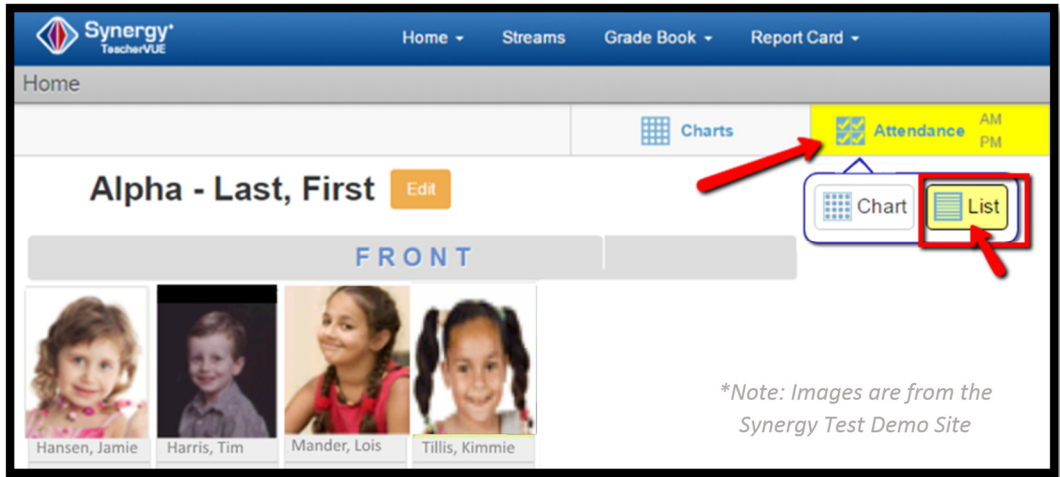


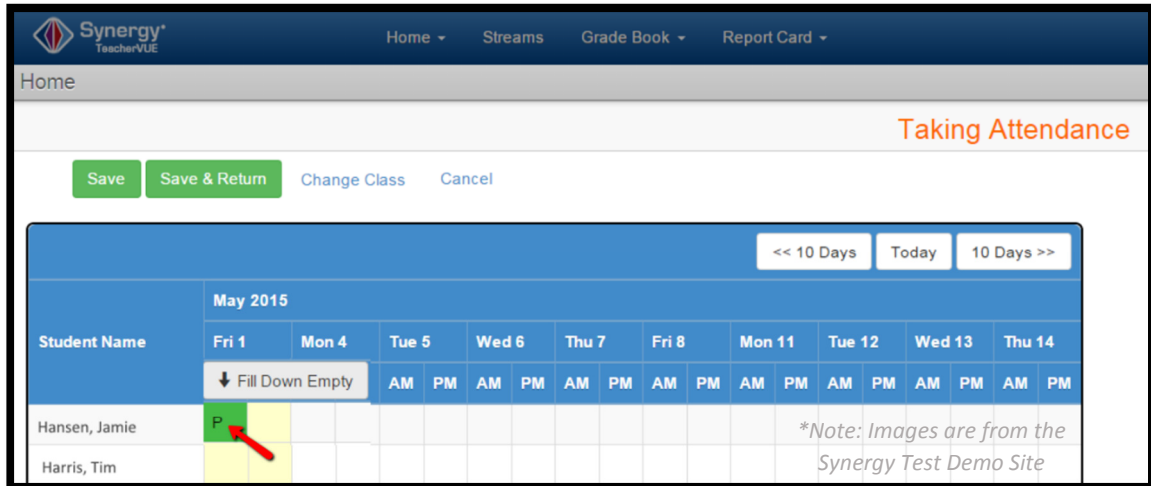
**\*\* The District is Using Positive Attendance.  
Attendance Must Be Taken For Every Student. \*\***

**Synergy TeacherVUE** **How To Take Attendance - By List**

1. Click the **Attendance Button**. Click **List** (see below).



**TeacherVUE shows "Taking Attendance"**



2. Today's date is marked by the yellow columns.
3. Click appropriate cell to take attendance.  
Click the cell multiple times to toggle through attendance codes (Absent, Tardy, Present).
4. Repeat for **all student cells**.
5. Click **Save** (green Save Button) when complete.

End of Document.