

How to take start of the day, homeBASE attendance:

1. Login to ASPEN <https://ma-concord.myfollett.com/aspens/logon.do>
2. Make sure you are in “staff view”

Concord Middle School 2021-2022

School view ▼ Select school

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

Home

Page Directory

Announcements

- **Attention:** The latest version of 6.5 will be deployed. Aspen will be temporarily unavailable from 6:00 PM EDT Friday, August 12th through 6:00 AM EDT Saturday, August 13th. Please plan your work

School Links Edit

Calendar

Published Reports

Filename	DateUploaded	Creator
Class Lists Publish	2 KB 7/22/2022 3:02 PM	Bradford, Elizabeth Olive
Teacher Schedules (Matrix)	2 KB 7/22/2022 3:01 PM	Bradford, Elizabeth Olive
Class Lists Publish	2 KB 6/24/2022 10:25 AM	Bradford, Elizabeth Olive

3. Click “Attendance”

Pages My Info Student Attendance Gradebook Planner Analytics Quest Assessment PD Tools

Daily Attendance

Daily Options ▼ Reports ▼ Help ▼

Post

Seating Chart

Trends

Class

13 records

Local identifier	Name	Code	Attendance
C6224	Bellegarde, Ange-Yolette	A I V VA P	Not in session
C6229	Caruso, Justin	A I V VA P	Not in session
C6231	Dias, Roman	A I V VA P	Not in session
C6334	Duffy, Ryan	A I V VA P	Not in session
C6324	Jackson, Henry	A I V VA P	Not in session
C6134	LaPusata, Alexander	A I V VA P	Not in session
C6136	Martel, Tobin	A I V VA P	Not in session
C6626	McCloud, Omari	A I V VA P	Not in session
C6139	Miles, Liliana	A I V VA P	Not in session
C6618	Miller, Tate	A I V VA P	Not in session
C6204	Reynolds, Julia	A I V VA P	Not in session
C6174	Sullivan, Molly	A I V VA P	Not in session
C6177	White, Cadence	A I V VA P	Not in session

Post

4. Change any student who is absent to “A”

5. Click “POST” at the bottom