

Daily Attendance

1. Click on Menu --> Attendance --> Daily Attendance

The screenshot displays the Skyward Teacher Access interface for Brentwood Middle/High School - 400. The user is logged in as Stephanie Faust. The interface includes a top navigation bar with a 'MENU' button, a search icon, and the text 'TEACHER ACCESS'. A sidebar on the left lists various categories: Assessment, Attendance (highlighted), Conference, Discipline, Gradebook, Grading, Health, Message Center, Online Form, Reporting, Scheduling, Special Education, Staff, and Student. The main content area is divided into 'FEATURES' and 'REPORTS' sections. Under 'FEATURES', 'Attendance Summary by Class' and 'Daily Attendance' (highlighted) are listed. Under 'REPORTS', 'Attendance Totals for Students', 'Class Attendance Totals', 'Daily Attendance Class Roster By Teacher', and 'Teacher Class Attendance' are listed. The top right corner shows system tray icons for Print Screen, Compress, Dock, and New Window.

2. Click on the course that you wish to take attendance.

SKYWARD Brentwood Middle/High School - 400
2025-2026 (Current) Stephanie Faust What's New My Messages My Tasks & Processes Knowledge Hub Sign Out

MENU ATTENDANCE CLASS LIST Print Screen Compress Dock New Window

Attendance Class List

Current Classes All Classes | Group By: Class Period [Mass Edit Class Nicknames](#)

400 - BRENTWOOD MIDDLE/HIGH SCHOOL

Lang Arts 7 M711 / 02 1 YR - YEAR 08/22/2025 - 06/05/2026 1:M,T,W,R,F 16 Students <input checked="" type="checkbox"/> Attendance taken at: 12:50 PM	Lang Arts 7 M711 / 01 2 YR - YEAR 08/22/2025 - 06/05/2026 2:M,T,W,R,F 22 Students	Lang Arts 7 M711 / 03 6 YR - YEAR 08/22/2025 - 06/05/2026 6:M,T,W,R,F 18 Students	Advisory M900 / 12 6 YR - YEAR 08/22/2025 - 06/05/2026 6:T 11 Students	Lang Arts 7 M711A / 01 7 YR - YEAR 08/22/2025 - 06/05/2026 7:M,T,W,R,F 21 Students	Writing Worksho M753 / 01 8 T4 - Term 4 03/28/2026 - 06/05/2026 8:M,T,W,R,F 19 Students
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5. To add a Live Tile to your dashboard, click on the More Option on the right side of the screen. There is an option to create Add Daily Attendance Tile to Dashboard.

The screenshot shows the Skyward Daily Attendance interface for Brentwood Middle/High School - 400. The interface includes a top navigation bar with user information (Stephanie Faust), notification icons, and utility links (Class List, Print Screen, Compress, Dock, New Window). Below the navigation bar, there are controls for 'Attendance Mode' (set to Student List) and filters for 'Previous Week's Attendance' and 'Today's Attendance for All Periods'. The main area displays a table of student attendance records.

Indicators	Student Name	Grade	Student Number	Absent	Tardy	Present	Comments	Excused Count	Unexcused Count	Tardy Count	Thu 5/7	Wed 5/6	Tue 5/5	Mon 5/4	Fri 5/1	Thu 4/30	Wed 4/29	Tue 4/28
	Anyuon, Deng	07	290662	○	○	●												
	Biswa, Magana	07	310018	○	○	●		2										
	Carroll, Mesa	07	300624	○	○	●												
	Fialkovich, Jacob	07	310513	○	○	●		1										
	Fodness, Vincent	07	310557	○	○	●		2	1									
	Gurung, Aarohi	07	310633	○	○	●												
	Hertrich, Alivia	07	310640	○	○	●		4										
	Jarasiewicz, Daniel	07	310009	○	○	●		2	2									
	Jumaah, Abass	07	310016	○	○	●		1		1								
	Kirk, Avaya	07	320587	○	○	●		2	3	2								
	Knight, Zeni	07	51060	○	○	●		2	6	10								
	McCullough, Liam	07	310582	○	○	●		1	3	3								
	Rieber, Levi	07	310008	○	○	●		3										
	Sabuncuoglu, Emma	07	310037	○	○	●			1	5								
	Smith, Ryder	07	310632	○	○	●		2										

On the right side of the screen, a 'More' dropdown menu is open, showing a 'List Options' section with a highlighted option: 'Add Daily Attendance Tile to Dashboard'.

6. To Create a Live Tile (short cut) change the Display Title if wanted, size, and color options if wanted. Make sure to be on the Live Data option on the Dashboard Item Preview. Click Save when complete.

Dashboard Item Configuration

Enter Dashboard Item Configuration

Save Cancel

Help Center New Window

DASHBOARD ITEM DETAILS

***Display Title**

Show Icon

TILE SIZE

Size

TILE COLORS

Color Option Theme Custom

ADDITIONAL INFORMATION

Redirect URL

Entity

School Year

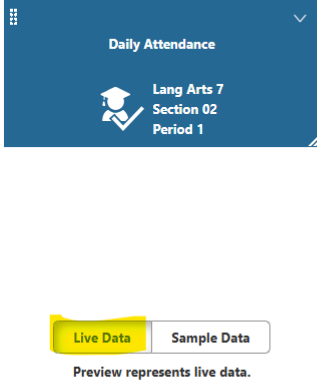
DAILY ATTENDANCE SECTION INFORMATION

Course

Section Code

Period

DASHBOARD ITEM PREVIEW



Live Data Sample Data

Preview represents live data.

7. Example of what the Live Tile looks like on the Dashboard.

The screenshot displays a web-based dashboard interface. At the top, a dark blue header bar contains the 'SKYWARD' logo on the left and user information 'Stephanie Faust' on the right, along with notification icons for 'What's New' and 'My Messages'. Below the header, a secondary navigation bar includes 'MENU', a search icon, and 'TEACHER ACCESS'. The main content area is titled 'Teacher Access' and features a toolbar with 'Select Class Tiles', 'Layout' (with 'Auto' and 'Manual' options), and 'Dashboard Library'. A single live tile is visible, titled 'Daily Attendance', which includes a checkmark icon in the top right corner and a graduation cap icon. The tile text specifies 'Lang Arts 7', 'Section 02', and 'Period 1'.