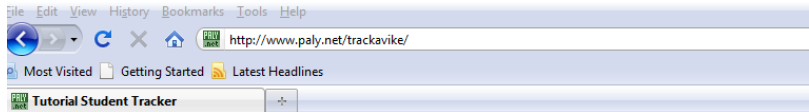# Recording Student Attendance During Tutorial

We use a web tool on paly.net to track where students go during Tutorial. Here is the process.

1. Place your scanner in the black stand. This will place the scanner in "always on" mode, meaning you won't have to hold the scanner and squeeze the trigger to scan.
2. Open your favorite Web browser.
1. Go to trackavike.paly.net
2. Enter your ENTIRE PAUSD email address, and your copier number.

3. Have students pass their student ID barcode under the scanner. A list of arriving students will appear on the page. If a student does not have his/her ID Card, you can enter the Student ID number by hand.

4. Be sure to log out at the end of Tutorial.