Attendance

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How A Teacher Can Take Attendance

As a teacher, you can take attendance by navigating to:

Course >> My Class >> Class >> Attendance

On the page, you can click on one of the classes to see the details.

On the page choose the date that has the courses scheduled. If the date is not today you will get an alert.

Now if you wish to change the attendance of the students on a particular date click on the code like *Present/Absent/Half Day/Late/Excused Absent* beside the student's name to give attendance to the student.

You can also add comments for the students by clicking on the speech bubble icon.

Click**Submit** when done.



How A Teacher Can Take Missing Attendance In A Course

A teacher can take missing attendance by navigating to:

Dashboard >> Click on missing attendance >> Attendance

Click on the missing attendance notification, you will be redirected to the missing attendance page where you can take missing attendance by clicking on 'Take Attendance'.



To take a missing attendance click on 'Take Attendance' under the Action column.

By clicking on 'Take Attendance' you will find the students enrolled in the course section.



Here you can take attendance by choosing the correct attendance code and clicking submit after done.