

InTERS - Attendance QuickStart Guide



To Enter Attendance for Entire Class:

1. Click on the **Rapid Entry** tab in the ribbon bar.
 2. Click on the **Attendance** icon.
 3. Open up the drop-down menu next to **Course** and select the appropriate course. A list of enrolled students for this course should automatically appear. *If no list of students is generated, adjust your **Preferences** to expand the attendance search history.*
 4. To enter attendance for a previous day's class, adjust the **From** and **To** dates under the Course dropdown to the date of class. To enter attendance for today's class, leave the dates as is.
 5. Right click on any of the student's names and select the **Set All Hours** option to add attendance.
 6. Enter the number of hours you wish to add in the pop-up window. Click **OK**.
 7. Adjust the attendance for any students who did not attend for those hours.
 - Absent students – Click in the **Hours Attended** box and press the backspace key (do not replace with a 0 – that will create a date of attendance with no time).
 - Students with more/less attendance than the rest of the class – Click in the **Hours Attended** box and type in the correct number of attendance hours for this day.
 8. Check the **Distance** box for distance learners. If all students are distance learners, right click on a student and select **Check All Distance**.
 9. To add multiple attendance entries for the same day, right click on a student and select **Set attend date of duplicate same as original**. Right click on the student again and select **Duplicate Student**.
Note: Student name will not appear on duplicate entry. Check the Student ID numbers to make sure correct student has been duplicated.
 10. Enter the attendance hours for the duplicate entry and click **Distance** box if appropriate.
 11. Click on the **Save** icon to save attendance. You will not be prompted to save when you exit.
 12. Click on **Close Entry** button when all attendance is added and saved.
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To Enter Attendance for Individual Student:

1. Click on the **Views** tab in the ribbon bar.
2. Select the **Students** icon.
3. In the **Student Search Criteria** box, type in the name of the student for whom you wish to add attendance. Click on the **Search** icon.
4. Double click on the **student's name** to open the student's record.
5. Click on the **Attendance** icon.
6. Right click on the **Attendance** box on the right side of the screen and select **Add Hours**.
7. Click in the **Attend Date** and **Hours** boxes that come up and type in the appropriate information.
8. Repeat for as many attendance entries as needed.
9. Hit the **Close** icon. When prompted, click on **Yes** to save changes to the student record.