


How to Mark Attendance and Finalize a Class.

10 Steps

[View most recent version](#) 

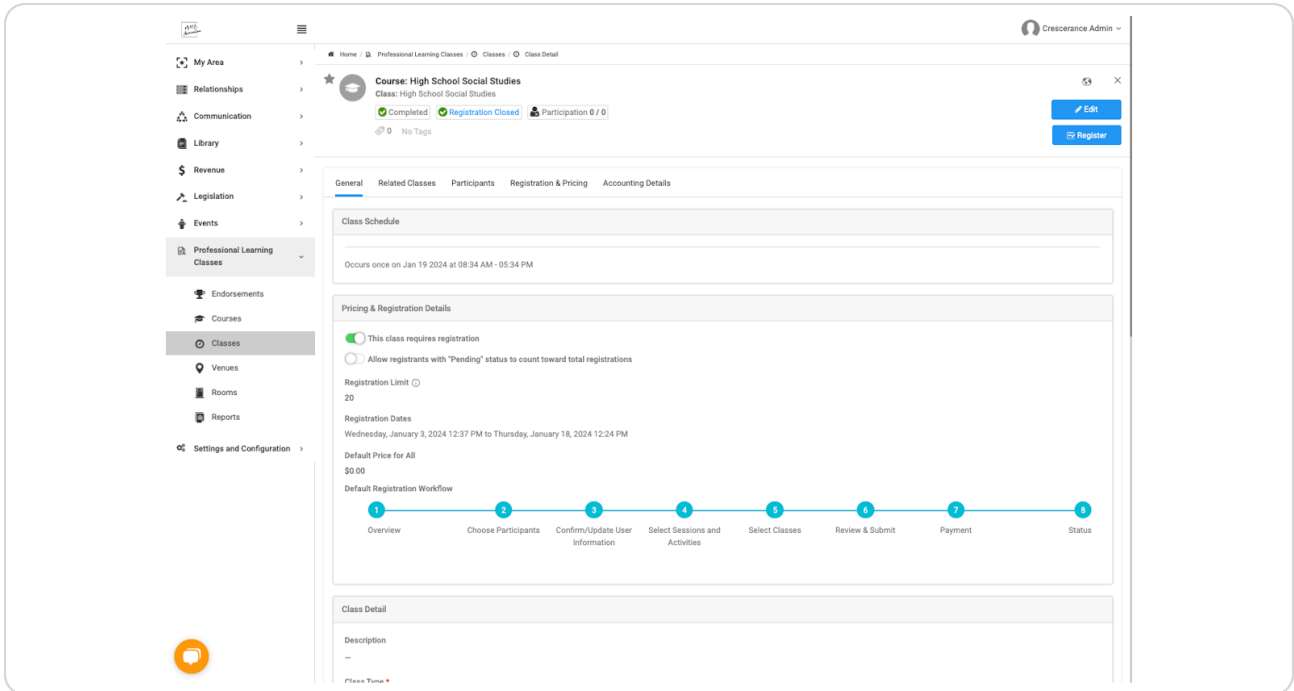
Created by
Engagifii Inc.

Creation Date
January 22, 2024

Last Updated
January 22, 2024

STEP 1


Open the class





The screenshot displays the 'Class Details' page for a course titled 'High School Social Studies'. The page is managed by 'Crescence Admin'. The course status is 'Completed' and 'Registration Closed', with 0 participants. The 'Class Schedule' indicates the class occurs once on Jan 19, 2024, from 08:34 AM to 05:34 PM. Under 'Pricing & Registration Details', the registration is required, with a limit of 20 and registration dates from Jan 3 to Jan 18, 2024. A 'Default Registration Workflow' diagram shows 8 steps: 1. Overview, 2. Choose Participants, 3. Confirm/Update User Information, 4. Select Sessions and Activities, 5. Select Classes, 6. Review & Submit, 7. Payment, and 8. Status. The 'Class Detail' section is currently empty.

STEP 2

Click on Participants

★  **Course: High School Social Studies**
Class: High School Social Studies

✓ Completed ✓ Registration Closed  Participation 0 / 0

 0 No Tags

General Related Classes **Participants** Registration & Pricing Accounting

Participants

Class Schedule

Occurs once on Jan 19 2024 at 08:34 AM - 05:34 PM

STEP 3

Click on Mark Attendance

ills

Mark Attendance Page [1/1] 10 of 5 Reco

	Registered On	Marked Credit Hours	Earned Credit (Finalized)
Schools	Jan 22, 2024 at 1:59 PM	Credit Hours - 0/8	0/8

STEP 4

Fill in the Appropriate Credits for each of the participants or assign one value to all.

Enter Credit Hours	Action
<input type="text"/> / 8	Remove
<input type="text"/> / 8	Remove

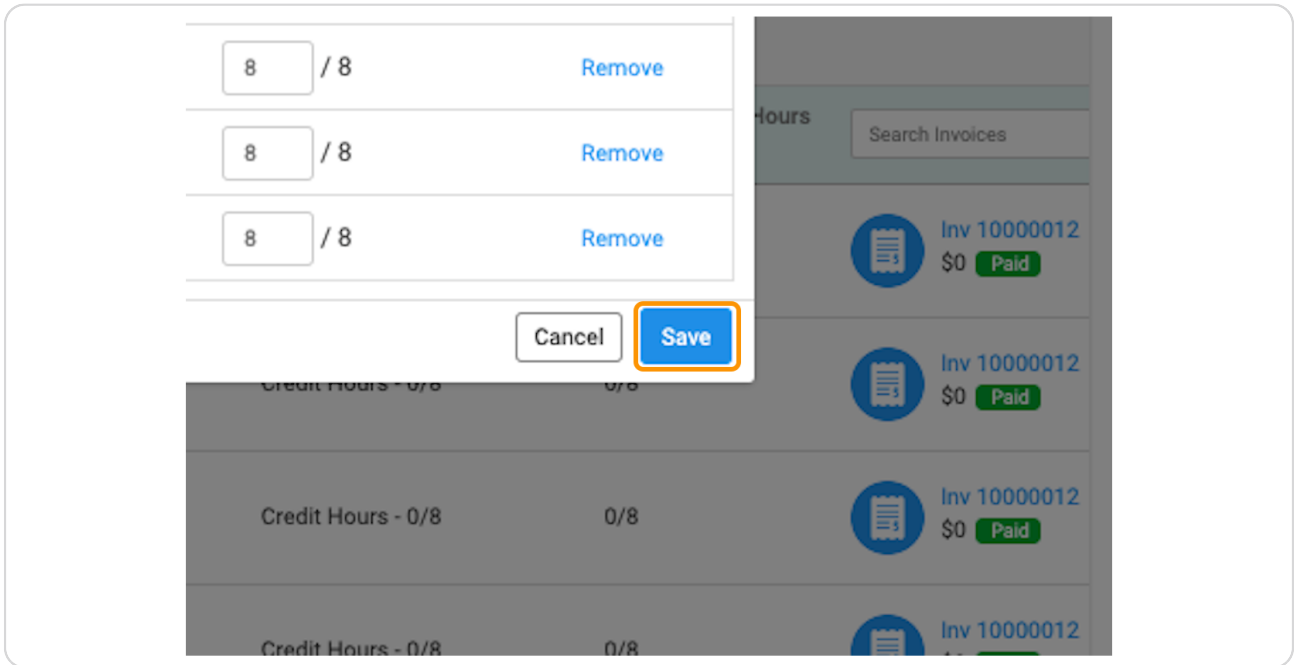
STEP 5

Click on Apply To All

Enter Credit Hours	Action
<input type="text"/> / 8	Remove
<input type="text"/> / 8	Remove

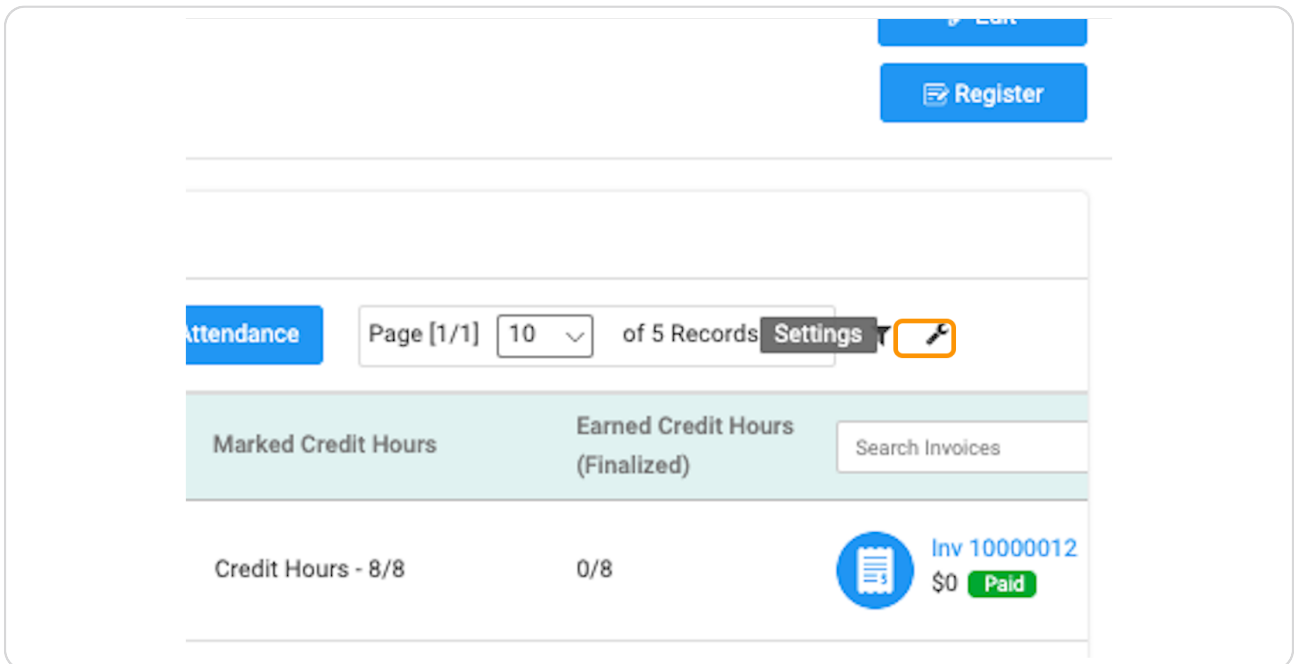
STEP 6

Click on Save



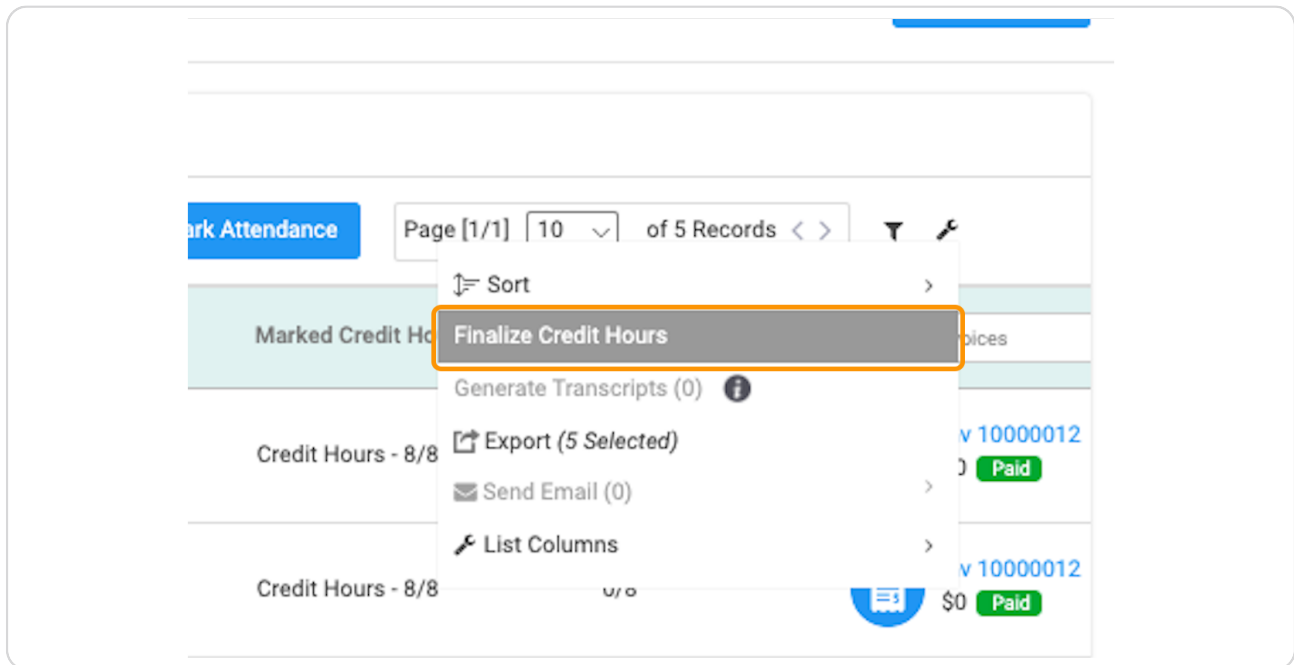
STEP 7

Click on the wrench



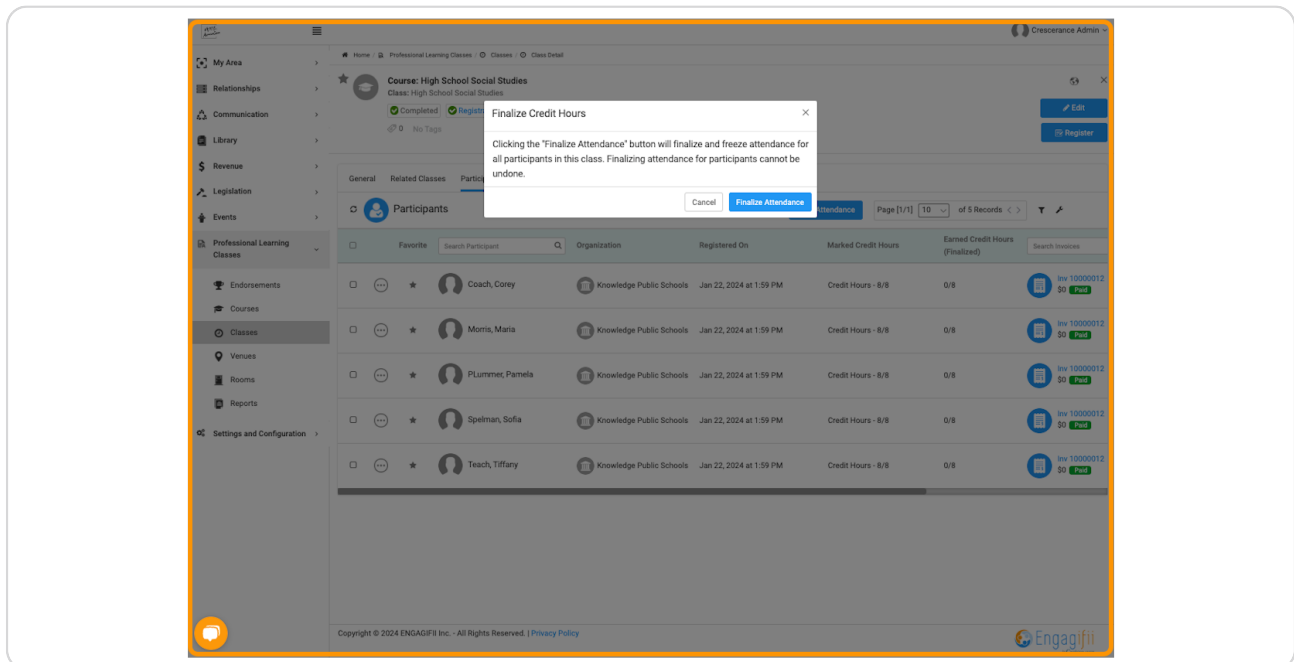
STEP 8

Click on Finalize Credit Hours



STEP 9

Please note that this cannot be undone or changed.



STEP 10

Click on Finalize Attendance

