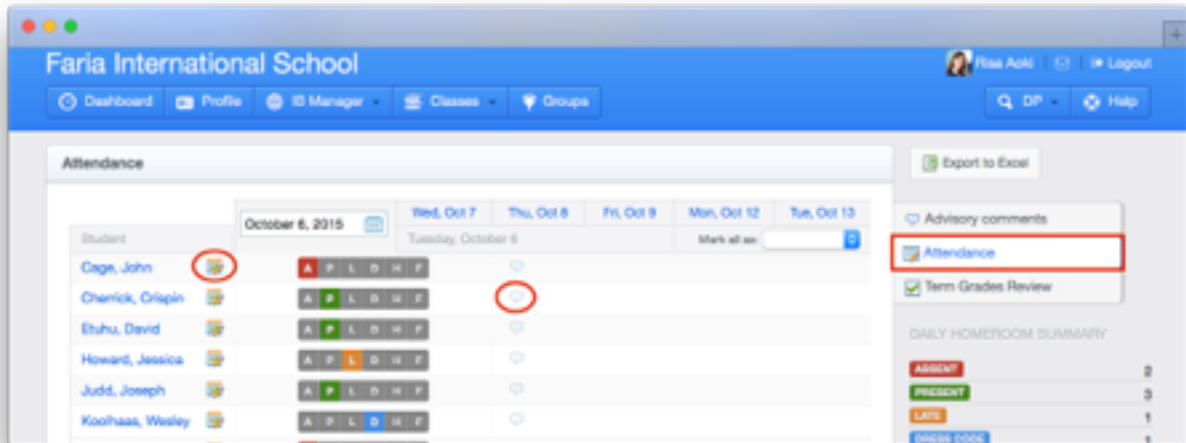


Teacher: Attendance

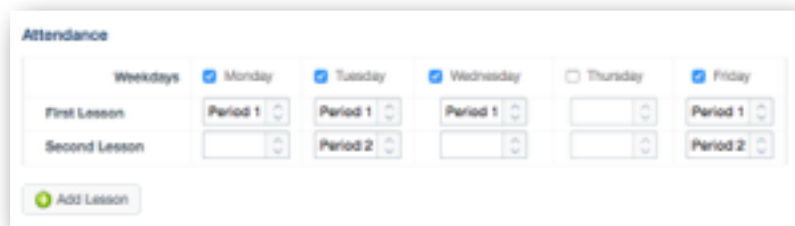
Diploma and Middle Years Homeroom Attendance

Navigate to **Dashboard > Homeroom** to mark attendance. Track term attendance by hovering over the 📅 icon. Click on the 💬 icon to add comments for each student.

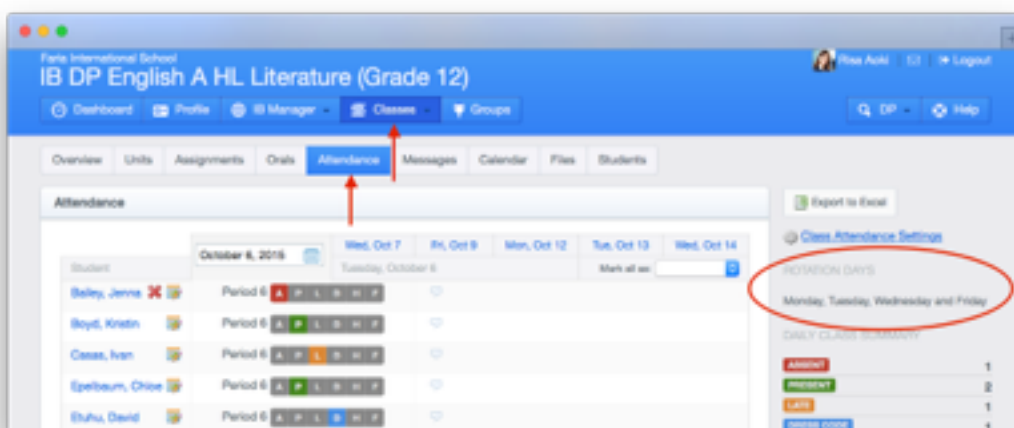


Class Attendance

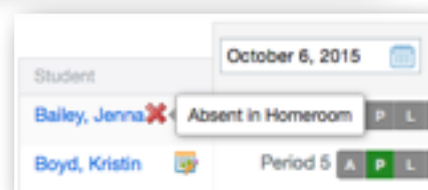
Set attendance days under **Attendance > Edit Class Attendance Settings**. This will be reflected under the class **Attendance** tab where attendance is marked.



Attendance cannot be marked on days that are disabled in your Settings. For example, in the above screenshot, attendance cannot be marked on Thursdays for this class.

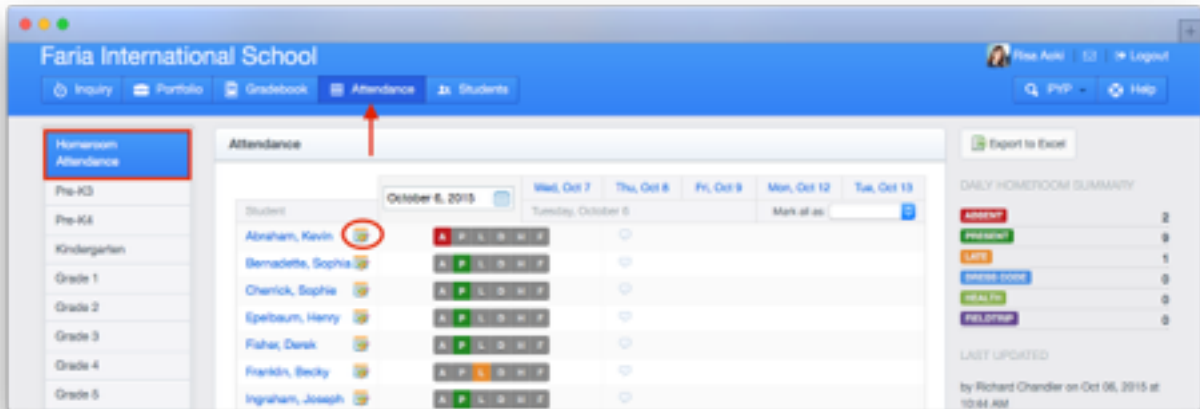


Tip: If a student was marked absent in the homeroom, a red X will be displayed next to their name.



Primary Years Homeroom Attendance

Homeroom Advisors can mark attendance under **Attendance > Homeroom Attendance**. Track term attendance by hovering over the 🗓️ icon.

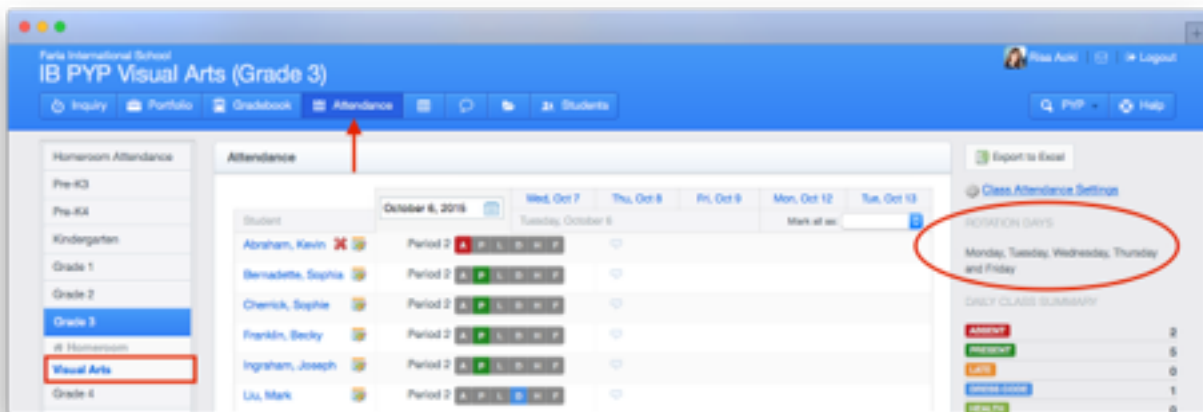


Tip: Homeroom Teachers can also assist the Homeroom Advisor to mark attendance under **Attendance > Homeroom Attendance**. An administrator will need to enable this option under **Settings > Attendance > Settings**.

PYP Class Attendance

To mark attendance for specialist classes (e.g. Visual Arts), navigate to the **Attendance** tab, click on the desired grade level on the left panel and select the specialist class.

Attendance cannot be marked on days that are disabled in your Attendance Settings.



In both homeroom and specialist classes, you can add comments for each student by clicking on the 🗨️ icon.

