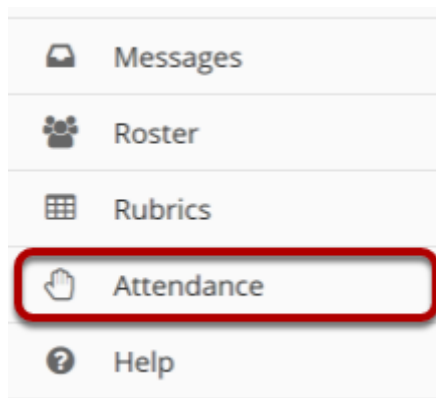


How do I take attendance?

There are two ways to take attendance: you can take attendance using an existing attendance item, or use the Take Attendance Now button to create a new item.

Go to Attendance.



Take attendance for an existing item.

Select an existing Attendance Item from the Take Attendance landing page.

ATTENDANCE

[Link](#)[? Help](#)

Add Attendance Attendance By Student Grading Settings Import/Export

Take Attendance

Click on the **Take Attendance Now** button to immediately take attendance. Click on a link below to take attendance for an existing event.

Take Attendance Now

Attendance Item	Actions	Date	Present	Absent	Excused	Late	Left Early
Attendance Test	Actions	4/25/20 4:17 PM	0	0	0	0	0
Class 01	Actions	4/24/20 9:00 AM	0	0	0	0	0
Class 02	Actions	4/25/20 6:31 PM	2	1	0	0	0











View the Attendance Item details.

Class 01 4/24/20 9:00 AM  

Take Attendance



View

Mark displayed students as

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early	Comments
	Benton, Kirk <small>(demostudent08)</small>	✓	✗	○	⌚	👉	💬
	Hart, Vanessa <small>(demostudent02)</small>	✓	✗	○	⌚	👉	💬
	Hemmings, Jack <small>(demostudent06)</small>	✓	✗	○	⌚	👉	💬
	Mackenzie, Nathan <small>(demostudent05)</small>	✓	✗	○	⌚	👉	💬
	North, Theresa <small>(demostudent04)</small>	✓	✗	○	⌚	👉	💬
	Peterson, Cameron <small>(demostudent07)</small>	✓	✗	○	⌚	👉	💬
	Stevens, Blake <small>(demostudent09)</small>	✓	✗	○	⌚	👉	💬
	Sutherland, Ella <small>(demostudent03)</small>	✓	✗	○	⌚	👉	💬
	Truman, Jennifer <small>(demostudent01)</small>	✓	✗	○	⌚	👉	💬
	Vaughn, Owen <small>(demostudent10)</small>	✓	✗	○	⌚	👉	💬

For each student, you have the option of selecting one of the following statuses: Present, Absent, Excused, Late, or Left Early.



Make all participants with the same status.

Class 01 4/24/20 9:00 AM  

Take Attendance

View

Mark displayed students as

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early	Comments
	Benton, Kirk <small>(demostudent08)</small>		✗	○	⌚	👉	💬
	Hart, Vanessa <small>(demostudent02)</small>	✓	✗	○	⌚	👉	💬



To set all students with the same attendance status, select the drop-down list next to **Mark displayed students as** and choose the appropriate status.

Or adjust individual student statuses by clicking on the appropriate icon next to their name.


Take Attendance

View

Mark displayed students as

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early
	Benton, Kirk (demostudent08)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hart, Vanessa (demostudent02)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reload to see changed in the Statistics box.

Attendance Item Statistics 

Present	Absent	Excused	Late	Left Early
1	1	0	0	0

Once you have made individual adjustments to student records, you will need to reload the page to see the data update in the Attendance Item Statistics chart at the bottom of the page.

Take attendance using the Take Attendance Now button.

From the Take Attendance landing page, click the Take

Attendance Now button.

ATTENDANCE

[Link](#)[? Help](#)

Add Attendance Attendance By Student Grading Settings Import/Export

Take Attendance

Click on the **Take Attendance Now** button to immediately take attendance. Click on a link below to take attendance for an existing event.

Take Attendance Now

Attendance Item	Actions	Date	Present	Absent	Excused	Late	Left Early
Attendance Test	Actions	4/25/20 4:17 PM	0	0	0	0	0
Class 01	Actions	4/24/20 9:00 AM	1	1	0	0	0
Class 02	Actions	4/25/20 6:31 PM	2	1	0	0	0

An attendance item with the current date and time will be automatically created.

ATTENDANCE

[Link](#)[? Help](#)


Add Attendance Attendance By Student Grading Settings Import/Export

Attendance 4/27/20 2:49 PM  

Take Attendance

View Entire Site

Mark displayed students as Choose One



Student Photo	Student Name	Present	Absent	Excused	Late	Left Early
	Benton, Kirk (demostudent08)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select a status for each participant.

ATTENDANCE


[Link](#) [? Help](#)








Add Attendance Attendance By Student Grading Settings Import/Export

Attendance 4/27/20 2:49 PM  

Take Attendance

View Entire Site 

Mark displayed students as Choose One 

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early	Comments
	Benton, Kirk (demostudent08)						


For each student, you have the option of selecting one of the following statuses: Present, Absent, Excused, Late, or Left Early. There is also an additional space for the instructor to leave comments if necessary. Status options can be modified from the Attendance tool's Settings tab.















Make all participants with the same status.

Class 01 4/24/20 9:00 AM  

Take Attendance

View Entire Site 

Mark displayed students as Choose One 

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early	Comments
	Benton, Kirk (demostudent08)						
	Hart, Vanessa (demostudent02)						



To set all students with the same attendance status, select the drop-down list next to **Mark displayed students as** and choose the appropriate status.

Or adjust individual student statuses by clicking on the appropriate icon next to their name.


Take Attendance

View Entire Site ▾

Mark displayed students as Choose One ▾

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early
	Benton, Kirk <small>(demostudent08)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hart, Vanessa <small>(demostudent02)</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reload to see changed in the Statistics box.

Attendance Item Statistics 

Present	Absent	Excused	Late	Left Early
1	1	0	0	0

Once you have made individual adjustments to student records, you will need to reload the page to see the data update in the Attendance Item Statistics chart at the bottom of the page.