Teacher/Staff Portal - Schedule

Last Modified on 12/04/2018 10:38 am EST

The schedule tile on the teacher/staff portal allows staff to take student attendance.

1. From the portal home screen, click Schedule
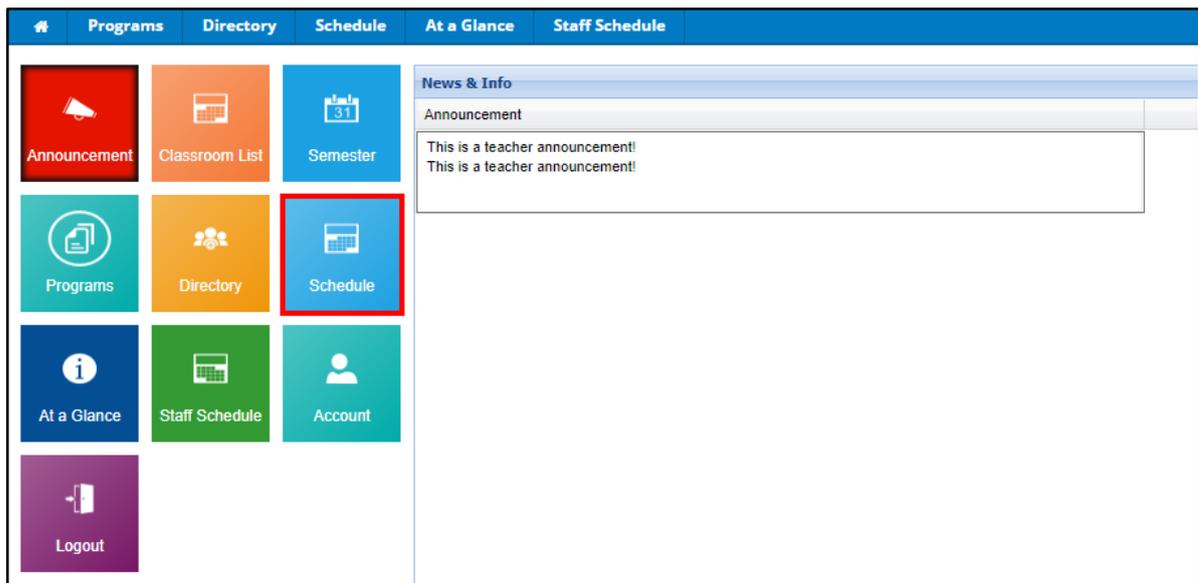
2. To search for attendance, use the Search section to filter. Then click View
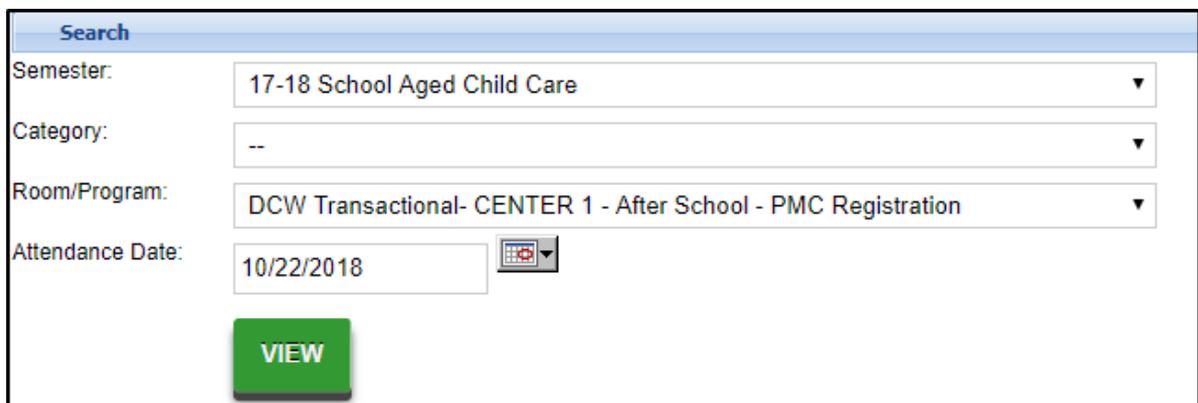
3. To enter attendance, click Select Edit Mode

4. Enter the Check-In and/or Check-Out times for students
   - If account for missing or absent students, be sure to select the correct attendance code from the Code drop-down

5. Click Save
   - Once students are checked in or out, it will show the time and the name of the staff member who entered it