your grade book screen.



For more information contact Cathy Chavez (ext. 40688 or cchavez@yisd.net) or Shelley Smallwood (ext. 40689 or ssmallwood@yisd.net).