cms, classroom based, cb teacher essential, attendance

CMS-Attendance by LP

• Step 1. Access the class via the CMS

Teacher»CMS-Classroom Management» CMS-Classroom Management

| Ichoolyses (# ef classes) 2015 - 2016 - [Referen List] Ordy Sitrow Today's Danses | | Return to Classe Management Pa |
|---|---------------------------|--|
| Bart by Day of Week Time of Day Name of Class Bell Period | Search: 15 of 15 | |
| Classes : 9-12 Classes | | - |
| Name: 9-12 Classes ID: 232 | Instructor: Reeves, LeAnn | Classes In Session: 14 |
| Address: | Class Registrations: 39 | Bladents: 26 |
| 2345 Old Highway 1 Anytoun, CA 55555 555-555-5555 | Public Registration: Open | Office Hours: |
| Homeroom 10 - McCarthy (6902:HR-SM-B) (501) (Set Carnolau) Schedwie: MTWR* 8 00-8:29 Devoled Stadents: 1 Reserved Stadents: 0 Wating List Stadents: 0 Carnolaum: Homeroom - Reeves 15/15 | Program Program S | Constant 1 Songa Constant 1 Songa Constant 2 Songa Constant 1 Songa Constant 1 Songa Constant 1 Songa Constant 2 S |
| Economics (2701-1:Spr) (Edl) (Set Curricula) | | 🗸 444 O 🗵 🔁 🖬 📾 |
| Schedule: Undefined | | Show on Report Deals Adjunctore AMR Reports News |
| Envolled Students: 2 Reserved Students: 0 Walling List Students: 0 | | ee : fel Benege (deng) |

- 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

| Assignments and Attendance | | | | | | | | |
|----------------------------|--------------------------------|-----------------|---------------------|----------------------|-----------------------|--|------------------------------------|--|
| wroom 10 - McCarthy | | | Course Code: 6002 5 | | Section: HR-SM-8 | Mon, Tue, Wed, Thu, Fri: 8:00 am-8:25 an | ue, Wed, Thu, Fri: 8:00 am-8:25 am | |
| 9-12 Classes | School Year: 2015 - 2016 | | | Start: 01/11/2016 Th | Transcript Code: 6002 | | | |
| Room: | Reporting Period: Semester 2 (| Spring) | | Finish: 05/17/2015 | Credits: 5 Credits | | | |
| how full calendar | | | | | | | 0 | |
| \bigcirc | | | Jan 2016 | | | | Att: | |
| | | | | | | 1 | Log | |
| 3 | | • | • | | 7 | • | * Lp. 8 | |
| 10 | Atlendance | Attendance 12 | Attendance 13 | Attendance | 14 | 15 | 16 Lp: 10 Lp: 11 | |
| 17 | Attendance 1 | 8 Attendance 15 | Altendance 28 | Altendance | 21 Atlendance | 22 | 23 Lp: 12 | |
| 24 | Attendance 2 | Attendance 24 | Attendance 27 | Attendance | 28 Attendance | 29 | an Break | |
| 31 | | | | | | | | |
| | | 1 | Feb 2016 | | | | | |
| | Attendance | Attendance | Attendance 3 | Attendance | 4 Attendance | - | 6 | |
| 7 | Attendance | Attendance S | Attendance 18 | Altendance | 11 | 12 | 13 | |
| 14 | Attendance 1 | Attendance 16 | Atlandance 17 | Adendance | 18 | 19 | 20 | |
| 21 | Atlantance 2 | 2 Attendance 23 | Attendance 24 | atestave. | 25 Attentione | 26 | 27 | |

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

| Instructor | Dash | Roster | Attend | AWR | Rep Card | AILRC | Reports | Admin | | | | |
|------------|------|--------|--------|-----------|----------|-------|----------|-------|---|----|-------|-----|
| | | | | | | | | | | | Apr 2 | 016 |
| | | | | | | | | | | | | |
| | | | 3 | ttendance | | | Attendar | nce | > | 5 | | |
| | | | 10 | | | | 11 | | | 12 | | |
| | | | 17 | | | 1 | 18 | | | 19 | | |

• 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 | Warring: There are if it studiet days which have not | been claimed for attendance prior to this claiming range | | |
|--|--|--|---------|---------------------|
| Set all previously unclaimed to Set all after dates 4405 ↑ Sector Based – Set Al | 2 | uting has | | |
| # Teacher | Source | Grade Time | Student | 04/05 |
| t Reeves, LaAnn | Homeroom 10 - McCarthy | 11 0:00 am - 0:25 am | | Reeves, Jason 📃 🗶 P |
| | Bac | k to Tep | | |
| Return to Calendar | | | | |
| | | | | |

• Step 6. Make sure to click SAVE

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

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