TeacherVUE Attendance
Quick Reference Guide

1. Go to www.fusd1.org and click on "Grades and Attendance"

2. Log in using your Genesis user name and password

3. Select the class you want to take attendance for and click OK
   -A pop up window may appear with announcements or other information - click Close to make it go away.
   -Click the Green Circle with the white arrow and go down to announcements to view the announcements at a later date.

4. If you have not taken attendance yet for that class, you will see a bright yellow box with words "Attendance not taken for today". Click on the yellow box to take attendance in seating chart mode. The default is set to the seating chart, but if you prefer to take attendance using a list view, there is an icon in the toolbar below your name that allows you to switch to list view. (It is the second one from the left.)

6. After clicking on the yellow box you can then click directly on the student's picture to generate an attendance mark. The first click will mark the student absent, the second click will mark the student tardy, and the third will return the student to no mark.

7. When you have finished taking attendance, click on the red box on the left that says, "Save Attendance"