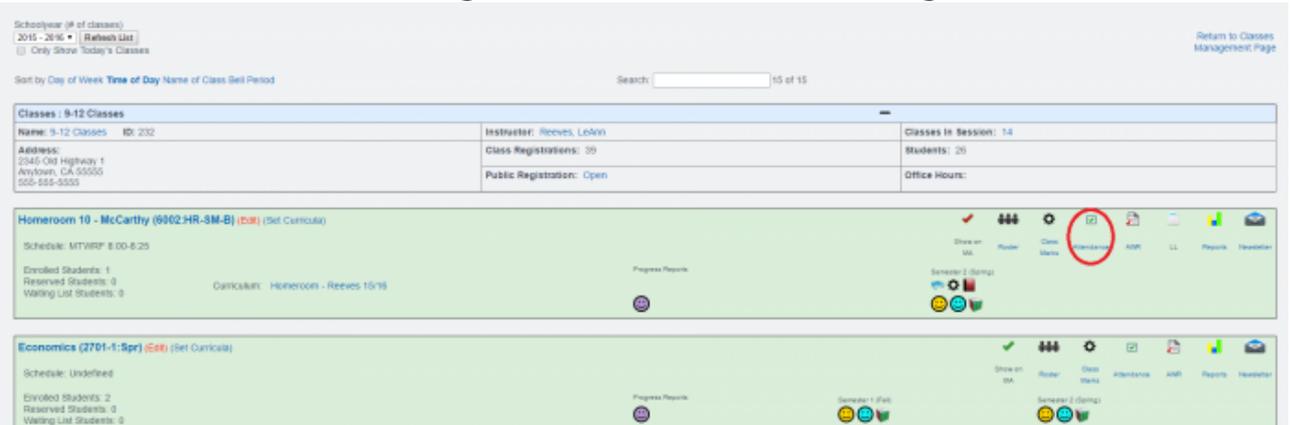cms, classroom based, cb teacher essential, attendance

CMS-Attendance by LP

> Looking for information on taking attendance daily? Click here for our Daily Attendance manual.

- **Step 1**. Access the class via the CMS
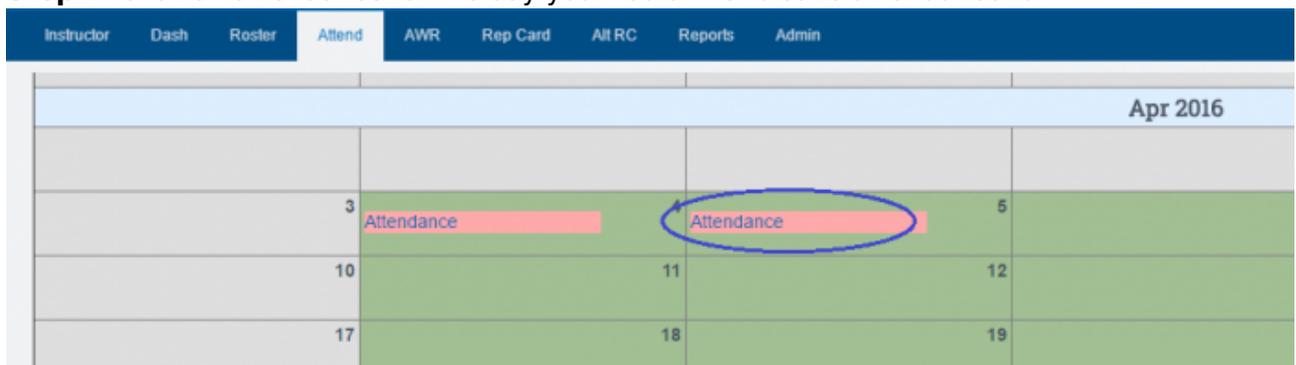 **Teacher»CMS-Classroom Management» CMS-Classroom Management**

- **Step 2**. Click on the Attendance icon
- **Step 3**. If you are taking attendance for a time period that is in the past, you may need to click Show full Calendar as shown below

  Click on desired LP to view the Attendance Log report for that LP.

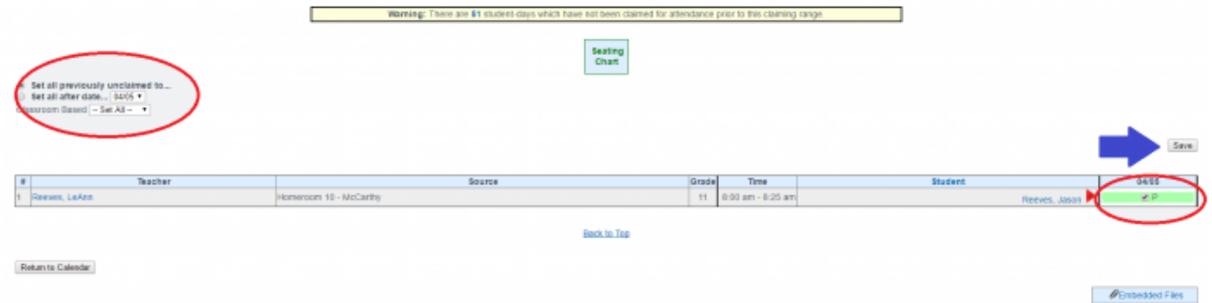- **Step 4**. Click on attendance for the day you would like to save attendance for

- **Step 5**. You may mass claim attendance in the upper right hand corner

  OR

  You may claim a day at a time in the right corner just click on the box to choose:
    - *Present (green)*
    - *Tardy (yellow)*
    - *Absent (red*

- **Step 6**. Make sure to click SAVE