** The District is Using Positive Attendance. Attendance Must Be Taken For Every Student. **
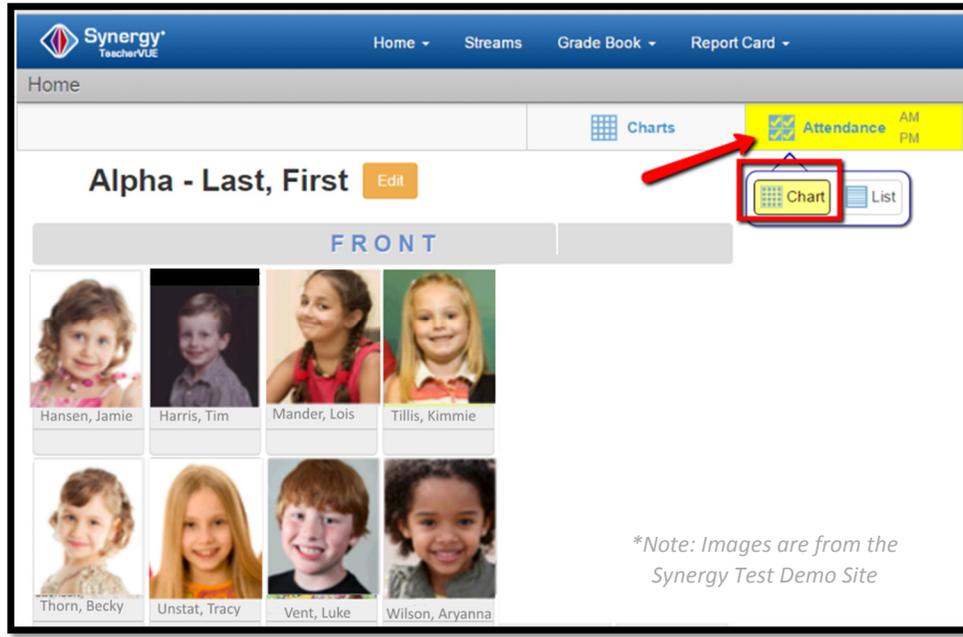
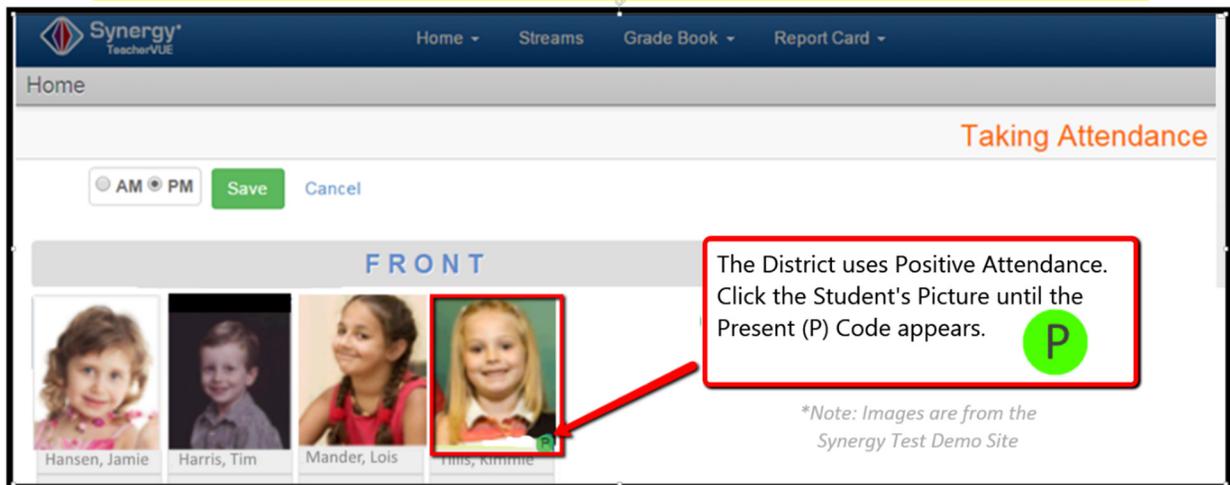| Synergy TeacherVUE	How To Take Attendance - By Seating Chart

1. Navigate to TeacherVUE. Hover over the Attendance Button and select Chart.

Note: Program enters Attendance Mode and displays the words "Taking Attendance"

2. **To enter positive attendance for students:** Click a Student's picture **3 times** in the seating chart until a green 'P' displays. Or, click the student picture to cycle through other attendance options.
3. Repeat for **all students**.
4. To Save: Click the Green Save Button. The system denotes saved lists with a checkmark.

   End of notes.