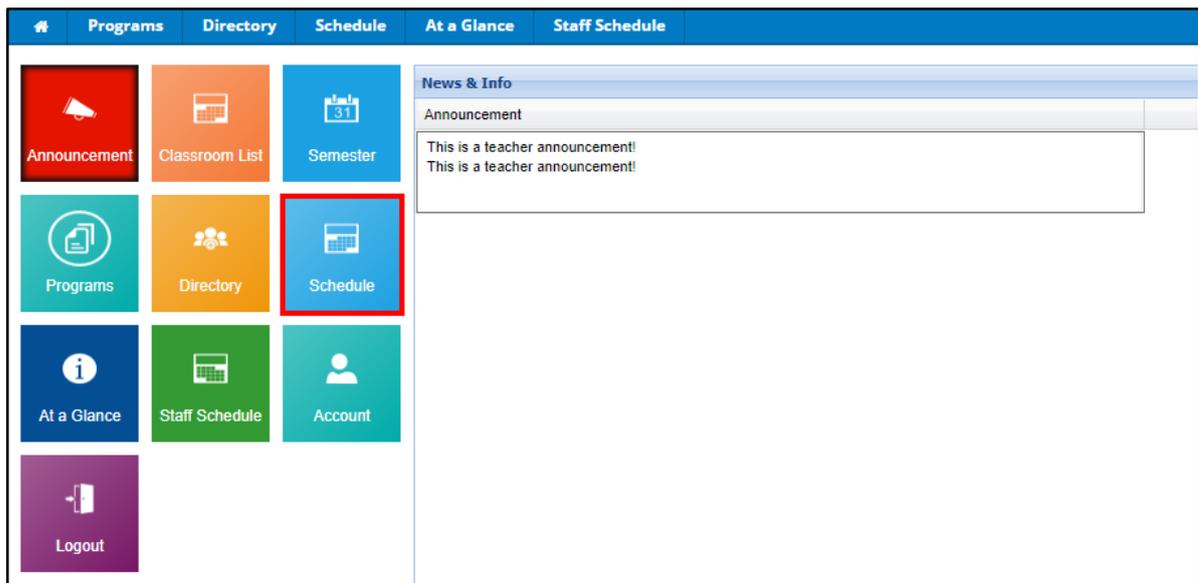


Teacher/Staff Portal - Schedule

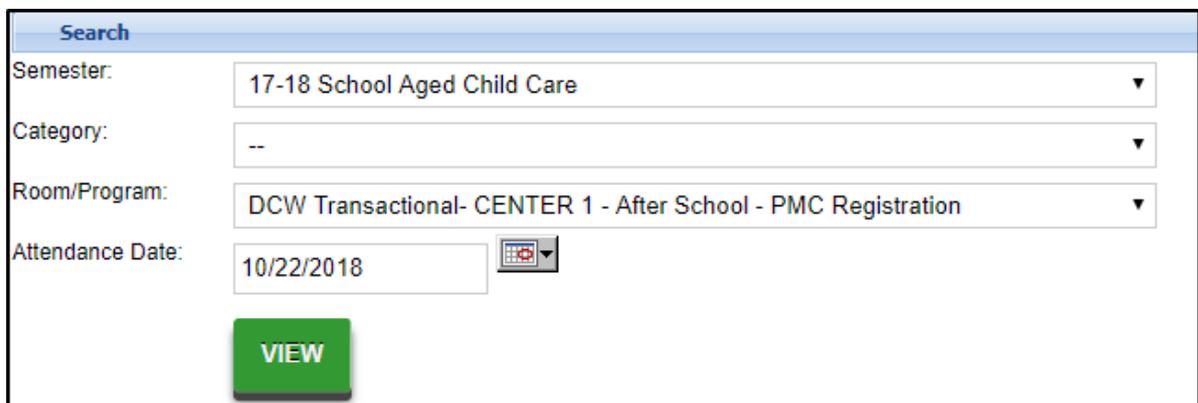
Last Modified on 12/04/2018 10:38 am EST

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

Search

Semester:

Category:

Room/Program:

Attendance Date:

VIEW

Current Date/Time: October 29, 2018 15:29:16 Eastern [Edit Mode](#)

Attendance List

Child Name	Room Name	Check-In	Check-out	Total Units
<input type="checkbox"/> Test, Stephanie	After School - PMC Registration	check in		0 Unit(s)
<input type="checkbox"/> Test, Test	After School - PMC Registration	check in		0 Unit(s)

CHECK IN **CHECK OUT**

Add Classroom Attendance

Check-In: Example: 09/21/2005 09:01 AM

Check-Out: Example: 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
<input checked="" type="checkbox"/> Test, Stephanie	After School - PMC Registration	<input type="text" value="8"/> : <input type="text" value="03"/> <input type="text" value="AM"/>	<input type="text"/> : <input type="text"/> <input type="text" value="AM"/>	<input type="text" value="NORM"/>	0 Unit(s)
<input checked="" type="checkbox"/> Test, Test	After School - PMC Registration	<input type="text" value="7"/> : <input type="text" value="55"/> <input type="text" value="AM"/>	<input type="text"/> : <input type="text"/> <input type="text" value="AM"/>	<input type="text" value="NORM"/>	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