

Attendance Tracking: Enter Attendance from the Class Record

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

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

Attendance

View recorded attendance on the Attendance tab.

Use the Enter Attendance button to record attendances.

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?** checkbox for the students who were in attendance.
4. Add **Notes** as needed for specific students.
5. **Save Changes**.

Jackrabbit **Attendance: Adv Jazz - Wed - 7pm**

← 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	