1. Log into your staff view. When on your home screen, you will see your AM and PM attendance.

2. Click on the attendance list icon next to the attendance you wish to take. **NOTE:** this icon will not appear on your home page on a day that is not a school day.

3. It is important to note that you should be on the ATTENDANCE top tab, in the correct class (Attendance AM or PM), and on the "Class input" side tab as seen in the screenshot below.
4. Students are present by default. Click on A for absent, A-E for absent excused or L for late if this has not been done at the office. Note the * beside a student marked absent. This indicates you have not yet posted your attendance.

5. It is very important to POST when you are done, even if all students are present.

6. If you have set up a seating chart, you attendance can be done there. Do not forget to post when finished.