

Directions for Checking Attendance History using SIS

1. Log on to Novell and SIS as usual.
2. Select **Attendance**.
3. Select the **class hour** of the student in question.
4. Within the class roster, **click on the student** to activate a blue bar showing across the periods & comment section.
5. Click on **DB-Inquiry** from the file menu (top left hand corner of screen).
6. This will allow you to view the student's contact information screen.
7. From the Student Contact Screen click on **Other-Data-Areas** from the file menu.
8. Select **Attendance History**
9. Exit out of the program by using **Done\Esc** and **exit** features until you exit the SIS system completely.