

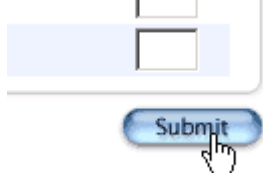
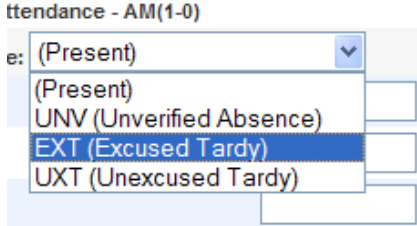
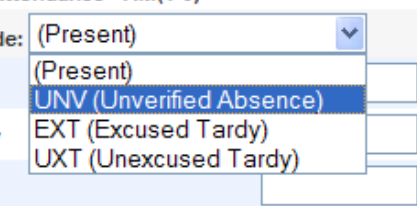




How to Take Attendance

<p>Step 1 – login</p>	
<p>Step 2 – Click on the chair beside the section for which you wish to take attendance</p>	
<p>Step 3a – If everyone is present, scroll down and click submit.</p>	
<p>Step 3b – If students are tardy, select from the drop down and then click in the boxes next to the tardy students.</p>	
<p>Step 3c - If students are absent, select from the drop down and then click in the boxes next to the absent students.</p>	
<p>Step 4 – Once all students are appropriately marked (or not marked), click submit.</p>	
<p>Step 5 – You're done when you see a green light next to your chair.</p>	
<p>Step 6 – Logout and go teach!</p>	