

HOW TO LOG ATTENDANCE

The screenshot shows the parent portal interface. A pink arrow points to the 'Attendance' link in the 'TODAY'S TO DO LIST'. Below, the 'Attendance' form is shown with red annotations: 'Current date' points to the date field, 'Calendar' points to the calendar icon, 'Enter Time here' points to the 'Enter Time' column, and 'Don't forget to save' points to the 'Save' button.

- From the Learning Coaches Account ONLY
- Click on Attendance
- Opens to Current Date
- Click Calendar to go in and do back attendance

The screenshot shows the 'High School's Attendance' page for Friday, August 19, 2011. A calendar for August 2011 is visible. Below the calendar is a table of courses with columns for 'Enter Time' and 'Totals-To-Date'. All values are currently zero.

Courses	Enter Time	Totals-To-Date
MTH113A: Pre-Algebra	0	0
ENG103A: LAC I	0	0
SCI113A: Earth Science	0	0
HST203A: Modern V	0	0
Introduction to High School Online Learning	0	0
ORW010: Online Learning	0	0
OTH010: Skills for Health	0	0
WLG100A: Spanish I	0	0

- You need to enter time individually for each course
- Default puts in 60 but you can increase/decrease the time as needed
- Remember full attendance is 6hours 20 min

The screenshot shows the 'High School's Attendance' page after one hour of attendance has been entered for the first course. A pink arrow points to the 'Save' button. The 'Totals' section now shows 'Total Days in School: 1 day(s)' and 'Time: 1 hr'.

Courses	Enter Time	Totals-To-Date
MTH113A: Pre-Algebra	1 hr	1 hr
ENG103A: LAC I	0	0
SCI113A: Earth Science	0	0
HST203A: Modern World Studies	0	0
Introduction to High School Online Learning	0	0
ORW010: Online Learning	0	0
OTH010: Skills for Health	0	0
WLG100A: Spanish I	0	0

- Don't forget to click SAVE
- Please note once attendance is saved it cannot be edited