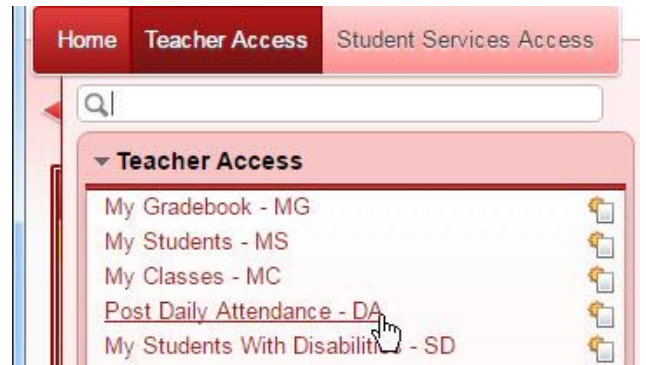# Post Daily Attendance
Skyward Attendance & Gradebook

ATTENDANCE

Login to **Skyward Student** through ClassLink or directly from the link on the Staff web page on your campus website.

Access the Attendance Screen by clicking on **Teacher Access** and then clicking on **Post Daily Attendance**.
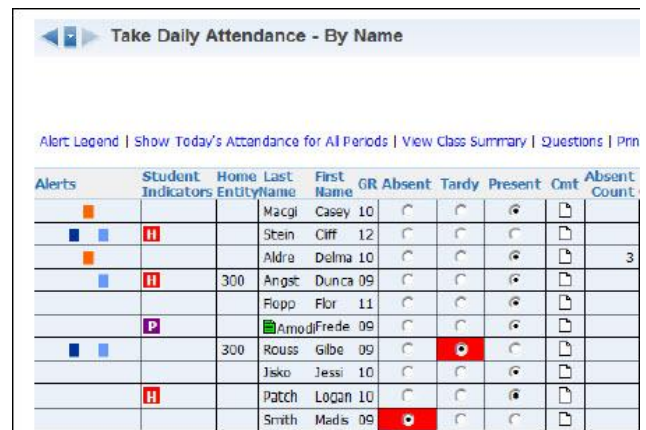

TAKE ATTENDANCE BY NAME

For the class or class period where you are taking attendance, click on **By Name.**

All students are defaulted to **Present**.

To mark a student **Absent**, click the correct radio button in the same row as the student's name.

IMPORTANT:
SAVE TO SUBMIT!

Click the **Save** button at the *top right of the attendance page* to submit your attendance.