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.



Revision #2
Created 2026-01-26 21:01:29 UTC by Administrator
Updated 2026-01-26 21:22:22 UTC by Administrator