

CMS-Attendance by LP

- **Step 1.** Access the class via the CMS

Teacher»CMS-Classroom Management» CMS-Classroom Management

The screenshot shows the CMS-Classroom Management interface. It displays two class pages: 'Homeroom 10 - McCarthy' and 'Economics'. Each page has a 'Attendance' icon in the top right corner, which is circled in red. The 'Homeroom 10' page shows details like 'Schedule: MTWRF 8:00-8:25', 'Enrolled Students: 1', and 'Curriculum: Homeroom - Reeves 10/18'. The 'Economics' page shows 'Schedule: Undefined' and 'Enrolled Students: 2'. Both pages have 'Attendance' buttons in the top right corner.

- **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

The screenshot shows the 'Homeroom 10 - McCarthy' class page. It displays an 'Attendance' log for January 2016. A red circle highlights the 'Show full calendar' link. The right side shows a calendar for January 2016 with days 1-31. A blue circle highlights the 'Present' button for day 1. A red circle highlights the 'Absent' button for day 16. A blue circle highlights the 'Tardy' button for day 28.

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

The screenshot shows the 'Homeroom 10 - McCarthy' class page. It displays an 'Attendance' log for April 2016. A blue circle highlights the 'Attendance' button for day 3. Another blue circle highlights the 'Attendance' button for day 11. A blue arrow points from the 'Attendance' button on day 3 to the button on day 11.

- **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 81 student days which have not been claimed for attendance prior to this claiming range.

Set all previously unclaimed to...
Set all after date... 5/15
Classroom Based - Set All -

Seating Chart

Save

#	Teacher	Source	Grade	Time	Student	Status
1	Reeves, LaAnn	Homeroom 10 - McCarthy	11	8:00 am - 8:25 am	Reeves, Jason	Absent

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Returns Calendar

Embedded File

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

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

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