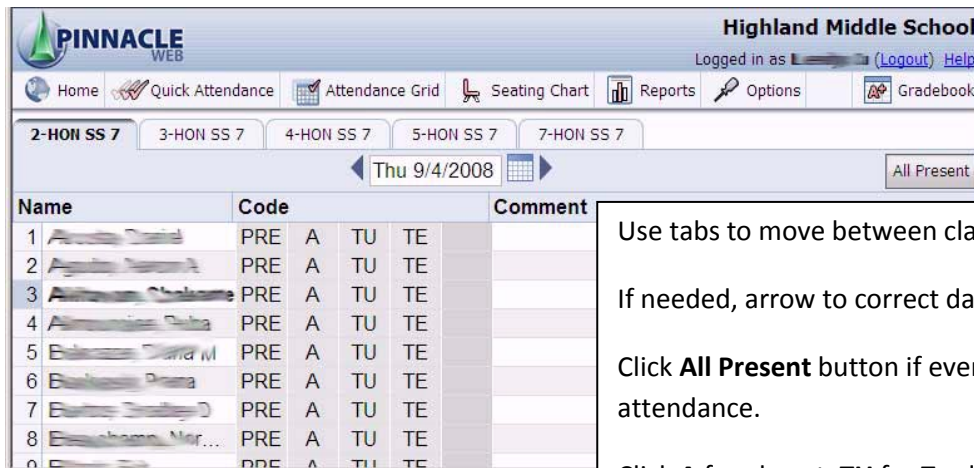
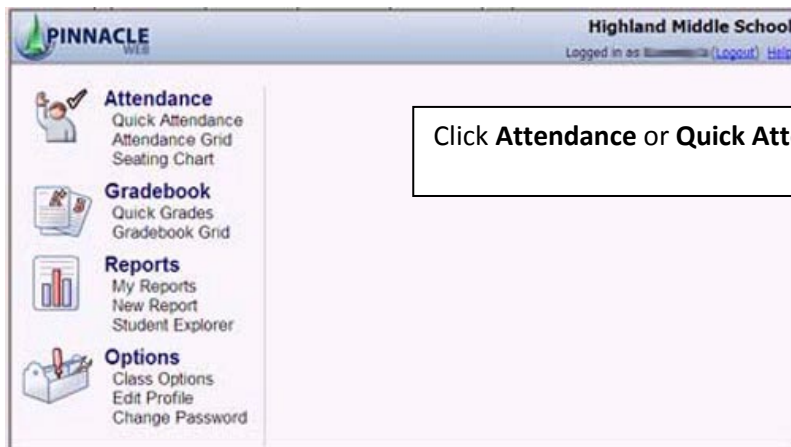


# Secondary Gradebook Quick Start

## Accessing the Web Gradebook:

1. From the Internet, go to <https://grades.bsd405.org/gradebook>
2. Login using your BSD Employee Number
3. Password is to be left BLANK the first time. You will be prompted to set one as it launches.
4. Select your school.
5. Click **Logon** button.

## Attendance:



Use tabs to move between classes.

If needed, arrow to correct date.

Click **All Present** button if everyone is in attendance.

Click **A** for absent, **TU** for Tardy Unexcused, **TE** for Tardy Excused. To undo, click again.