Practice - Enter an Absence / Attendance

Want to practice what you've just learned? Great!

- Go to **https://app.jackrabbitclass.com/jr4.0/Login** and log in with the credentials below for your Jackrabbit edition.
- Go through some or all of the practice scenarios below as they apply to you.

Practice databases are set to track absences.
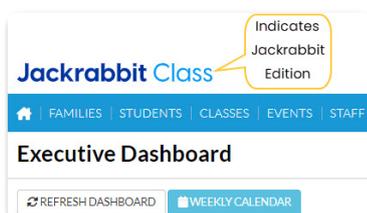
Edition	User ID	Password
Cheer	LMSCheer	Training1
Class	LMSClass	Training1
Dance	LMSDance	Training1
Music	LMSMusic	Training1
Swim	LMSSwim	Training1

The Practice Database is refreshed each day at approximately 5:00 am Eastern Standard Time. Anything you enter will be erased at that time.

Enter an absence / attendance.

From the Class Record

1. Navigate to the **Class** record and select the **Enter Absences** / **Enter Attendance** button.
2. Verify the *Absence (Attendance) Date* is correct (click the calendar icon to select a different date).

3. Select the **Absent?** (Attended?) check box for the appropriate student(s) in the enrollment list.
4. If tracking Absences - Select **Eligible for Makeup** if applicable.
5. Add **Notes**, if needed.
6. **Save Changes.**