

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)

◦ Absent (red)

Warning: There are 81 student days which have not been claimed for attendance prior to this clearing range.

Seating Chart

Set all previously unclaimed to...
Set all after date... 3/2/15 +
Room: Room 10 - Set All -

Save

#	Teacher	Source	Grade	Time	Student	Reveals...	3/2/15
1	Reveals, LeAnn	Homeroom 10 - McCarthy	11	8:00 am - 8:25 am			IP

Back to Top

Returns Calendar

Embedded Files

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

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