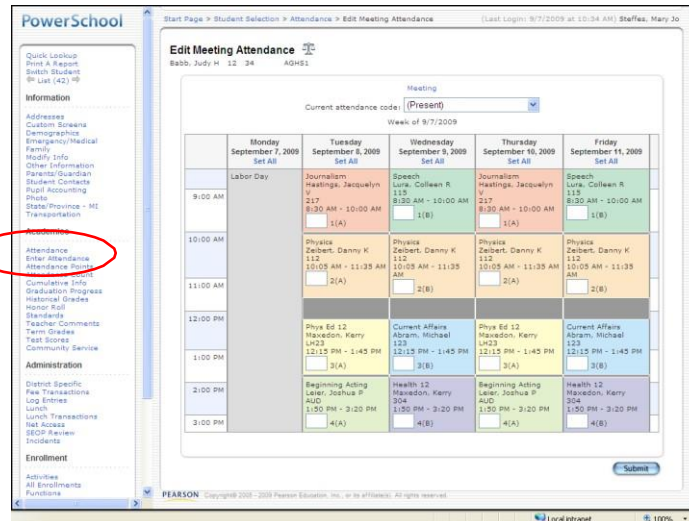




Change Attendance

From the Start Page key in the student's last name, first name & Enter
The student pages are listed in the column on the left

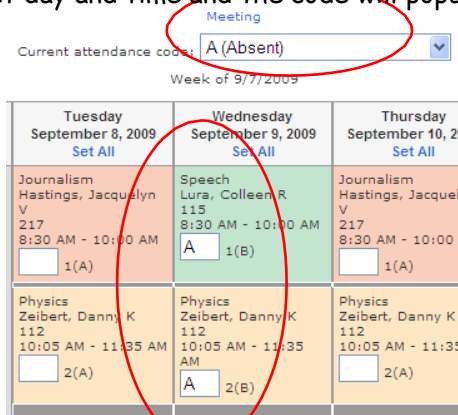


There are 2 ways to access the current week's attendance

You can choose the **Enter Attendance** (present week) link or the **Attendance** (future weeks) link

If you choose the **Enter Attendance** page, select the attendance code from Current Attendance Code dropdown list at the top of the page. If the student is absent all day you can choose the Select All link to populate attendance in all the classes for that day


Now click the box inside the correct day and time and the code will populate.



Submit

When attendance is complete, select

If you choose to edit the **Attendance** page you will see this screen:

Attendance 

Babb, Judy H 12 34 AGHS1

[Meeting](#)

[Change Meeting Attendance](#) [Show dropped classes also](#)

Course	Expression	9/7-9/11		9/14-9/18		9/21-9/25		9/28-10/2		10/5-10/9		10/12-10/16		10/19-10/23		10/26-10/30		1				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M		T	W	H	F
Journalism Hastings, Jacquelyn V 217 E: 6/1/2009 L: 5/30/2010	1(A)	-	.	.	A
Physics Zeibert, Danny K 112 E: 6/1/2009 L: 11/30/2009	2(A-B)	-																				
Spanish 2 Vital, Hector 300 E: 11/30/2009 L: 5/30/2010	2(A-B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Phys Ed 12 Maxedon, Kerry LH23 E: 6/1/2009 L: 11/30/2009	3(A)	-

Here, once you choose the week by selecting the blue link, you will return to the Enter Attendance screen with the week you selected. You will choose your attendance code and click in the attendance boxes to populate. When finished, select

Submit