

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

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

Save

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

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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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