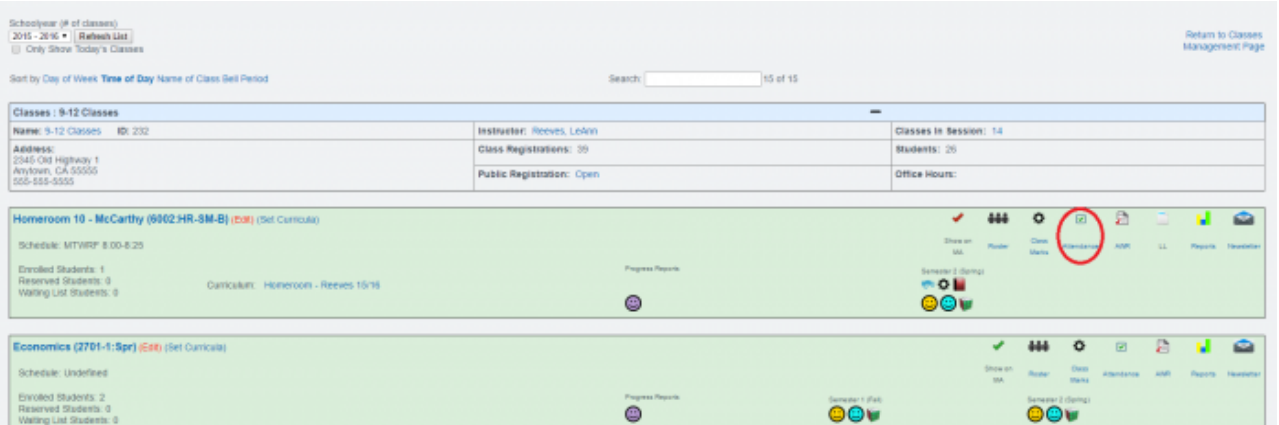


CMS-Attendance by LP

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

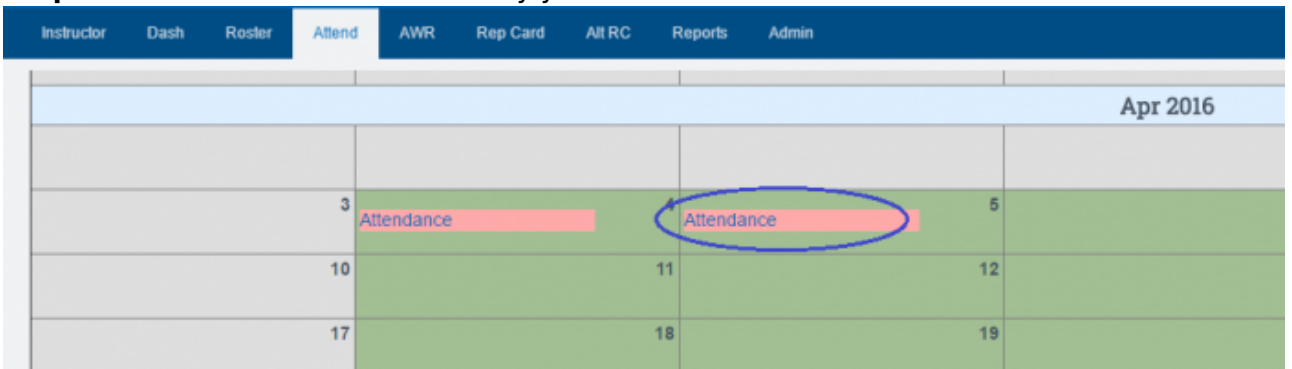


- **Step 2.** Click on the Attendance icon
- **Step 3.** If you are taking attendance for a time period that is in the past, you may need to click Show full Calendar as shown below

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



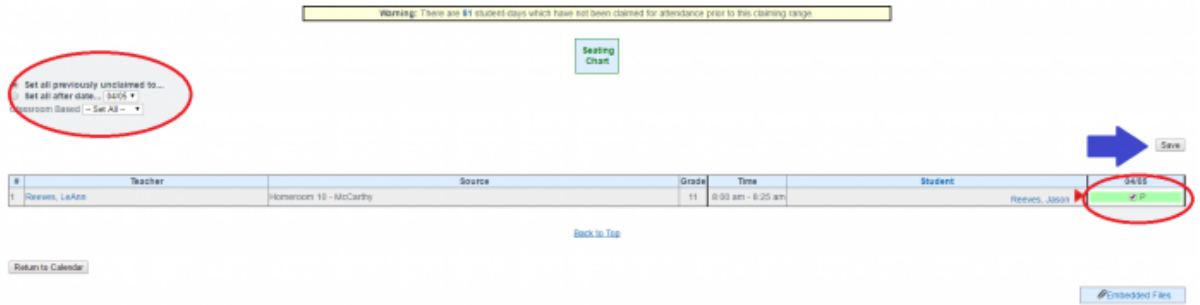
- **Step 5.** You may mass claim attendance in the upper right hand corner

OR

You may claim a day at a time in the right corner just click on the box to choose:

- Present (green)
- Tardy (yellow)

o Absent (red)



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

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

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