

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

School Year (# of classes)
2015 - 2016 • [Roster List](#)
 Only Show Today's Classes

Sort by Day of Week **Time of Day** Name of Class Bell Period

Search: 65 of 15

Classes : 9-12 Classes	
Name: 9-12 Classes ID: 232	Instructor: Reeves, LeAnn
Address: 2345 Old Highway 1 Albion, CA 55555 555-555-5555	Class Registrations: 39 Students: 26 Public Registration: Open Office Hours:

Homeroom 10 - McCarthy (6902-HR-3M-B) ([Edit](#)) (Set Curricula)

Schedule: MTWRF 8:00-8:25

Enrolled Students: 1
Reserved Students: 0
Waiting List Students: 0

Curriculum: Homeroom - Reeves 10/18

Progress Reports



                                 

Economics (2701-1-Spr) ([Edit](#)) (Set Curricula)

Schedule: Undefined

Enrolled Students: 2
Reserved Students: 0
Waiting List Students: 0

Progress Reports



                    

- **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 1: Click on attendance for the day you would like to save attendance for.						
Instructor	Dash	Roster	Attend	AWR	Rep Card	Alt RC

- **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)*

The screenshot shows a seating chart interface. At the top, a yellow bar displays a warning: "Warning: There are 81 student days which have not been claimed for attendance prior to this claiming range." Below this is a "Seating Chart" button. On the left, a red circle highlights a dropdown menu with options: "Set all previously unclaimed to...", "Set all after date... 04/05", and "Classroom (based) - Set All -". On the right, a blue arrow points to a "Save" button. Below these are two tables. The first table is a seating chart with columns for "Teacher" (Deneen, LeAnn), "Source" (Homeroom 10 - McCarthy), "Grade" (11), "Time" (8:00 am - 8:25 am), and "Student" (Reeves, Jason). The "Student" row has a red circle around the "Status" column, which is green and shows "P". The second table is a student record with columns for "Name" (Reeves, Jason), "Status" (P), and "Attendance" (34/55). At the bottom left is a "Return to Calendar" link, and at the bottom right is an "Embedded File" link.

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

— *Last Updated by Max Williams on 2016/04/06 18:53*

From:

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

Permanent link:

<https://schoolpathways.com/knowledgebase/doku.php?id=cms:attendancebylp&rev=1459986690>

Last update: **2016/04/06 23:51**