Enter Attendance

▶ Show Video Demo

1. Click on **Course Activities** on the navbar and choose **Attendance**.

2. Click on the name of the Attendance Register.

3. Click on the Enter Attendance Data icon to for a class session to enter attendance for that session.

	First Name, Last Name ▲	Sessions		
		Session 1 📝	Session 2 📝	Session 3 📝
☐	Test, Student	-	-	-

4. Use the Attendance Status drop-down list to change the status for a student.

Attendance Status ⓘ
None ⌄
None
P
A
L
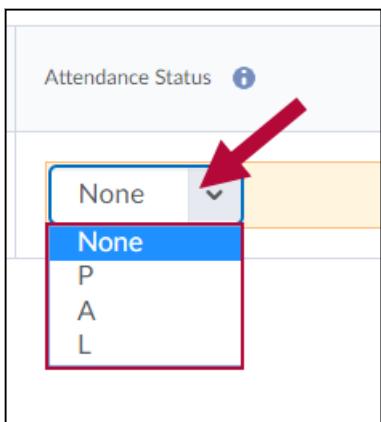
5. Click the **Save** button.

Set Status for multiple students at the same time

👥 Set Status ✉ Email
☐ First Name, Last Name ▲
☐ Test, Student

1. Select multiple students.

2. Click Set Status and choose the appropriate status.

3. Click the **Save** button.