

The **Online Attendance Sheet** is a real-time roster of your students with pictures and contact information. **The default setting for all students is blank. Action must be taken to record attendance (present, tardy, absent, etc.).**

Taking Attendance:

1. On your Inside dashboard, locate the **Attendance** link under the listing for the course you would like to take attendance in.

Courses Teaching [Hide]

Summer 2014 [Hide]

Meetings: W 02:00PM - 06:50PM ANNX-A8

Faculty: [Redacted] - [Biography - Courses](#)

Enrolled/Capacity: [Click here to see numbers]

[Course Details](#) - [Course Description](#) - **[Attendance Sheet](#)** - [Ed](#) - [Email class](#)

2. Once you have clicked the link, you will be presented with a digital roster (complete with photos) and a drop down menu underneath the class date.

Dot Support Wednesday January 28, 2015 - Week 3

Inside > Attendance

Spring 2015
Week 3

Print Sheet - [With Photos] - [Excel - CSV] - [Ed](#) - [Email class](#)

Pre = Present, Abs = Absent, Tar = Tardy, Exc = Excused Absence, Stp = Stopped Attending

Photos Bio **Never Attended** Wk1 Wk2 Wk3 Wk4 Wk5 Wk6 Wk7 Wk8 Wk9 Wk10 Wk11 Wk12 Wk13 Wk14

Mark all enrolled week 3 as present

You have several options to choose from when marking attendance.

- **PRE** (Present)
- **TAR** (Tardy)
- **ABS** (Absent)
- **EXC** (Excused Absence)
- **STP** (Stopped Attending)
- There is now a button on the upper right of the form that can be used to mark all students as **Present** for a given week.
- For those students that have never attended your class, there is also a checkbox to mark these students as **'Never Attended'**.

3. Once you have completed attendance for the day(s), the record is automatically updated and you can navigate away from the page.