

# dodeca

## Student Management Solution

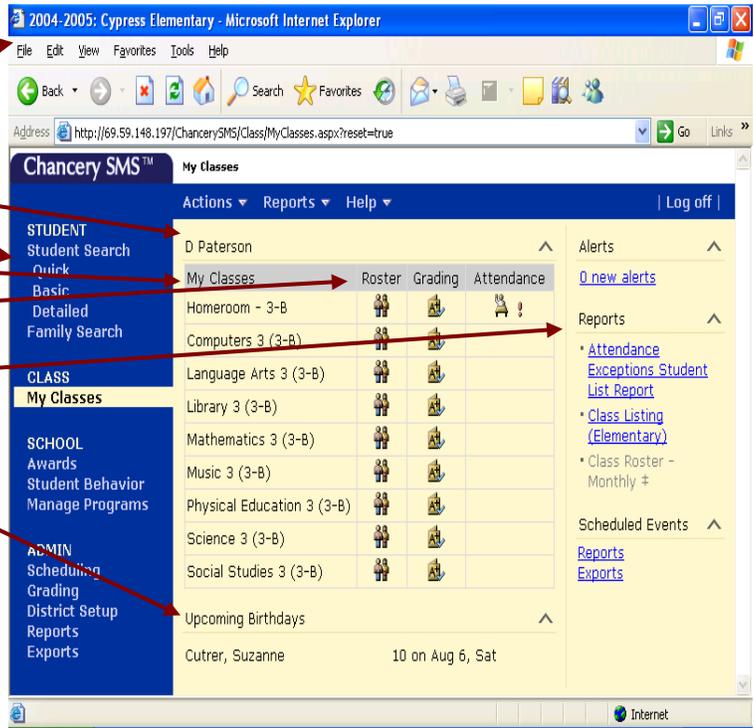
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### SMS Logon and Opening Screen



Once you logon to SMS you will see your individual teacher page. On this page you will see the following:

1. School Name
2. Teacher Name
3. Control Bar
4. Class List
5. Roster, Grading & Attendance
6. Quick links to your Reports
7. Upcoming Birthdays



## ATTENDANCE

- Attendance will be taken daily, half daily, or by periods as required by school/district.
- Attendance codes—once submitted, changes can be made. Directions for change will be addressed at the individual schools.
- Comments—teachers can put notes and comments regarding absences.
- Student links—clicking student name accesses individual attendance info and history.
- Submit—sends the report, you're still logged in.
- Submit and Logoff

