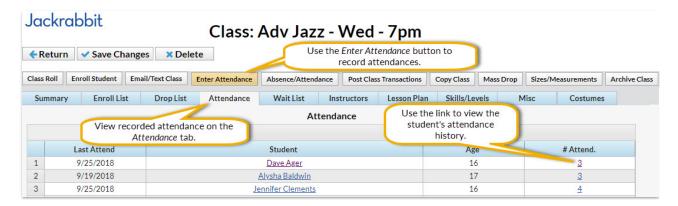
Enter Attendance from the Class Record

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.



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.

