

Enter Attendance from the Class Record

Last Modified on 11/03/2020 12:35 am EST

If your organization **tracks attendance** instead of tracking absences, and you aren't using the **Staff Portal Attendance** feature or **barcode scanning**, you will enter student attendance from the Class record.

Jackrabbit

Class: Adv Jazz - Wed - 7pm

[Return](#) [Save Changes](#) [Delete](#)

Use the **Enter Attendance** button to record attendances.

Class Roll | **Enroll Student** | Email/Text Class | **Enter Attendance** | Absence/Attendance | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class

Summary | Enroll List | Drop List | **Attendance** | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes

View recorded attendance on the Attendance tab.

Use the link to view the student's attendance history.

	Last Attend	Student	Age	# Attend.
1	9/25/2018	Dave Ager	16	3
2	9/19/2018	Alysha Baldwin	17	3
3	9/25/2018	Jennifer Clements	16	4

To enter attendance:

1. Navigate to the **Class** record and select the **Enter Attendance** button.
2. In the **Attendance** window, edit the attendance date as needed in the **Set All Dates to** field (defaults to current date).
3. Select the **Attended?** check box for the students who were in attendance.
4. Add **Notes** as needed for specific students.
5. **Save Changes**.

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[Return](#) [Save Changes](#)

Check All | Un-check All | Set All Dates to: 9/19/2018

Print Refresh

	Student	Class (or choose another)	Attended?	Date	Note
1	Dave Ager	Adv Jazz - Wed - 7pm	<input checked="" type="checkbox"/>	9/25/2018	
2	Alysha Baldwin	Adv Jazz - Wed - 7pm	<input type="checkbox"/>	9/25/2018	Family on vacation
3	Jennifer Clements	Adv Jazz - Wed - 7pm	<input checked="" type="checkbox"/>	9/25/2018	