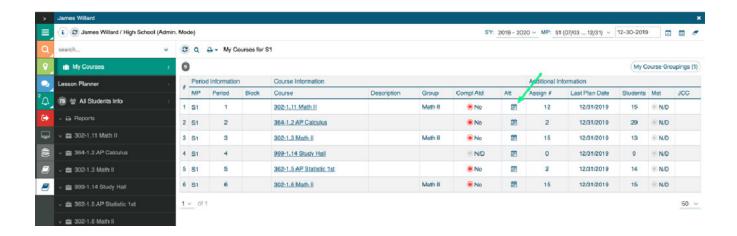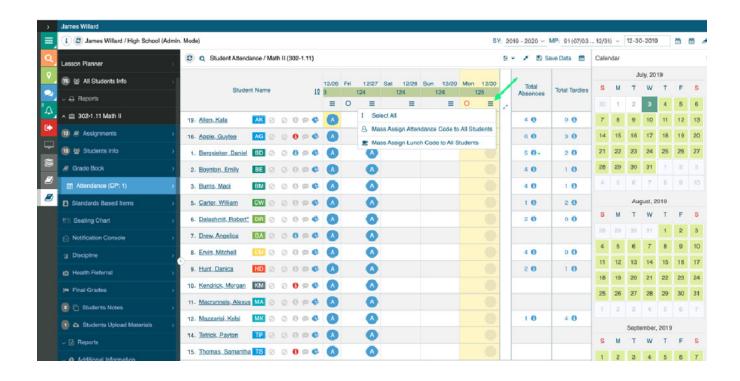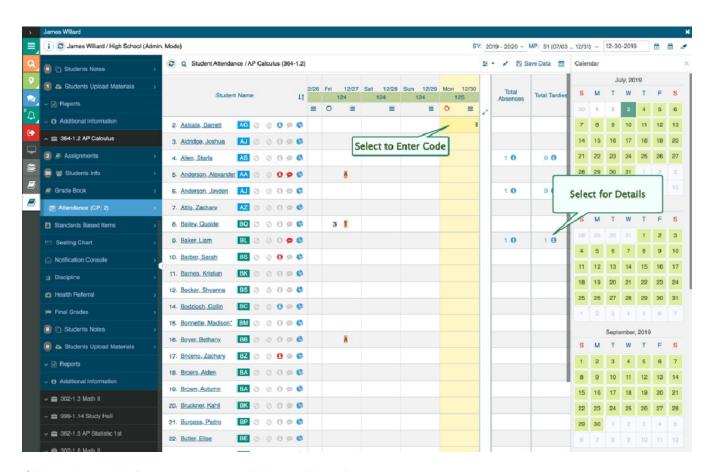## Attendance

Taking Attendance (& Lunch Count)

Selecting a class on the left will display Attendance and the other applications. On the My Courses screen, selecting the icon for the class under the column Att will open the Attendance application for the class.

If a class is set to take a lunch count, a column will display with a circle icon for each student on each attendance day. Selecting the icon will give the lunch codes to assign. Selecting the menu for the day will give the option to Mass Assign Lunch Code to All Students. The code can then be changed for those that are different.

Students are considered present unless marked absent or tardy. To mark a student absent or tardy, simply click on the space under the blinking red circle and choose the appropriate code. If it's Tardy, the number of minutes will default to 1. Enter the number and continue.

Other student information is available in Attendance:

Shows if Student and Parent are Online

Student has a Guardian Alert!
Comment: Additional Internal Info Available

Student has: Medical Alert(s)