cms, classroom based, cb teacher essential, attendance

CMS-Attendance by LP

Looking for information on taking attendance daily? Click here for our Daily Attendance manual.

- **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*

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

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