



Getting started in Homebook

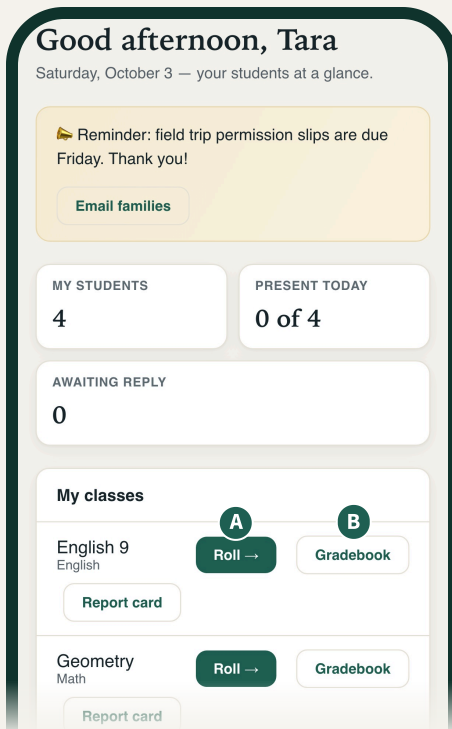
1

Join with your invite link

Your director sends an invite link, a QR code, or an email. Open it, create your account (tick **I have read and agree**), and press **Create account**. You will see **Waiting for the office**: nothing opens until the director gives you a role. When they do, press **Check again**.

2

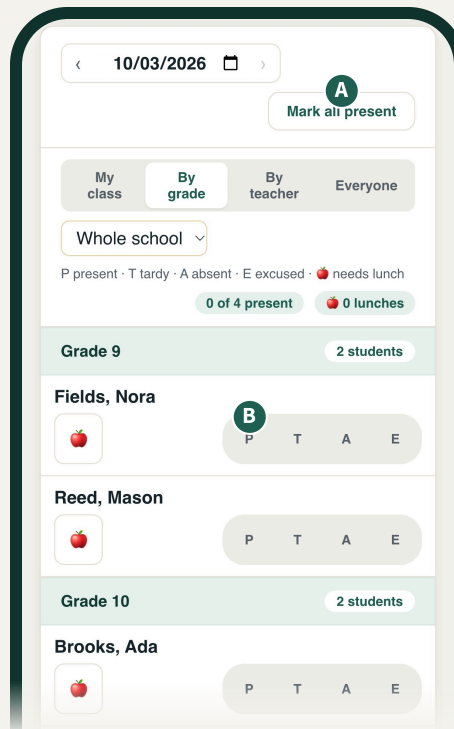
Your dashboard



Under **My classes**, each class has **Roll** → **A** to take attendance and **Gradebook** **B** for scores. The tabs along the top lead to **Students**, **Attendance**, **Grades**, **Messages** and **Calendar**.

3

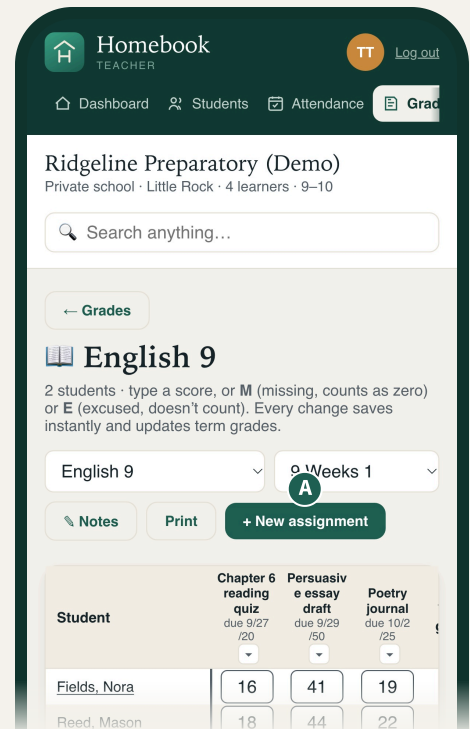
Take attendance



Open **Attendance** > **Take attendance**. Tap **P** present, **T** tardy, **A** absent or **E** excused for each student **B**. **Mark all present** **A** fills the list; then change the exceptions. The arrows by the date change the day.

4

Grading



Press **Gradebook** on your dashboard (or open **Grades**) and pick a class. **+ New assignment** **A** adds one. Type a score in each box, or **M** for missing or **E** for excused. Every change saves instantly and updates term grades.

5

Message families

Open **Messages**. Families write to you from their portal. Your replies land on the student's record and email the family. **Email a class** reaches a whole class at once.

6

Time off, and help

On **Calendar**, pick your days under **Staff time off** and press **Request time off**. Your admin gets an email and approves it. Something wrong? Open **Tickets**.