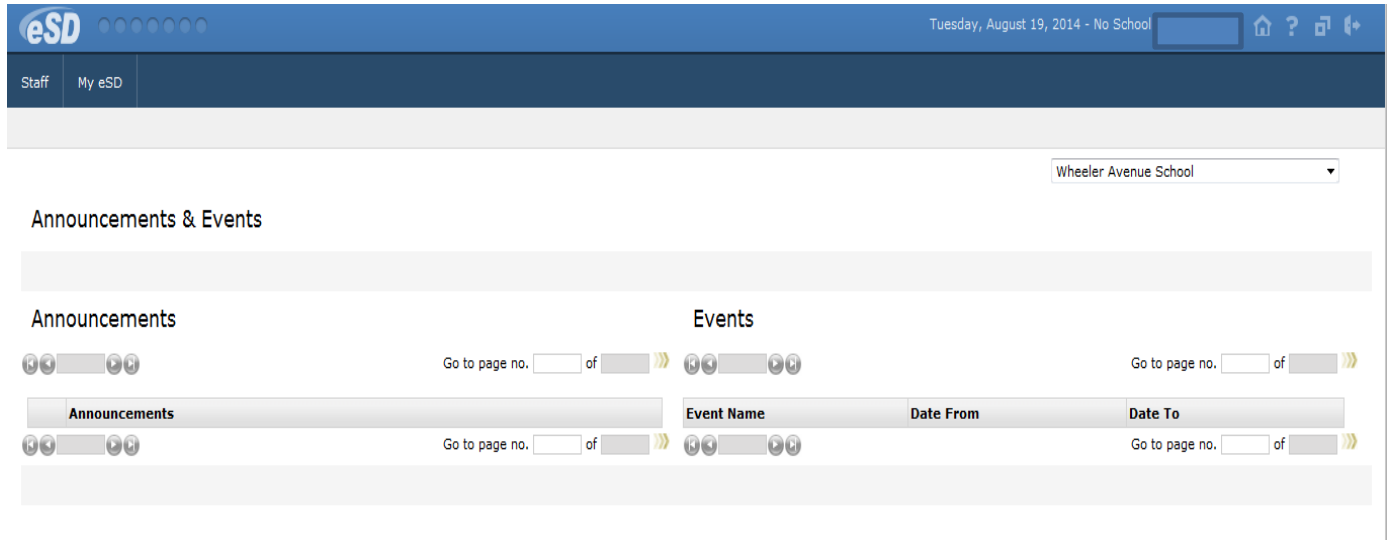


# eSchool Basics

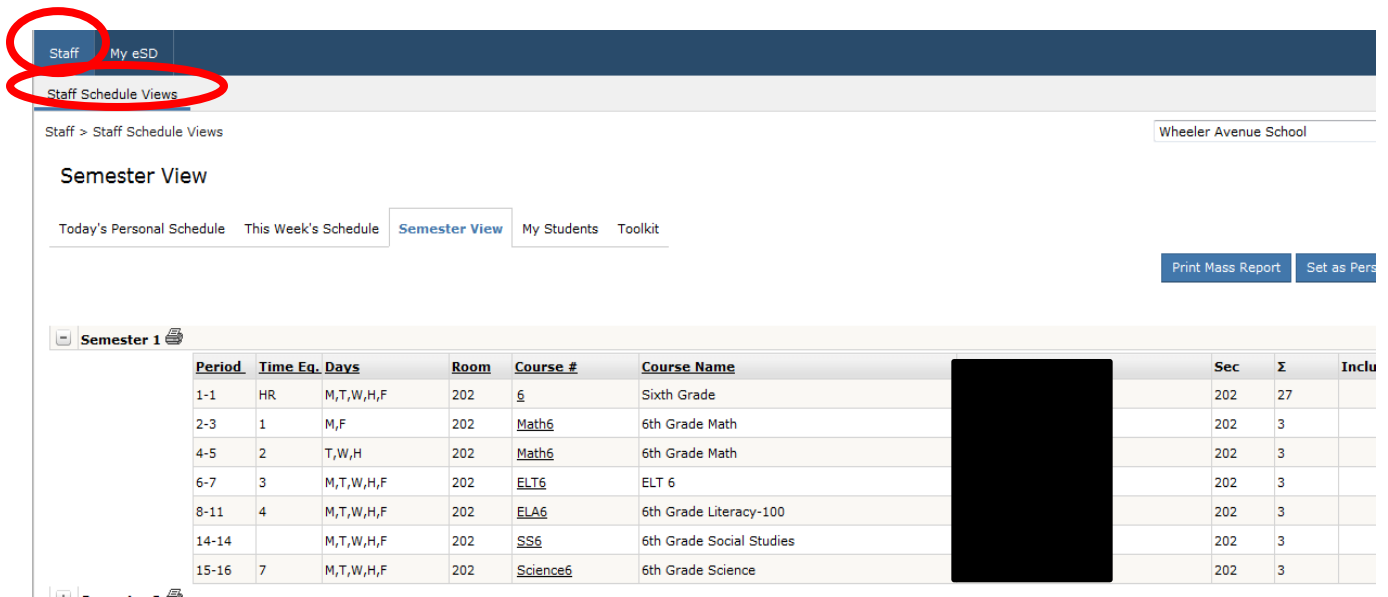
Log in to <https://esd.nasboces.org/>

This is the webpage you will see.



## To Take Attendance:

- 1.) Click **Staff >> Staff Schedule View**



- 2.) Click on the Course # of specific class to take attendance for that class. Example using picture above: Click **SS6** to take attendance for 6<sup>th</sup> Grade Social Studies.
- 3.) A new screen will appear.

Course Name: Physics (SCIPHR00), Section: 3 Period: 1, Day Pattern: 6,8,0  
 Class Roster Attendance Gradebook Progress Report ERC Grade Entry Other P.1. Physics(SCIPHR00), S:3, Days:6,8,0

Date : 11/12/2013 , Day Code : 0

Attendance was not taken. Save Reason Close

Student Name	Roster	Attendance	Time	Note	Verified	Reason	Event Time
Brice, Lindsay Brooke	PRP	Present					
Burleson, Julia H	PRP	Present					
Christopher, Jessica Marie	PRP	Absent				--Select--	
Cowley, Ishan	PRP	Present					
Crespo, Jenna Ilana	PRP	Present					
Darden, Maxwell L (Max)	PRP	Tardy	08	07		--Select--	
Greco, Christopher	PRP	Present					

- 4.) The **Attendance Roster** screen defaults to the current date. All students will default to **Present**. Click the green **Present** button once to change the status to **Absent** and once more to change the status to **Tardy** with the option to enter a tardy time. After entering the attendance statuses, or if all students are present, click **Save** to record the attendance for the class.

## To See Student Information:

- 1.) Click **Staff >> Staff Schedule View >> My Students**

Staff Schedule Views

Staff > Staff Schedule Views Wheeler Avenue School

My Students

Today's Personal Schedule This Week's Schedule Semester View **My Students** Toolkit

Class List

Class List Excessive Absences Student Assessments Instructional Minutes

Search --Select-- Go Class Filter --All--

Result

Go to page no.

LEP	Last Name	First Name	Middle Initial	Gender	Grade	ID Number

- 2.) Here you can see the student's last name, first name, gender, grade and ID Number. If there is a purple dot next to the name, the student is classified special education. If there is a green dot next to the name, the student has a 504 Plan. Limited English Proficiency students will have a check next to their name.
- 3.) To see more information, click the **Phone** on the left to see contact phone numbers and allergies. Select the **Paper with Magnifying Glass** for full student profile.

