

## How to mark attendance

There are a few ways to mark attendance within the system, this one that will be explained in this document is via the **Courses** section on the **Main Menu**; once in the courses section, you will need to press **Mark Attendance**.

On the page, you will see the filter options on the left-hand side. You can use these to refine the search for the courses you wish to view or mark attendance of.

You can expand each course using the green **plus** button to see all the students who are currently booked onto it. Pressing the blue **Students** button will take you through to the page where you will see tick boxes for each lesson in the course.

**Student Attendance - course no: 790**

	06-Apr-2022	13-Apr-2022	20-Apr-2022	27-Apr-2022	
Oli Brown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/4
Brad Contibob	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/4
Molly Ridge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/4
Tom Ridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/4
<b>Total</b>	3/4	3/4	4/4	3/4	
<b>Completed</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Store

Exit

Once you have marked the attendance of the relevant students, you will need to tick the **Completed** box and press **Store** to save any changes.

Changes will update the main **Mark Attendance** page in the **Completion** column, and it will now be showing as amber or green, depending on how many lessons attendance was inputted.