2025/11/24 13:31 1/2 CMS-Attendance by LP

cms, classroom based, cb teacher essential, attendance

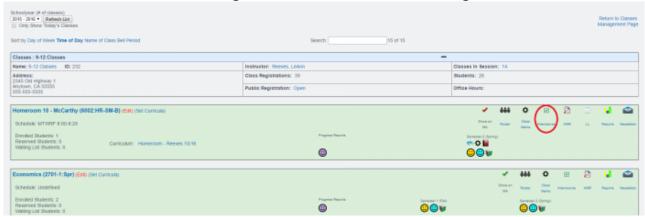
CMS-Attendance by LP



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

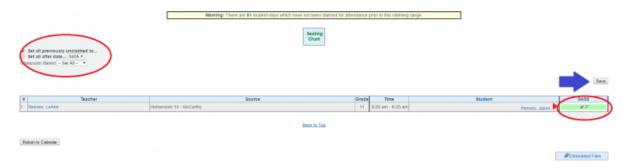


• Step 5. You may mass claim attendance in the upper right hand corner

OR

You may claim a day at a time in the right corner just click on the box to choose:

- Present (green)
- Tardy (yellow)
- o Absent (red



- Step 6. Make sure to click SAVE
- Last Updated by Max Williams on 2016/04/06 18:53

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