

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

Schoolyear (# of classes): 2015 - 2016 • Refresh List
Only Show Today's Classes

Sort 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: 2345 Old Highway 1 Anytown, CA 55555 555-555-5555	Class Registrations: 39	Students: 26
	Public Registration: Open	Office Hours:

Homeroom 10 - McCarthy (6002:HR-9M-B) (Edit) (Set Curricula)

Schedule: MTWRF 8:00-8:25
Enrolled Students: 1 Reserved Students: 0 Waiting List Students: 0 Curriculum: Homeroom - Reeves 10:18

Progress Reports Semester 1 (Aug)
Semester 2 (May)

Attendance AWR Reports Newsletter

Economics (2701-1:Spr) (Edit) (Set Curricula)

Schedule: Undefined
Enrolled Students: 2 Reserved Students: 3 Waiting List Students: 0

Progress Reports Semester 1 (Aug)
Semester 2 (May)

Attendance AWR Reports Newsletter

- **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

9-12 Classes	School Year: 2015 - 2016	Course Code: 6002	Section: HR-9M-B	Mon, Tue, Wed, Thu, Fri: 8:00 am-8:25 am
Rooms:	Reporting Period: Semester 2 (Spring)	Start: 01/11/2016	Transcript Code: 6002	
		Finish: 05/17/2016	Credits: 5 Credits	

Show full calendar

Jan 2016

1	2	3	4	5	6	7	8				
9	10	Attendance	11	Attendance	12	Attendance	13	Attendance	14	Attendance	15
16	17	Attendance	18	Attendance	19	Attendance	20	Attendance	21	Attendance	22
23	24	Attendance	25	Attendance	26	Attendance	27	Attendance	28	Attendance	29
30	31										

Feb 2016

1	2	3	4	5	6						
7	8	Attendance	9	Attendance	10	Attendance	11	Attendance	12	Attendance	13
14	15	Attendance	16	Attendance	17	Attendance	18	Attendance	19	Attendance	20
21	22	Attendance	23	Attendance	24	Attendance	25	Attendance	26	Attendance	27

Apr 2016

1	2	3	4	5	6						
7	8	Attendance	9	Attendance	10	Attendance	11	Attendance	12	Attendance	13
14	15	Attendance	16	Attendance	17	Attendance	18	Attendance	19	Attendance	20
21	22	Attendance	23	Attendance	24	Attendance	25	Attendance	26	Attendance	27

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

Instructor Dash Roster Attend AWR Rep Card Alt RC Reports Admin

Apr 2016

1	2	3	4	5	6						
7	8	Attendance	9	Attendance	10	Attendance	11	Attendance	12	Attendance	13
14	15	Attendance	16	Attendance	17	Attendance	18	Attendance	19	Attendance	20
21	22	Attendance	23	Attendance	24	Attendance	25	Attendance	26	Attendance	27

- **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 claiming range.

Set all previously unclaimed to...
Set all after date... (4/05) ▾
Classroom Based) - Set All - ▾

Save

#	Teacher	Source	Grade	Time	Student	Status
1	Reeves, LeAnn	Homeroom 10 - McCarthy	11	8:00 am - 8:25 am	Reeves, Jason	04/05 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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