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