School Pathways Knowledge Base - https://schoolpathways.com/knowledgebase/

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

Schoolyver (# of classes) 2015 - 2015 - Methenh List Only Show Tockey's Classes		Return to Classes Management Page				
Sort by Day of Week Time of Day Name of Class Bell Period	Search: 15 of 15					
Classes : 9-12 Classes		-				
Name: 9-12 Classes ID: 232	Instructor: Reeves, LeAnn	Classes In Session: 14				
Address: 2545 Ott Highway 1	Class Registrations: 39	Students: 26				
Anytown, CA 55555 555-555-5555	Public Registration: Open	Office Hours:				
Homeroom 10 - McCarthy (6002:HR-8M-B) (Edl) (Set Curricula)		🖌 👬 O 🖉 🖯 🖬 📾				
Schedule: MTWRP 8.00-8.25		Share an Router Class Alternation AVA LL Payoris Neurolator				
Enrolled Students: 1 Descend Students: 0	Program Reports	Seneerer 2 diaring)				
Vating List Students: 0 Curriculum: Homeroom - Reeves 16/16	۵					
Economics (2701-1:Spr) (Set Curricula)		🗸 444 O 🗵 👌 🔰 📾				
Schedule: Undefined		Show an Rooker Dean Americana ANR Reports Heineletter SIA Status				
Envolled Students: 2 Reserved Students: 0 Vetrig: List Students: 0	Program Reports Generation (Second 1)	ets - Servecer 2 (Serve)				

• **Step 2**. Click on the Attendance icon

hool Year: 2015 - 2016

Reporting Period: Semislar 2 (Spring)

• **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

ript Code: 6003

Credits: 5 Credits

Finish: 05/17/2016

Click on desired LP to view a report if you'd like to view an Attendance Log

Show full calendar							De
\bigcirc			Jan 2016				ATT:
						/	Log:
	3 4		5	7			Lp. 8
,	Adendance 11	Attendance 13	2 Attendance 12	Atendance 54	18	16	Lp: 10
1	7 Attendance 14	Attendance 15	Attendance 21	Altensance 21	Attendance 22	42	Lp: 12
2	4 Actendance 25	Attendance 24	Attendance 25	Aftendance 28	Attendance 29	30	Bananar ✓ Set
3	9						
			Feb 2016				
	Adendance	Attendance	Attendance	Atlendance	Attendance	6	
	7 Attendance	Attendance	Attendance 11	Altendance 11	12	13	
1	Attendance 18	Attendance 16	Attendance 12	Adendance 18	11	29	

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

Instructor	Dash	Roster	Attend	AWR	Rep Card	Alt RC	Reports	Admin		
										Apr 2016
			2							
			At	tendance			Attenda	nce	0	
			10				11		12	
			17				18		19	

• 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

Set all previously unstatement to_ Mar all affer datase Name Set all affer datase Set all affer datase	Warring: There are \$1 student days which have not 5	een claimed for attendance ting art	prior to this claiming	anya	and and
* Teacher	Source	Grad	Time	Student	3485
t Reeves, LaAns	Homercom 10 - McCarthy	11	0:00 am - 8:25 am		Reeves, Jason P
Return ta Calendar	Box	to. Top			Richard Fire

- **Step 6**. Make sure to click SAVE
- Last Updated by Max Williams on 2016/04/06 18:53

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