## 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

A Progra	ms Directory	Schedule	At a Glance Staff Schedule
Announcement	Classroom List	31 Semester	News & Info           Announcement
Programs	28 Directory	Schedule	
i At a Glance	Staff Schedule	Account	
-[] Logout			

2. To search for attendance, use the Search section to filter. Then click View

Search				
Semester:	17-18 School Aged Child Care			
Category:	DCW Transactional- CENTER 1 - After School - PMC Registration			
Room/Program:				
Attendance Date:	10/22/2018			
	VIEW			

3. To enter attendance, click Select Edit Mode

Search							
Semester:			•				
Category:			T				
Room/Program:	DCW Transactional- CENTER 1 - After School - PMC Registration						
Attendance Date:	10/29/2018						
	VIEW						
			Current Date/Time: October 29, 2018 1	5:29:16 Eastern Edit Mode			
Attendance List							
Child Name	Room Name	Check-In	Check-out	Total Units			
Test, Stephanie	After School - PMC Registration	check in		0 Unit(s)			
Test, Test	After School - PMC Registration	check in		0 Unit(s)			
CHECK IN	CHECK OUT						
Add Classroom Atten	dance						
Check-In:		Exampl	e: 09/21/2005 09:01 AM				
Check-Out:		Exampl	e: 09/21/2005 03:01 PM				
ADD							

- 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

Attendance List				
Child Name	Room Name	Check-In	Check-out	Code Total Units
Test, Stephanie	After School - PMC Registration	8 : 03 AM •	: AM •	NORM V 0 Unit(s)
🗹 Test, Test	After School - PMC Registration	7 : 55 AM <b>v</b>	: AM •	NORM V 0 Unit(s)

- 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