

# CMS-Attendance by LP

*Please remember these important facts when working in the SIS.*

*The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.*

- **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 a report if you'd like to view an Attendance Log*

- **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

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