



If you have more than one class that meets during the same period (Ceramics 1, 2 & 3 during 4<sup>th</sup> period) click the link “Record Meeting Attendance for Multiple Sections”. You will see all of the students for that class period and can swiftly take attendance.

These “chairs” take us to the attendance screens for each class. If a chair is not available (as in my Pre Calc classes), it means those classes don’t meet today.

Once selected, this window comes up. In order to mark any student absent, select “Absent” from the drop down menu, and just click next to any student who is absent. To record Tardy, select the drop down TARDY, and click next to any Tardy student. You don’t have to click to say Present.

When finished, click on the SUBMIT button on the bottom.

Student Name	Attendance Code	Checkbox
Alfaro, Patricia G.	(Present)	<input type="checkbox"/>
Azam, Adil Ahmed	A (Absent (Unverified))	<input type="checkbox"/>
Azam, Lutfiya A.	T (Tardy)	<input type="checkbox"/>
Azam, Zakir Ahmed		<input type="checkbox"/>
Calderon, Wendy		<input type="checkbox"/>
Calderon, Yesenia C.		<input type="checkbox"/>
Crawford, Lucas O.		<input type="checkbox"/>
Dantas, Rosivaldo R.		<input type="checkbox"/>
Ferreira, Caio Lucas		<input type="checkbox"/>
Gebremichael, Amanuel		<input type="checkbox"/>
Gomes, Daphnie		<input type="checkbox"/>
Hansia, Muzammil		<input type="checkbox"/>
Scutt, Marley		<input type="checkbox"/>
Tobar, Christian R.		<input type="checkbox"/>

Submit

- Not enrolled