

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)*

Warning: There are 81 student days which have not been claimed for attendance prior to this claiming range.

Seating Chart

Set all previously unclaimed to...
Set all other date...
Set All
Set All -

#	Teacher	Source	Grade	Time	Student	
1	Rivers, LeAnn	Homeroom 10 - McCarthy	11	8:00 am - 8:25 am	Rivers, LeAnn	Present

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Returns 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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