

eSchoolData for Attendance and General Navigation

1. Click on *Employees only* on the Voorheesville Web Page
2. Access the *VCSD Technology Homepage*
3. Click the *Tools* button.
4. Click on *esd eSchoolData NexGen*.
5. This will bring you to the login page at the web address:
<https://nexgen.eschooldata.com/>

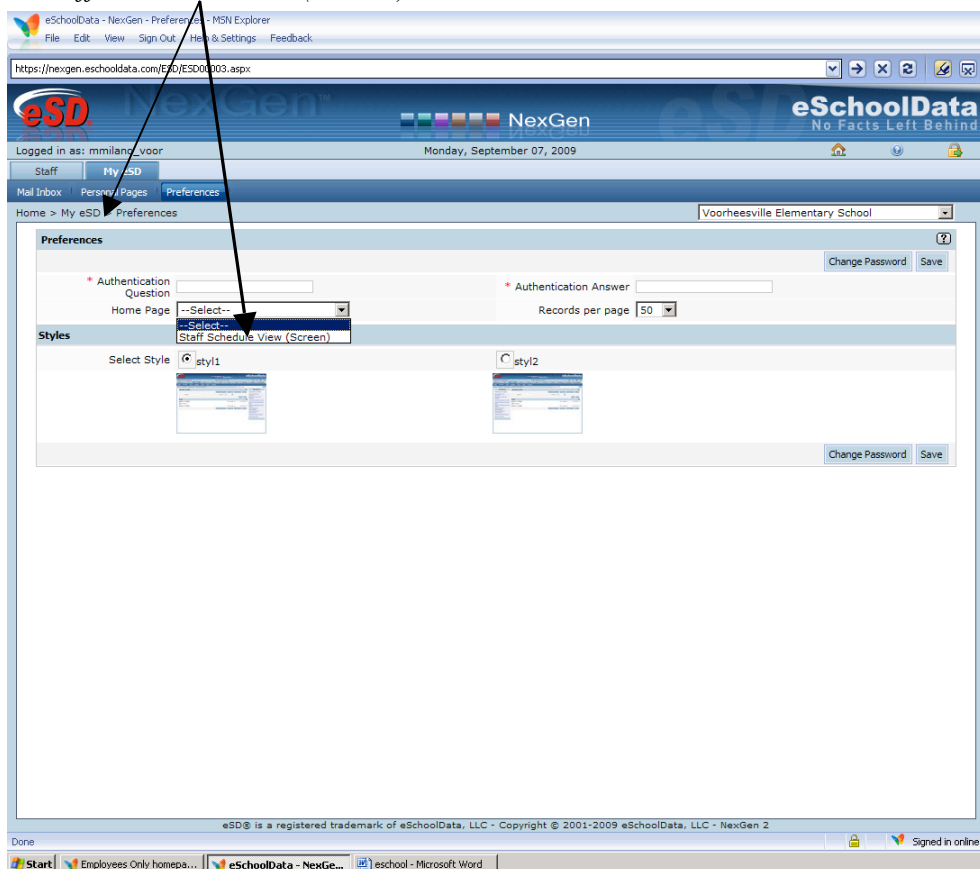
6. Enter your logon name and password.

A common error is forgetting to enter the “_voor” as part of your username.

Changing the Teacher’s Homepage

The home page for your eschool data can be set to your schedule which will require less clicking for attendance taking.

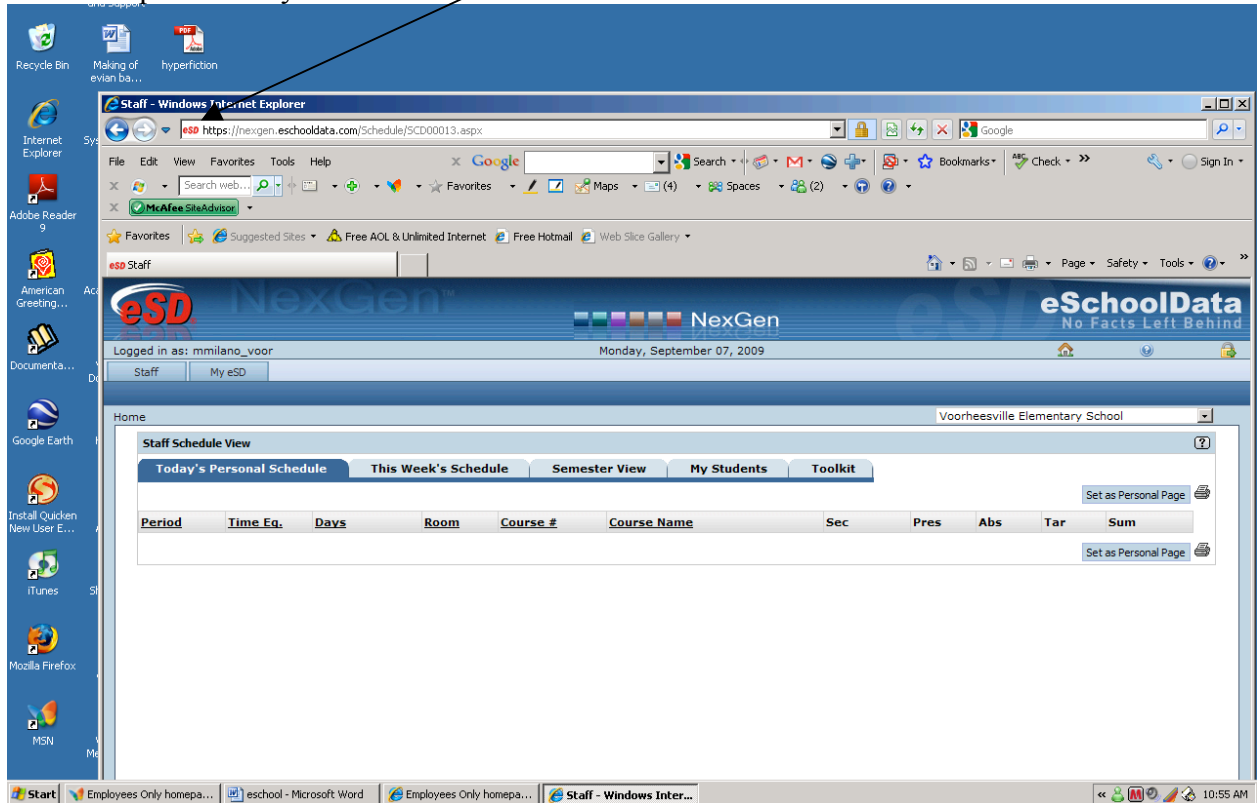
1. Select the tab at the top of the screen that says, “My eSD”
2. Select *Preferences* under Staff Schedules. Under the drop down arrow for Home Page, select *Staff Schedule View (Screen)*



3. Enter an Authentication Question and answer, click the *Save* button.

Creating a Shortcut on your Desktop for Attendance

1. Log in to eSchoolData and, if you followed the instructions for setting your home page, you should be right at *the Staff Schedule View* screen.
2. Manipulate the screen to have part of the desktop visible.
3. Place the mouse pointer on the red eSD symbol in the address bar, click and drag it to the desktop to create your shortcut!



Taking Attendance:

1. Click once on the PRESENT icon to change it to ABSENT and click again to change to TARDY. If a student is already marked absent or tardy, the student record may already have been updated by the attendance office.

If you received a note regarding the present day's attendance, you should check the appropriate checkbox.

It is important that ALL notes are sent to the attendance clerk. She will enter the verification and reason code.

As soon as a student is marked tardy, the time defaults to 15 minutes after the beginning of the day. A specific tardy time may be entered if needed.

2. After taking attendance, be sure to click the **Save** button in the upper right of the screen. This will signal the system that attendance has been taken.
Important: Even when 100% of the class is in attendance, the **Save** button **MUST** be clicked. It is possible to Save partial entries and complete or update the attendance at a later time.