

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**

- **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				
Homeroom 10 - McCarthy		Course Code: 9002	Section: HR-SM-B	Mon, Tue, Wed, Thu, Fri 8:00 am-6:25 am
9-12 Classes		School Year: 2015 - 2016	Start: 01/15/2016	Transcript Code: 6002
Room:		Reporting Period: Semester 2 (Spring)	Finish: 05/17/2016	Credits: 5 Credits

Show full calendar

Done

Jan 2016												ATT:																
												Log: Lp: 7 Lp: 8 Lp: 9 Lp: 10 Lp: 11 Lp: 12 Breakdown Set																
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
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Feb 2016																													
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- **Step 4.** Click on attendance for the day you would like to save attendance for

Instructor	Dash	Roster	Attend	AWR	Rep Card	All RC	Reports	Admin
Apr 2016								
3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29
30	31							

- **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 other date... 1/25/17  
Classroom Based - Set All -

Save

#	Teacher	Source	Grade	Time	Student	STATUS
1	Reeves, LeAnn	Homeschool 15 - McCarthy	11	8:00 am - 8:25 am	Reeves, Jason	P

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Return to Calendar

Embedded Files

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

— Last Updated by [Max Williams](#) on 2016/04/06 18:53

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