

# Enter Attendance from the Class Record

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If your organization **tracks attendance** instead of tracking absences, and you aren't using the **Staff Portal Attendance** feature or **barcode scanning**, you will enter student attendance from the Class record.

**Jackrabbit** **Class: Adv Jazz - Wed - 7pm**

← Return   ✓ Save Changes   ✕ Delete

Class Roll   Enroll Student   Email/Text Class   **Enter Attendance**   Absence/Attendance   Post Class Transactions   Copy Class   Mass Drop   Sizes/Measurements   Archive Class

Summary   Enroll List   Drop List   **Attendance**   Wait List   Instructors   Lesson Plan   Skills/Levels   Misc   Costumes

**Attendance**

View recorded attendance on the Attendance tab.

Use the Enter Attendance button to record attendances.

Use the link to view the student's attendance history.

	Last Attend	Student	Age	# Attend.
1	9/25/2018	<a href="#">Dave Ager</a>	16	<a href="#">3</a>
2	9/19/2018	<a href="#">Alysha Baldwin</a>	17	<a href="#">3</a>
3	9/25/2018	<a href="#">Jennifer Clements</a>	16	<a href="#">4</a>

## To enter attendance:

1. Navigate to the **Class** record and select the **Enter Attendance** button.
2. In the **Attendance** window, edit the attendance date as needed in the **Set All Dates to** field (defaults to current date).
3. Select the **Attended?** checkbox for the students who were in attendance.
4. Add **Notes** as needed for specific students.
5. **Save Changes**.

**Jackrabbit** **Attendance: Adv Jazz - Wed - 7pm**

← Return   ✓ Save Changes

Check All   Un-check All   Set All Dates to: 9/19/2018 📅

🖨 Print   ↻ Refresh

	Student	Class (or choose another)	Attended?	Date	Note
1	<a href="#">Dave Ager</a>	Adv Jazz - Wed - 7pm 📄	<input checked="" type="checkbox"/>	9/25/2018	
2	<a href="#">Alysha Baldwin</a>	Adv Jazz - Wed - 7pm 📄	<input type="checkbox"/>	9/25/2018	Family on vacation
3	<a href="#">Jennifer Clements</a>	Adv Jazz - Wed - 7pm 📄	<input checked="" type="checkbox"/>	9/25/2018	