

EDP Web Attendance and Web Grading for Teachers

Use this document to guide you through marking attendance and entering grades at EDP sites using the Web attendance and grading program. Do *not* enter EDP attendance or term grades into the Campus system.

Log In

1. From <http://connect.spps.org>, click on Custom Websites (left side of screen). When new screen appears, click to select **EDP Attendance**.
2. Log in using your Campus login.

Take Attendance by Section

1. At top of page, under "My Sections," select the section for which you will take attendance.
2. Student names appear on right side of page.
3. Mark each student as Present or Absent. Add comments if needed.
Note: if office staff have already marked attendance for a student, you will not be able to change it.
4. At bottom of page, Click **Submit**.
(Attendance will not save until you click Submit.)

Notes

- You can click on any student name link to see the student's attendance history.
- You will not be able to change attendance after 4:00 p.m. You can view attendance any time.
- Withdrawn students will appear in your roster for 5 days.
- Using the "Back" button on your browser will log you off of Web Attendance.

Display Options

Choose from the following options:

- Sort student list by Last Name or Student Number.
- Number of columns to view: 1, 2, 3 or 4.
- Display student pictures.

Report


- **Section Roster**
Print this report as a class roster.

Mark Grades by Section

Do NOT enter grades in Campus for EDP sites!

Start by logging into the EDP site as you would for Attendance:

1. At top of page, under "My Sections," select the section for which you will mark Grades.
2. Student names appear on right side of page.
3. Under Classroom Attendance at the top of the page, click on the link: **Switch to Grading**.
4. When the Grading screen appears, click on the drop-list for the first student and select a grading mark.
5. Select a grading mark for each of the other students in the class. Continue to next step.



IMPORTANT STEP:
6. When completed, click the **Submit** button to save the grading marks.
 Grades will not save until you select **Submit**.
7. To return to the **Attendance** page, select **Switch to Attendance** at the top of the screen.

