

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)*

#	Teacher	Source	Grade	Time	Student	
1	Rivers, LaAnn	Homeroom 10 - McCarthy	11	8:00 am - 8:25 am	Rivers, LaAnn	Set All

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

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