

# Lesson #3 - Staff Portal - Enter Attendance

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## Take Attendance in the Staff Portal - Step Through the Process

The **Staff Portal** provides a secure place for your staff to manage their classes and take student attendance. Follow these simple steps to launch the Staff Portal, view your classes, take class attendance, and confirm attendance has been completed.

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- ▢ [Step 1 - Access and Log in to the Staff Portal](#)
- ▢ [Step 2 - Navigate to the Manage Classes Tab](#)
- ▢ [Step 3 - Use the Attendance Button](#)
- ▢ [Step 4 - Take Attendance](#)
- ▢ [Step 5 - Confirm Attendance is Complete](#)
- ▢ [Frequently Asked Questions](#)

## QUIZ - Lesson #3 - Staff Portal - Enter Attendance

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #3 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes a Review question.

### Quiz #3 - Staff Portal - Enter Attendance

**TAKE THE QUIZ**

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
7	7	6	5	4

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