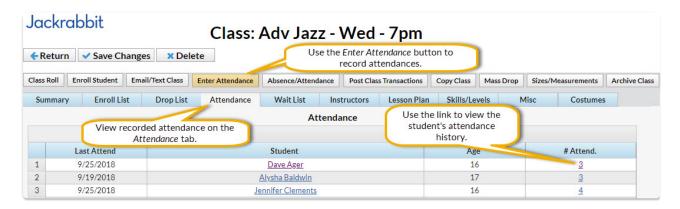
Enter Attendance from the Class Record

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.



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.

