

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.)

Thursday, June 16, 2011

Class Info			Seating Chart - Alpha - Last, Fir		
Teacher	Room	Period	No Photo	No Photo	No Photo
Parker, Jen	225	3			
			On file	On file	On file
Details Preferences Students			Bradshaw, R	Christensen,	Clerc, Adam
Term			871692	142660	889344
Spring			No Photo	No Photo	No Photo
Section	Course	Student			
1320	Prin Eng II	24	On file	On file	On file
			Durfee, Cynt	Free, Christo	Gosch, Jessi
Student Tallies			909853	886801	967064
Count			No Photo	No Photo	No Photo
Total	24				
Present Today	24		On file	On file	On file
Absent Today	0		Ingham, Ste	Jones, Terry	Ng, Gerald
Tardy Today	0		886414	889805	951679
Seating Charts					

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”