HOW TO TAKE ATTENDANCE

Click the Attendance block.	Attendance
Select Add.	**Attendance** **Attendance** Take attendance Add Report
Put a check mark to **Create multiple sessions.** Complete information specific to your course: **Session Date** (and time) **Duration Session end date Session Days**	Session type ? ⦿ Common ○ Group Groups You can't add group sessions. No groups exists in course. ? ☑ Create multiple sessions Session Date 27 ▾ August ▾ 2012 ▾ 13 ▾ 00 ▾ Duration 01 ▾ 00 ▾ Session end date 14 ▾ December ▾ 2012 ▾ Session Days ☐ Sunday ☑ Monday ☐ Tuesday ☑ Wednesday ☐ Thursday ☑ Friday ☐ Saturday Frequency 1 ▾ week(s) Description Font family ▾ Font size ▾ Paragraph ▾
Click the **Add session** button.	Click the **Add session** button Add session

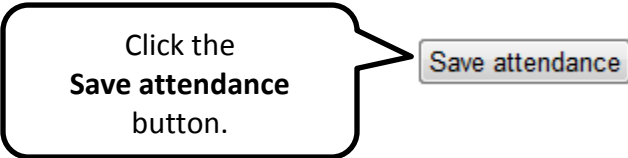|	
Click **Continue**.	Sessions successfully generated (Continue) — Click **Continue**
On your bar of options, Select Sessions.	Sessions · Add · Report · Export · Settings ↑
The current view shows one week of attendance at a time. The view can be changed to All, Months, or Day.	Week View 09.30 – 10.6 (Sept 20 – Oct 6) Click here to change views. ◄ 09.30 - 10.6 ► All · All past · Months · Weeks · Day <table><tr><th>#</th><th>Type</th><th>Date</th><th>Time</th><th>Description</th><th>Actions</th><th>☐</th></tr><tr><td>1</td><td>Common</td><td>10.1.12 (Mon)</td><td>00:00</td><td>Regular class session</td><td>●✍X</td><td>☐</td></tr><tr><td>2</td><td>Common</td><td>10.3.12 (Wed)</td><td>00:00</td><td>Regular class session</td><td>●✍X</td><td>☐</td></tr><tr><td>3</td><td>Common</td><td>10.5.12 (Fri)</td><td>00:00</td><td>Regular class session</td><td>●✍X</td><td>☐</td></tr></table>
To take attendance, click on the green button under Actions.	Click on the Green Button to take attendance. **Actions** ●✍X

Click the radio button for each student to indicate his/her attendance. Clicking P—Present L—Late E—Excused A—Absent Note that when taking attendance, the column headings for attendance status are links. If everyone is present, you can merely click the *P* column header to change everyone's status to "Present". If only one person is absent, you could first click *P* to set everyone's status to "Present", and then change the absent student's status to "Absent".

#	First name / Last name	P	L	E	A	Remarks
1	Student One	◉	○	○	○	
2	Student Three	○	◉	○	○	
3	Student Two	○	○	◉	○	Athletics

Enter remarks as appropriate — for example, the reason (if known) for an absence.

#	First name / Last name	P	L	E	A	Remarks
1	Student One	Set status for all users to «Present»				
2	Student Three	◉	○	○	○	
3	Student Two	◉	○	○	○	

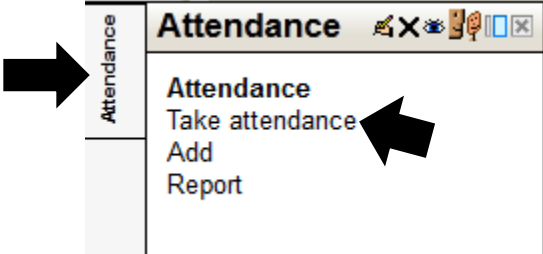|	
Click the **Save attendance** button.	Click the **Save attendance** button. [Save attendance]
Click **Continue.**	Attendance has been successfully taken — Click **Continue**. (Continue)
If you need to change the attendance, you can get back to the page by clicking on the time link.	**Date** — **Time** 10.1.12 (Mon) — 13:00 - 14:00 10.3.12 (Wed) — 13:[Change attendance] 10.5.12 (Fri) — 13:00 - 14:00 Click the **Date link OR Time link** if you are needing to change a student's attendance.
To take attendance the next time this class meets, click **Attendance** from the block**.** Then choose **Take attendance.**	**Attendance** Attendance Take attendance Add Report
It will take you directly to this page. Click the radio button for each student to indicate his/her attendance.	**#** — **First name / Last name** — **P** — **L** — **E** — **A** 1 — Student One — ○ — ○ — ○ — ○ 2 — Student Three — ○ — ○ — ○ — ○ 3 — Student Two — ○ — ○ — ○ — ○

Click the **Save attendance** button.	Click the **Save attendance** button. [Save attendance]