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.

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.**