

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)*

Warning: There are 11 student days which have not been claimed for attendance prior to this claiming range.

Seating Chart

Set all previously unclaimed to...
Set all after date... 14/05
Classroom Based - Set All -

#	Teacher	Source	Grade	Time	Student	Replies, Absen	SAVE
1	Carven, LeAnn	Horseshoe 10 - McCarthy	11	8:00 am - 8:25 am			<input checked="" type="checkbox"/> IP

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Return to Calendar

Embedded Files

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

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