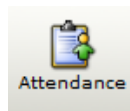


# TAKING ATTENDANCE

## To take attendance for a class, follow these steps:

- In the My Courses page of the Instructor Suite, click directly on the icon in the **Completed Attendance** column for the class period  
**OR**  
 click anywhere on the line for the class period and then click the **Attendance** button



- For students who are present, nothing needs to be entered.
- For other students, mark the appropriate Attendance Code by choosing from the drop-down menu next to the student's name in the current date column.

My Courses	
Course Information	
Course	Completed Attendance
143.03 Algebra 2	<input type="checkbox"/> No
143.2 Algebra 2	<input type="checkbox"/> No
214.3 Geometry	<input type="checkbox"/> No
143.1 Algebra 2	<input type="checkbox"/> No
174.1 Pre-Calculus	<input type="checkbox"/> No
214.2 Geometry	<input type="checkbox"/> No

### Attendance Codes

- AB** - Absent
- TU** - Unexcused Tardy
- TX** - Excused Tardy

- To process the Attendance information and send it to the office, click the **red blinking button** at the top of the date column.
- The indicator turns to a solid **green** to show that attendance has been saved and reported to the office.
- The Save icon saves information you have entered but does NOT send the info to the office. Be sure to process your attendance!

### Attendance Processing

- Red Blinking Indicator** - Click to Save & Complete Attendance. The Red Indicator will turn Green when attendance is saved.
- Green Indicator** - Attendance is saved and reported to Attendance Clerk.
- This option saves your attendance and allows you to continue later. The "Save" button does not complete attendance. To complete attendance click the Red Blinking Indicator Button.

To add a note to an attendance record for a student, point to the box next to the student in the current date column. A note icon will display. Click the note icon and type in your comments. Click the check mark at the top of the comment box to save; click the X to cancel and discard the comment.

You can change an attendance code until the time that the attendance office processes the attendance. For example, if you have marked a student Absent, you may change the designation to Tardy if they come in late.

If the Attendance code is "grayed out", the office has already processed the information. You'll need to email or call the attendance clerk to make the change.