

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.

Revision #2

Created 2026-01-26 21:01:30 UTC by Administrator

Updated 2026-01-26 21:23:04 UTC by Administrator