



Skyward Attendance and Lunch Count

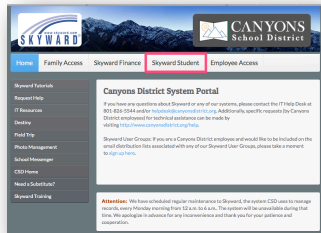
Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

Computer View

Instructions

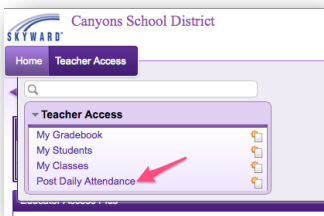


1. Go to the district website at www.canyonsdistrict.org.
Select the **Skyward** icon.

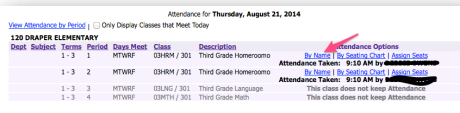


2. Select the **Skyward Student** tab. Login with your email username and password.

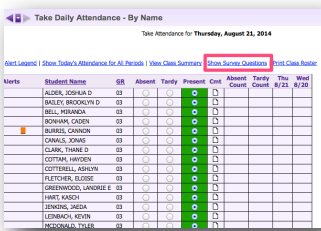
- username: first.lastname
- password: email password



3. Select the **Teacher Access** tab and choose **Post Daily Attendance** from the drop down menu.

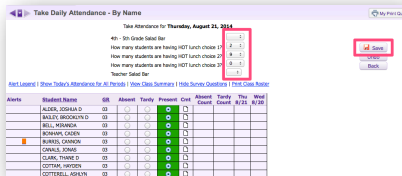


4. Choose your first **Homeroom Gradebook** and select to take attendance **By Name**.



5. By default, every student will be marked present. Select the bubbles in the absent or tardy columns as appropriate.

6. The first time you use Skyward Student to take attendance, you will need to select the link that says **Show Survey Questions** in order to show the lunch count survey.



7. Click on the drop-down menu next to each lunch choice to select the number of students who have chosen each lunch option.

8. Be sure to click **Save** when you are finished entering attendance and lunch count.