

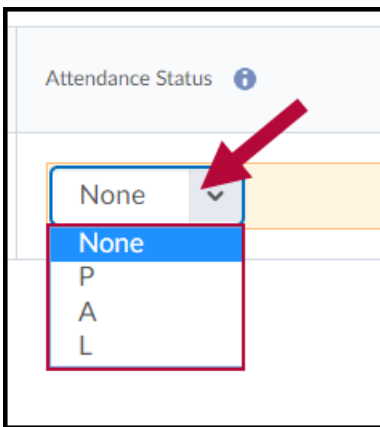
Enter Attendance

Last Modified on 06/23/2020 1:06 pm CDT

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.

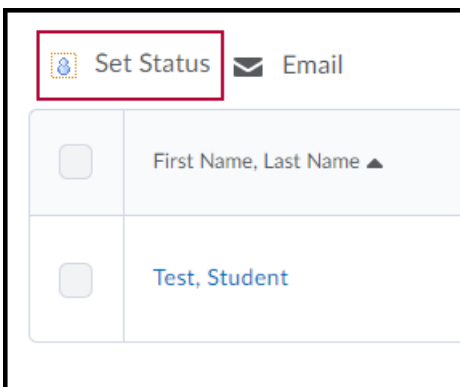
	First Name, Last Name ▲	Sessions		
		Session 1 📅	Session 2 📅	Session 3 📅
<input type="checkbox"/>	Test, Student	-	-	-

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



5. Click the **Save** button.

Set Status for multiple students at the same time



1. Select multiple students.
2. Click Set Status and choose the appropriate status.
3. Click the **Save** button.