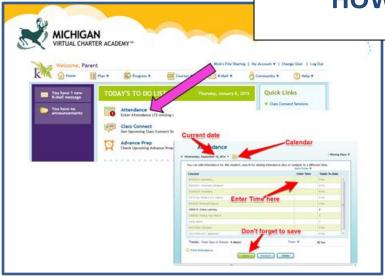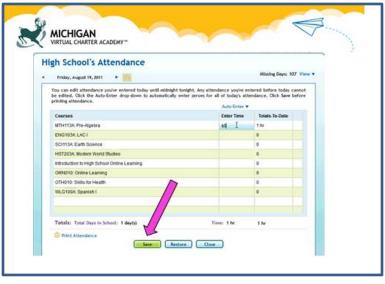# HOW TO LOG ATTENDANCE

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

- 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

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