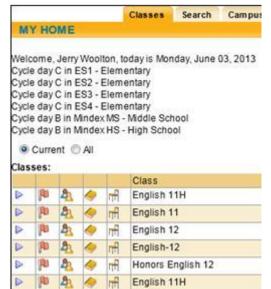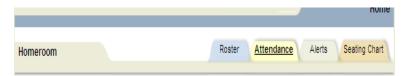## Classes Tab

If you are a teacher and have classes, a list of your currently active courses will appear on the screen, on the Classes tab.
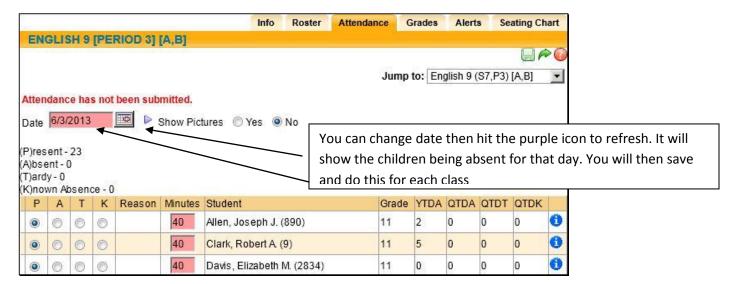

The list of classes will also include several icons, which allow you to perform a variety of tasks. These icons act as shortcuts to the Teacher Tabs, which exist for each class. Clicking on any of the icons will bring you directly to the corresponding tab for that class.

- Select ▷ button – select that class and refresh the screen with new information. Depending on the status of the selected class, you may be brought directly to the Grade Book view, or you may be prompted to enter or select other information. You may also see additional tabs, such as Attendance, Roster, Alerts, and Seating Chart.

Once you have logged in and selected a class, a new set of tabs will appear. These tabs provide information specific to the selected class. Available tabs include Info, Attendance, Roster, Grades, Alerts, and Seating Chart.

Attendance Tab: When teachers log in and select a class, the Attendance tab will automatically open as the default if attendance is required for the selected class. This tab allows teachers to take attendance for this class, if appropriate for your school or district.

You can change date then hit the purple icon to refresh. It will show the children being absent for that day. You will then save and do this for each class

Submitting Attendance:

1. Enter your attendance screen as shown above. The display may very slightly from building to building and from course to course.
2. Change the radio button or checkbox to mark any student Absent or Tardy, as appropriate
3. Click the green save icon in the upper right corner of the screen. **The save icon MUST be clicked every day for every course you have, even if all students are present**
4. Confirm that you have submitted your attendance. You will know this is the case because a green message stating 'Attendance has been submitted' will show above the Date in your attendance area.
5. **If you do not see a child on a certain day but they are present that day, you would mark the child present and 0 minutes.**