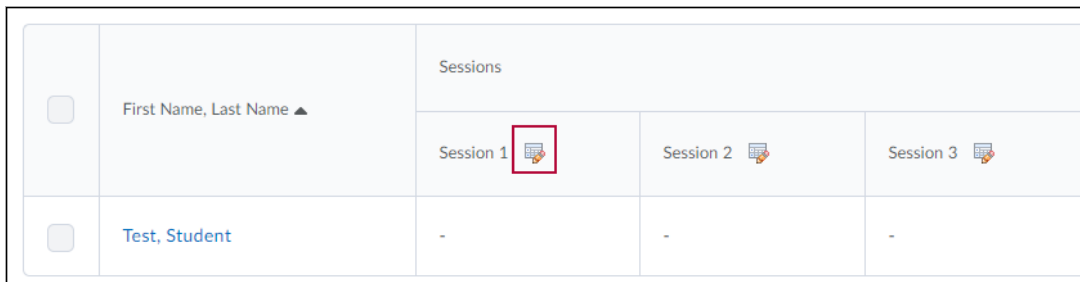





Enter Attendance

Last Modified on 03/13/2026 4:47 pm CDT

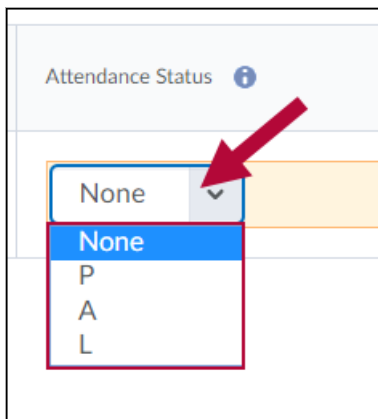
[▶ Show Video Demo](#)

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.



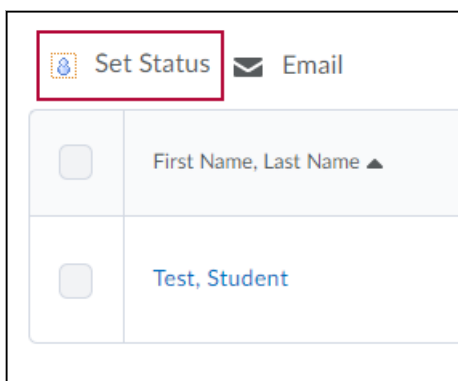
		Sessions		
<input type="checkbox"/>	First Name, Last Name ▲	Session 1 	Session 2 	Session 3 
<input type="checkbox"/>	Test, Student	-	-	-

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.