



UPDATING STUDENT'S PREVIOUS ATTENDANCE

• Primary Use: Updating E-Learning Day Attendance

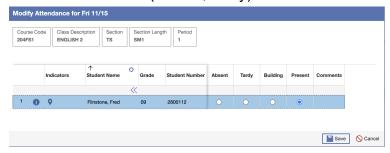
All students default to **PRESENT** for attendance each school day. Teachers can update student attendance to absent as needed. On an E-Learning day students are allowed 3 class days to complete and turn in/submit their E-Learning day assignments. Students who do not turn in/submit their E-Learning assignments will need to have their attendance adjusted from **PRESENT** to **ABSENT**.

To update student attendance for **PREVIOUS DAY(s)**:

- From your TEACHER ACCESS, MENU, ATTENDANCE, DAILY ATTENDANCE
- Select the class/section with the student(s) that need attendance updated.
- From the DAILY ATTENDANCE list screen, if on TODAY'S ATTENDANCE FOR ALL PERIODS, toggle from TODAY'S ATTENDANCE FOR ALL PERIODS to PREVIOUS WEEK'S ATTENDANCE.
 - If you use the Seating Chart for Attendance, you will need to use the STUDENT LIST for the Previous Attendance update option.
 - This will allow you access to update attendance for previous days.



- For student(s) who need attendance updated, hover over the date in the attendance box for that student to activate the update feature,
 (+ symbol).
- Click the for the update attendance option for the individual student.
- On the MODIFY ATTENDANCE screen for the specific date, select the appropriate attendance status (absent, tardy) and click SAVE



Repeat for each/any student needing an attendance status update

Questions/Trouble - Contact the District or Building Application Specialist