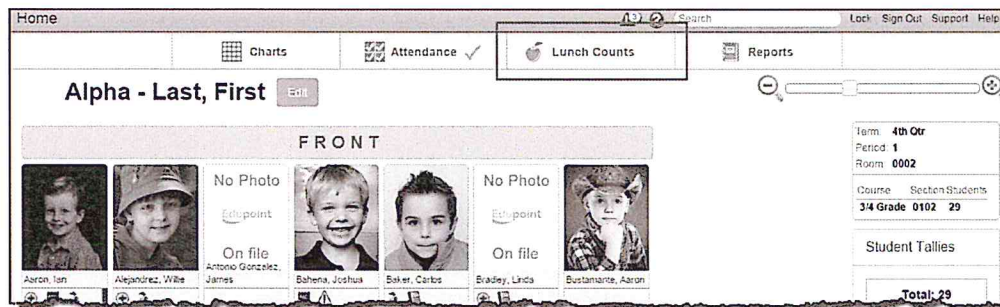


## OVERVIEW

Depending on your district's settings, you may be able to take lunch counts for your class or record your students' participation in a Universal Breakfast program.

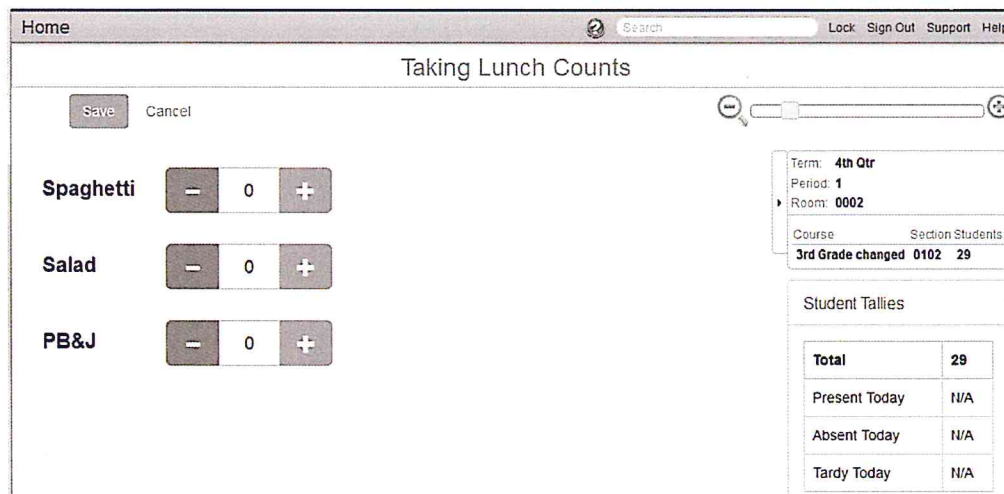
## TAKING LUNCH COUNTS

When you log into TeacherVUE, the system alerts you need to take lunch counts by highlighting the Lunch Counts button in yellow.



TeacherVUE Home screen, Accessing Lunch Counts

1. Click **Lunch Counts**.  
The Taking Lunch Counts screen displays. There are two methods that may be selected for your school.
2. Enter the lunch counts:
  - To take total count by lunch item, use the plus or minus buttons to enter the number.



Taking Lunch Counts screen, Total Count per Item

- To make a selection for each student, use the drop down list to select a lunch choice for each student.  
The total lunch counts for each item displays.

*Taking Lunch Counts, Individual Orders*

- Click **Save**.  
The system intakes that lunch counts have been taken by displaying a green checkmark next to the Lunch Counts icon.