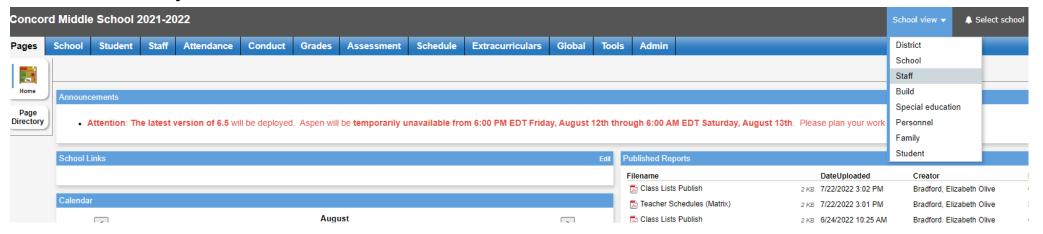
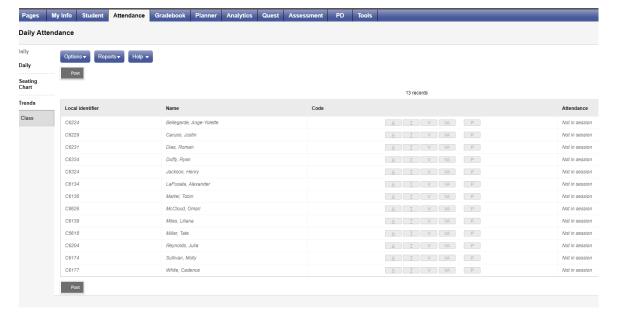
How to take start of the day, homeBASE attendance:

- 1. Login to ASPEN https://ma-concord.myfollett.com/aspen/logon.do
- 2. Make sure you are in "staff view"



3. Click "Attendance"



- 4. Change any student who is absent to "A"
- 5. Click "POST" at the bottom