

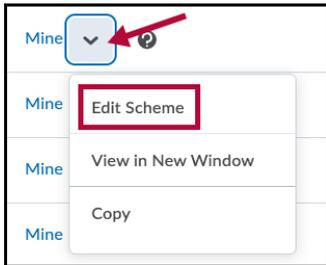
# Edit an Attendance Scheme

Last Modified on 06/29/2020 7:47 am CDT

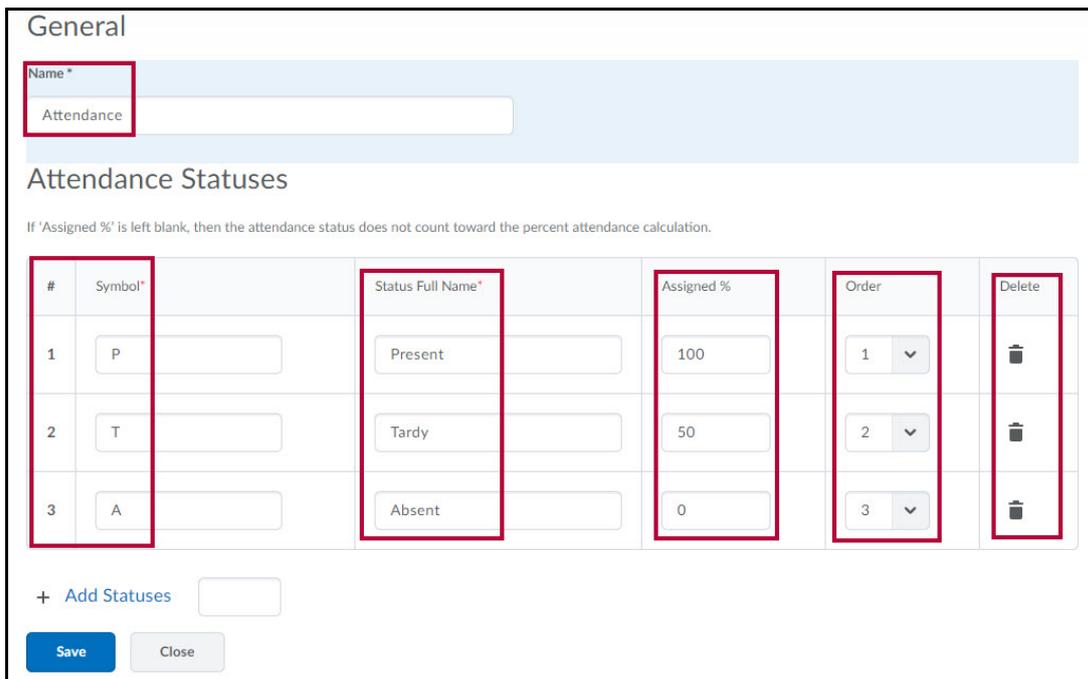
You cannot edit the Organization Default System Scheme, but you can edit an attendance scheme that you have created.

## Editing an Attendance Scheme

1. Click on **Course Activities** and choose **Attendance**.
2. Click on the **Attendance Schemes** tab.
3. Click the dropdown arrow next to the scheme and choose **Edit Scheme**.



4. Notice the editable fields identified below.

A screenshot of a form titled 'General' and 'Attendance Statuses'. The 'Name\*' field contains 'Attendance'. Below is a table for 'Attendance Statuses' with columns: #, Symbol\*, Status Full Name\*, Assigned %, Order, and Delete. The table has three rows: 1 (P, Present, 100, 1), 2 (T, Tardy, 50, 2), and 3 (A, Absent, 0, 3). Red boxes highlight the Name field, the Symbol, Status Full Name, Assigned %, Order, and Delete columns. Below the table is an 'Add Statuses' button and 'Save' and 'Close' buttons.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	P	Present	100	1	
2	T	Tardy	50	2	
3	A	Absent	0	3	

5. Make your desired changes.
6. Click the **Save** button then the **Close** button.

See also [Creating an Attendance Scheme \(https://vtac.lonestar.edu/help/a066\)](https://vtac.lonestar.edu/help/a066).