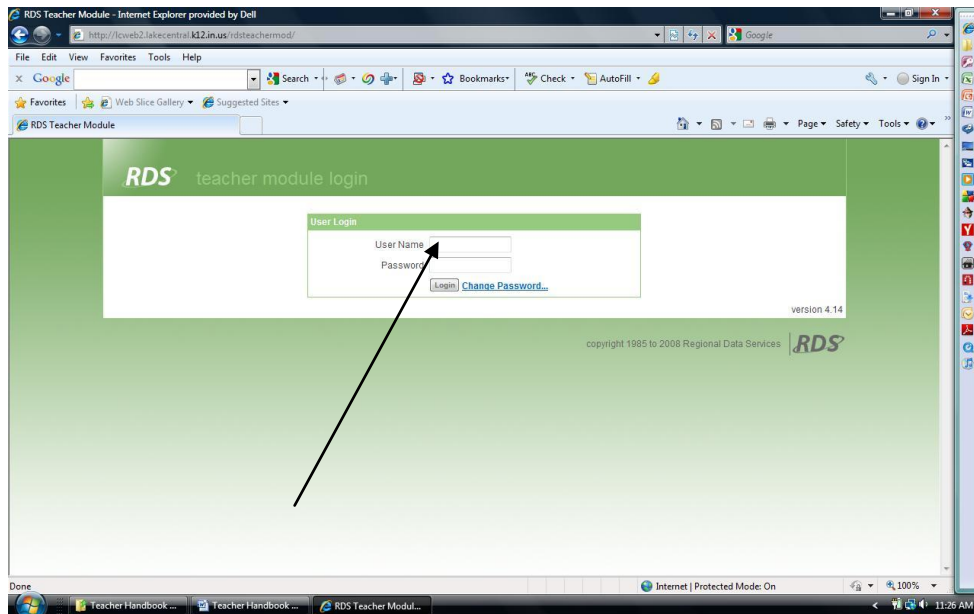
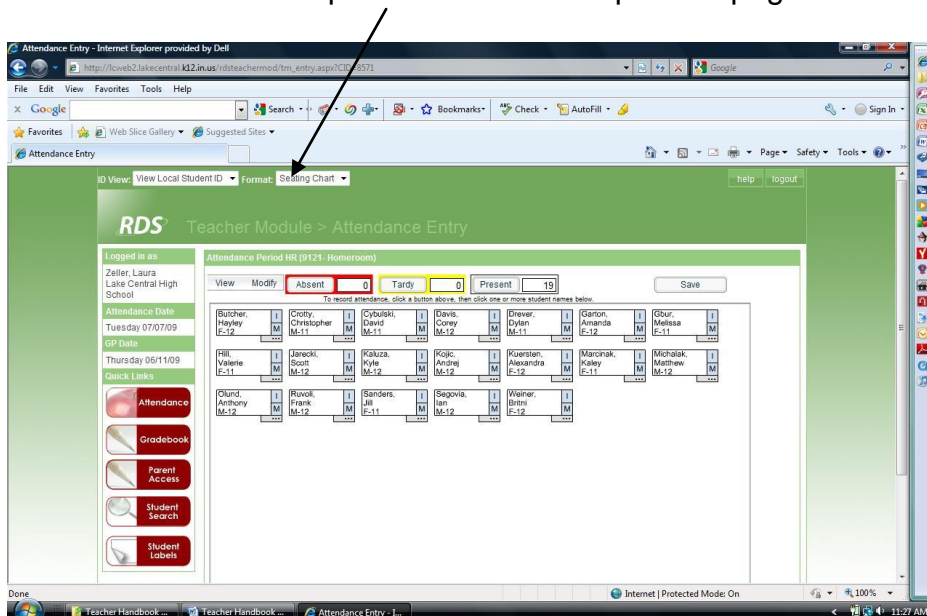


RDS TEACHER MODULE LOGON Attendance



1. You will sign on by using your User ID every period and password. This is not case sensitive.
2. Press Enter or click the *Logon* box.
3. You will see the Daily Attendance page. Click on a period to edit attendance.
4. There are two views to choose from when taking attendance – Roster or Seating Chart. Choose from the drop down box at the top of the page.



Submit Attendance Using Roster View

1. All students will default to present unless they have been marked absent or tardy by the attendance office. Only mark attendance for students who are absent or tardy by clicking on the button.
2. When attendance is complete, click the *OK* button at the bottom of the page. This will return you to the main attendance page.
3. Click the *SUBMIT* button to send attendance. Transmit attendance even if you have perfect attendance.
4. A box will pop up asking if you are sure you want to submit attendance. Click *OK* to send.
5. To log off the Teacher Module, simply click the *Logout* bar available at the top of the page.

Submit Attendance Using Seating Chart View

1. All students will default to present unless they have been marked absent or tardy by the attendance office.
2. Click on either the Tardy or Absent button at the top of the page and then click on the student name.
3. The absent or tardy student name will turn either yellow or red as chosen.
4. Click the Attendance button on the left and then click the *SUBMIT* button to send attendance. Transmit attendance even if you have perfect attendance.

Messages

RDS offers a messaging feature. Check Current Messages each time you log in for important information regarding grades.

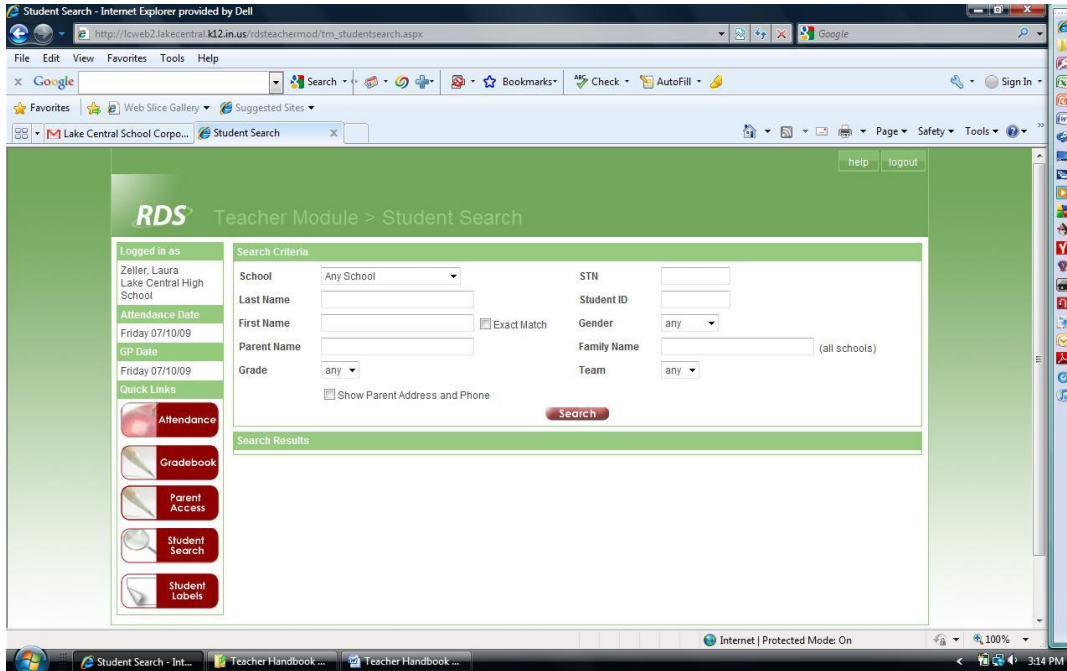
The screenshot shows the RDS Teacher Module Attendance page. The browser window title is "Attendance - Internet Explorer provided by Dell". The address bar shows the URL "http://roweb2.lakecentral.k12.in.us/rds/teachermod/trn_attend.aspx". The page content includes a sidebar with "Logged in as" information for Zeller, Laura at Lake Central High School, and "Attendance Date" as Tuesday 07/07/09. The main content area has a table for "Attendance Courses" with the following data:

Period	Course	Absent	Tardy	Present	Enrolled	
HR	9121- Honerroom	0	0	19	19	Submit Summary Test Scores

Below the table is a section for "Current Messages" which is currently empty. A red arrow points to this section from the text above. The sidebar also contains "Quick Links" for Attendance, Gradebook, Parent Access, Student Search, and Student Labels. The taskbar at the bottom shows the system clock as Tuesday, July 07, 2009, 11:27 AM.

Student Search

1. To view a student's schedule, emergency information, attendance, clubs, honor, activities; click on the red *Student Search* link at the side of the page.
2. You may search by student ID, name, parent name, or family name.



Student Demographics Record

1. To view a student's Grade Record in your class, click on the period hour. This will show the entire class roster.
2. Click on an individual student name to access demographics on the student.
3. You can access the student's grades, schedule, discipline record, etc.