

## GENESIS GRADEBOOK: WORK GROUPS IN CLASS ATTENDANCE

- I. Take Class Attendance Screen with Workgroups**
- II. Using the Workgroup Drop Down**

## I. Take Class Attendance Screen with Workgroups

Gradebook → Gradebook → Marking Period → Take Class Attendance

Figure 1 – The Take Attendance screen illustrating the location of the “workgroup” drop down

### Take Class Attendance Screen with Workgroups

The screen is one of two screens on which class attendance can be taken. This screen has a “Group” column and a “**Select Group**” drop down which allows the user to select the Workgroup for which they wish to take attendance.

**Select Group drop down:** Immediately below the “Previous” and “Next” day navigation controls there is a “**Select Group**” drop down. This drop down contains two types of entries:

- “**All Groups**” - This entry is the default and causes all students in the class to be displayed, regardless of their Workgroup assignment.
- One entry for each existing Workgroup – Selecting one Workgroup restricts the list of students to only those in the selected Workgroup.

## II. Using the Workgroup Drop Down

Gradebook → Gradebook → Marking Period → Take Class Attendance

ID	Student	Group	Daily Attendance	Default	Class Attendance	Time
105823	Bolton, Tom	A	Present	Apply Default (I)	Present	
105619	Boss, Harley MICHAEL	A	Present	Apply Default (I)	Present	
1002736	Sentell, Paul A	A	Present	Apply Default (I)	Present	
1003243	Tibbs, Jay	A	Present	Apply Default (I)	Present	

Figure 2 – The Take Attendance screen illustrating the use of the “workgroup” drop down

### Using the Workgroup Drop Down

The Workgroup drop down contains an entry for every Workgroup the user has created. Selecting one Workgroup hides all students *not* in that Workgroup – the displayed list shows only the students assigned to the selected Workgroup.

### Procedure to Show only Students in One Workgroup

1. Click the drop down.
2. Select the desired Workgroup. This will hide all students *not* in that Workgroup.

Attendance can now be taken for only the displayed students.