

Access Engrade attendance records by using the following steps:

- A. Students will sign into Engrade at engradepro.com or on MHS website at mohigans.mono.k12.wv.us, click “Students and Parents” tab, click “Engrade” link.
- B. Students will click on a specific class.
- C. They will then click the attendance link on the left hand side. The link will bring up a screen with 4 monthly calendars.
- D. Students will view their attendance records on the right hand side under Totals for Present, Absent, and Tardy for each class.

Attendance policies are as follows:

- A. Students must take finals IF:
 - They miss 7 periods of homeroom (MTRF) or IR, they must take ALL finals.
 - They miss 4 or more times in any one class.
 - They miss 4 Wednesday 30 minute advisory periods. In this case, they must take ALL finals (Wednesday advisory periods are counted separately from 10 minute advisory periods).
 - Three tardies equals one absence. For example: students should be reminded that if they received 3 absences and 4 tardies, they will need to take the final in that course.

Important Attendance Facts to Remember:

- ISS is considered an exemption because the student is present in the building
- OSS is considered unexcused and will count toward finals
- Doctor and parent notes are not exempt

See semester grades by using the following steps:

- A. Students will click on a particular class from their list of classes.
- B. Students will then use the drop down box on the top right labeled Marking Period.
- C. You will see the following drop down menus:
 - Semester 1 Term 1 = First Nine Weeks Grades
 - Semester 1 Term 2 = Second Nine Weeks Grades
 - Semester 1 = Average calculation of first and second nine weeks grades (without the final)
 - The 20% weighting for final exam will be an additional drop box added at semester end, which will automatically calculate under Semester 1 average.