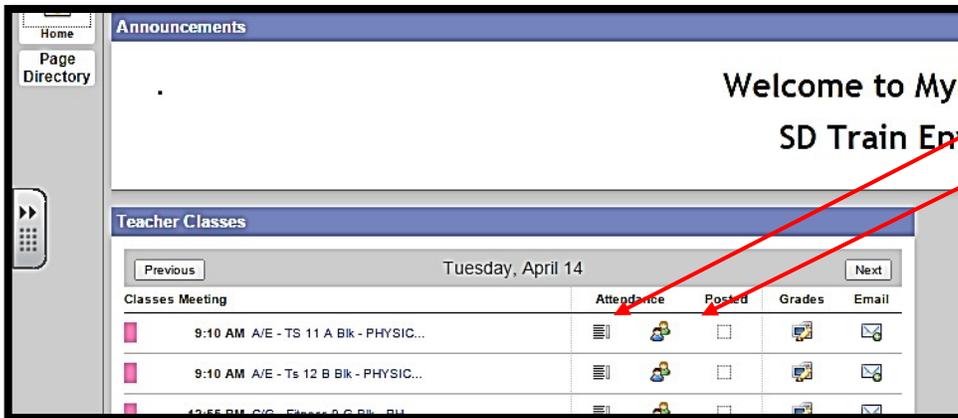


Attendance

There are **two ways** to access the attendance screen.

Teacher Class Widget

Click on **Pages Top-Tab** to access the “Teacher Class Widget”. (This is the default page that is displayed upon login).



Click on the attendance icon for the course attendance is to be taken.

There is the “list option” or a “seating chart” option.

Attendance Rosters

Additionally, attendance rosters can also be accessed using the **Attendance Top-Tab** and **Class Side-Tab**.

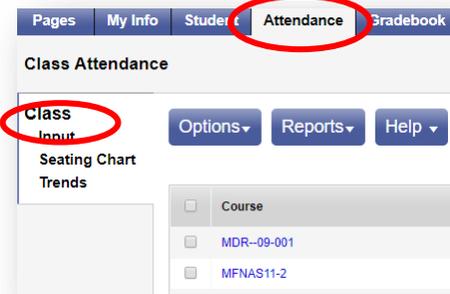
Click on the course (blue link) to access class list for attendance.

Taking Attendance:

Students are **P**resent by default. Click on the **A** if student is absent and **L** if the students is late.

Be sure to click **Post** (at the top or bottom of the page) to save your attendance and send the completed attendance to the office.

*NOTE: The **A** or **L** can be changed by either clicking the **P** OR clicking on the “Edit” link at the far right of the table.*



Post when done

Attendance for: 17/09/2019

1 record

Pupil #	Name	Code	Class Attendance	Daily Attendance
2340935	Shrek, Sh	A L P	Not in session	Not in session

A for Absent

L for Late

Post