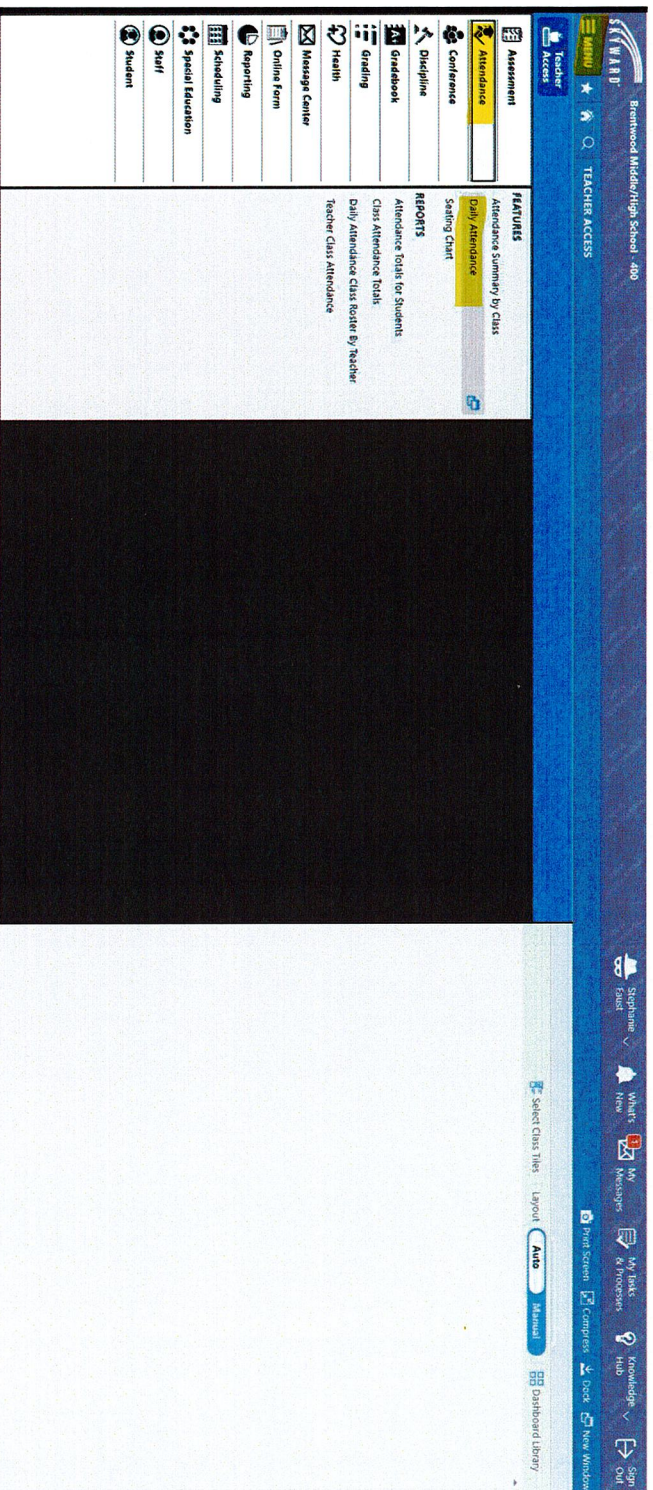


Daily Attendance

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



Brentwood Middle/High School - 400

Skyward 2025-2026 (current) >

MENU ★ 🔍 ATTENDANCE CLASS LIST ☆

Attendance class list

Stephanie Faust What's New My Messages My tasks Knowledge Hub sign Out

Print Screen Compose Dock New Window

Long Arts 7 M711 / 02	Long Arts 7 M711 / 01	Long Arts 7 M711 / 03	Advisory M900 / 12	Long Arts 7 M711A / 01	Writing Workshop M733 / 01
1	2	6	6	7	8
VR - YEAR	VR - YEAR	VR - YEAR	VR - YEAR	VR - YEAR	T4 - Term 4
08/28/2025 - 06/05/2026	08/22/2025 - 06/05/2026	08/22/2025 - 06/05/2026	08/22/2025 - 06/05/2026	08/22/2025 - 06/05/2026	03/28/2026 - 06/05/2026
M.M.T.W.R.F	2.M.T.W.R.F	6.M.T.W.R.F	6.T	7.M.T.W.R.F	8.M.T.W.R.F
16 Students	22 Students	18 Students	11 Students	21 Students	19 Students

3. Attendance automatically defaults to Present. If you need to record a student as Absent or Tardy click on the radio button that corresponds to the proper choice.

Brentwood Middle/High School - 400

2025-2026 (Current) Lang Arts / Section 02 - VR - 1

Menu

DAILY ATTENDANCE

Attendance Class List > Daily Attendance

Attendance Mode Student List

Indicators

Student Name

Grade

Student Number

Absent

Tardy

Present

Comments

Excused Count

Unexcused Count

Tardy Count

Tue 4/28

Mon 4/27

Fri 4/24

Thu 4/23

Wed 4/22

Tue 4/21

Mon 4/20

Fri 4/17

Thu 4/16

Wed 4/15

Tue 4/14

1		07	280662	☒	☐	☐		2											
2		07	310018	☐	☐	☒													
3		07	300624	☐	☐	☒													
4		07	310513	☐	☐	☒	1												
5		07	310557	☐	☐	☒	2	1											
6		07	310633	☐	☐	☒													
7		07	310640	☐	☐	☒	4												
8		07	310009	☐	☐	☒	2	2											
9		07	310016	☐	☐	☒	1			1									
10		07	320587	☐	☐	☒	2	2		2									
11		07	51060	☐	☐	☒	2	6	10										
12		07	310582	☐	☐	☒	1	2	2										
13		07	310008	☐	☐	☒	2												
14		07	310037	☐	☐	☒		1	5										
15		07	210623	☐	☐	☒													

Previous Week's Attendance

Today's Attendance for All Periods

Legend

Settings

More

Stephane

Print

What's New

My Messages

My Tasks & Processes

Knowledge Hub

Sign Out

Class List

Print Screen

Compress

Dock

New Window

4. Click on the Save and Back option at the top of the screen once each student is marked appropriately. Also, make sure that you are in the selection for today's classes.

Brentwood Middle/High School - 400

2025-2026 (Current) Lang Arts 7 - Section 02 - VR - 1

MENU

Save & Back

Save

Cancel

Attendance Mode

Student List

Attendance Class List > Daily Attendance

Previous Week's Attendance

Today's Attendance for All Periods

Legend

Settings

More

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

Mon 4/27

Fri 4/24

Thu 4/23

1	1	07	250602																
2	1	07	310018					2											
3	1	07	300624																
4	1	07	310513					1											
5	1	07	310557					2		1									
6	1	07	310633																
7	1	07	310640					4											
8	1	07	310009					2		2									
9	1	07	310016					1											
10	1	07	320587					2		2									
11	1	07	51060					2		6									
12	1	07	310582					1		2									
13	1	07	310008					2											
14	1	07	310037							1									
15	1	07	310632					2											

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.

Brentwood Middle/High School - 400

2023-2026 (Current) Lang Arts 7 - Section 02 - VR - 1 ✓

MENU

DAILY ATTENDANCE

Attendance Class List > Daily Attendance

Save & Back Save Cancel Attendance Mode Student List

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 4/20

Wed 4/28

Tue 4/26

List Options

Add Daily Attendance Tile to Dashboard

1	310662	07	310018	0	0	0		2										
2	310018	07	310018	0	0	0												
3	300624	07	300624	0	0	0												
4	310513	07	310513	0	0	0		1										
5	310557	07	310557	0	0	0		2	1									
6	310633	07	310633	0	0	0												
7	310640	07	310640	0	0	0		4										
8	310009	07	310009	0	0	0		2	2									
9	310016	07	310016	0	0	0		1										
10	320587	07	320587	0	0	0		2	2	0								
11	51060	07	51060	0	0	0		2	4	10								
12	310582	07	310582	0	0	0		1	2	2								
13	310008	07	310008	0	0	0		2										
14	310037	07	310037	0	0	0			1	2								
15	310632	07	310632	0	0	0		2										

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.

Save

Cancel

Dashboard Item Configuration

Enter Dashboard Item Configuration

DASHBOARD ITEM DETAILS

Display Title

Daily Attendance

Show Icon☒

TILE SIZE

Size

TILE COLORS

Color Option

☒ Theme

☐ Custom

ADDITIONAL INFORMATION

Redirect URL

Attendance/DailyAttendance/DailyAttendance

Entity

Brentwood Middle/High School

School Year

2025-2026

DAILY ATTENDANCE SECTION INFORMATION

Course

Lang Arts 7

Section Code

02

Period

1

DASHBOARD ITEM PREVIEW

Daily Attendance

Lang Arts 7

Section 02

Period 1

Live Data

Sample Data

Preview represents live data.

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

