


Marking Attendance

7 Steps [View most recent version](#) 

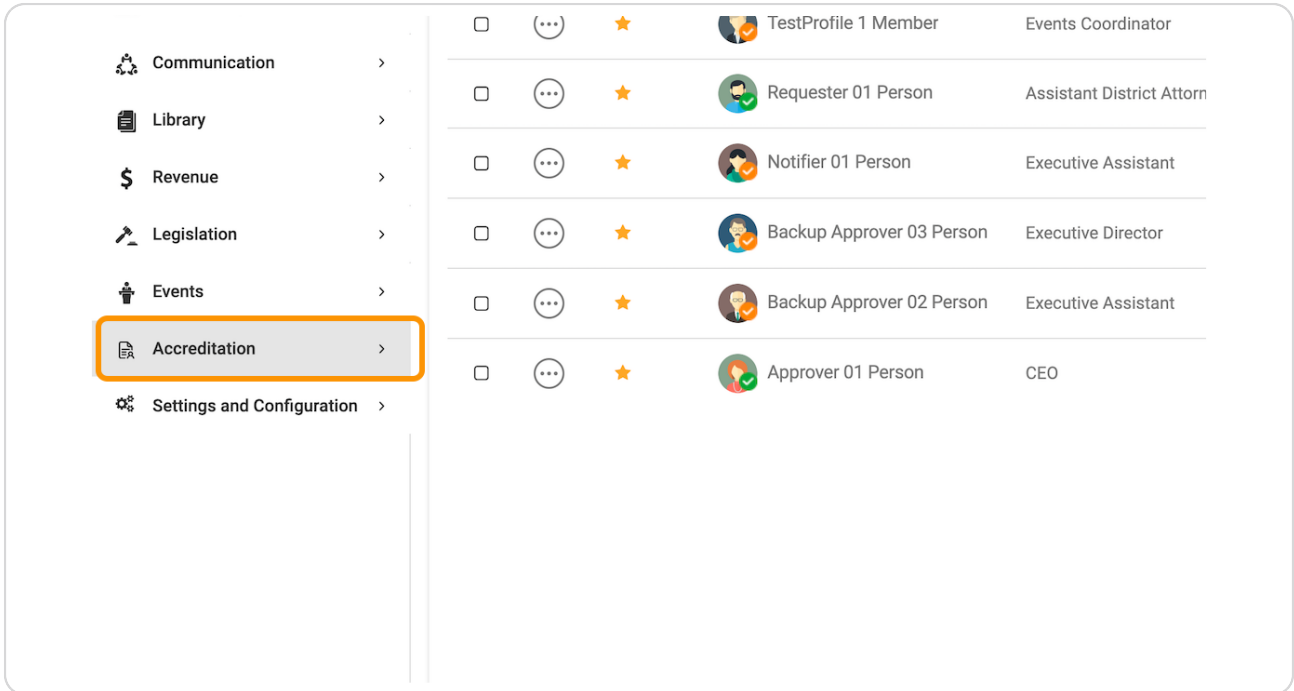
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November 14, 2023

STEP 1






















Click on Accreditation



The screenshot shows a software interface with a sidebar menu on the left and a list of user profiles on the right. The sidebar menu includes the following items:

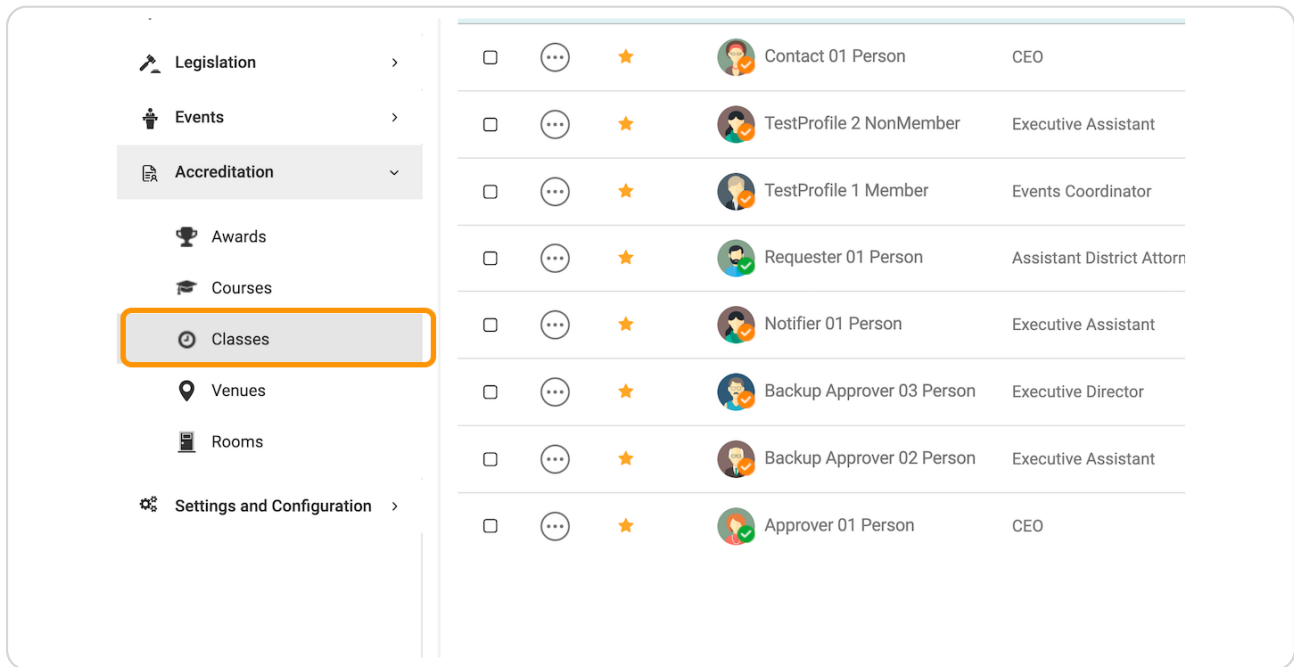
- Communication >
- Library >
- Revenue >
- Legislation >
- Events >
- Accreditation >** (highlighted with an orange border)
- Settings and Configuration >

The list of user profiles on the right contains the following entries:

<input type="checkbox"/>				Name	Role
<input type="checkbox"/>				TestProfile 1 Member	Events Coordinator
<input type="checkbox"/>				Requester 01 Person	Assistant District Attorn
<input type="checkbox"/>				Notifier 01 Person	Executive Assistant
<input type="checkbox"/>				Backup Approver 03 Person	Executive Director
<input type="checkbox"/>				Backup Approver 02 Person	Executive Assistant
<input type="checkbox"/>				Approver 01 Person	CEO

STEP 2

Click on Classes

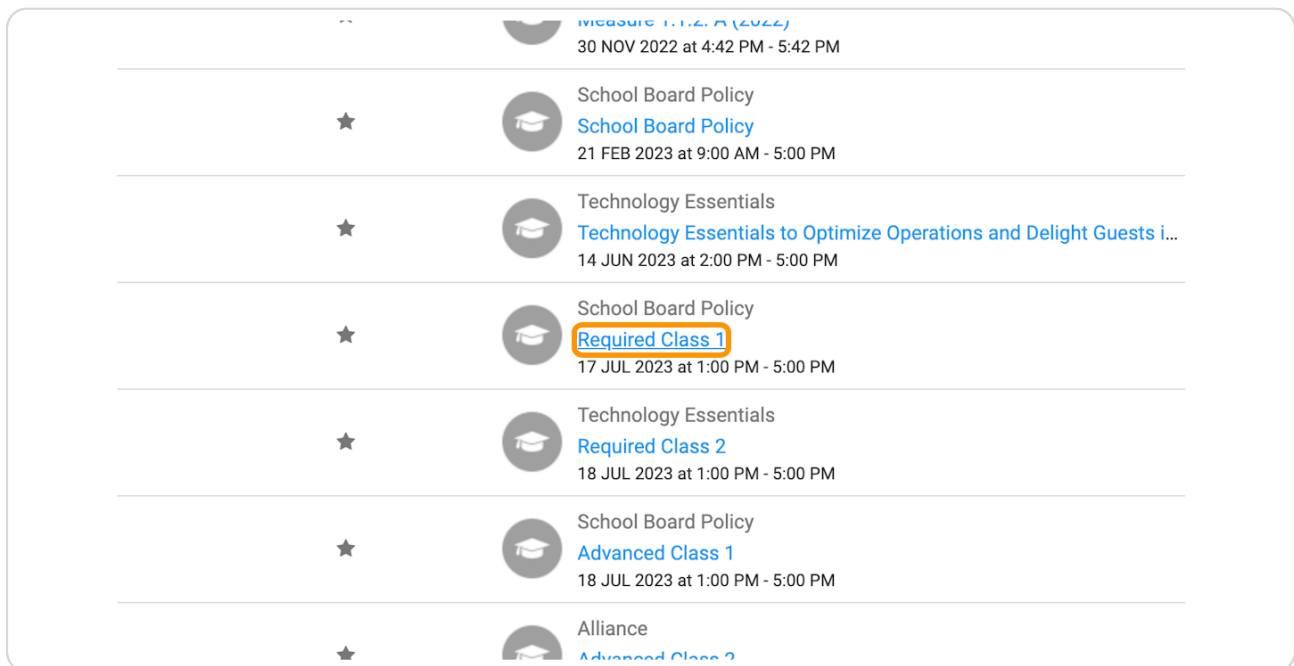


The screenshot shows a navigation sidebar on the left with the following items: Legislation, Events, Accreditation, Awards, Courses, **Classes** (highlighted with an orange border), Venues, Rooms, and Settings and Configuration. The main content area displays a list of class entries, each with a checkbox, a three-dot menu icon, a star icon, a person icon, and a name. The entries are:

Class Name	Role
Contact 01 Person	CEO
TestProfile 2 NonMember	Executive Assistant
TestProfile 1 Member	Events Coordinator
Requester 01 Person	Assistant District Attorn
Notifier 01 Person	Executive Assistant
Backup Approver 03 Person	Executive Director
Backup Approver 02 Person	Executive Assistant
Approver 01 Person	CEO

STEP 3

Click on the specific class you wish to mark attendance with



The screenshot shows a list of classes with the following details:

Class Name	Date and Time
Measure 1.1.2.3 (2022)	30 NOV 2022 at 4:42 PM - 5:42 PM
School Board Policy	21 FEB 2023 at 9:00 AM - 5:00 PM
Technology Essentials	14 JUN 2023 at 2:00 PM - 5:00 PM
Required Class 1	17 JUL 2023 at 1:00 PM - 5:00 PM
Technology Essentials	18 JUL 2023 at 1:00 PM - 5:00 PM
School Board Policy	18 JUL 2023 at 1:00 PM - 5:00 PM
Alliance	

STEP 4

Click on Participants, and select the names of the people you wish to record attendance

The screenshot shows a course management interface. At the top, the course is identified as 'Course: School Board Policy' and 'Class: Required Class 1'. It has a 'Completed' status with a green checkmark, 'Registration Closed' with a blue checkmark, and 'Participation 0 / 0' with a person icon. Below this, there are tabs for 'General', 'Related Classes', 'Participants', 'Registration & Pricing', and 'Accounting Details'. The 'Participants' tab is highlighted with an orange box. Underneath, there is a 'Class Schedule' section showing 'Occurs once on Jul 17 2023 at 01:00 PM - 05:00 PM'. At the bottom, there is a 'Pricing & Registration Details' section.

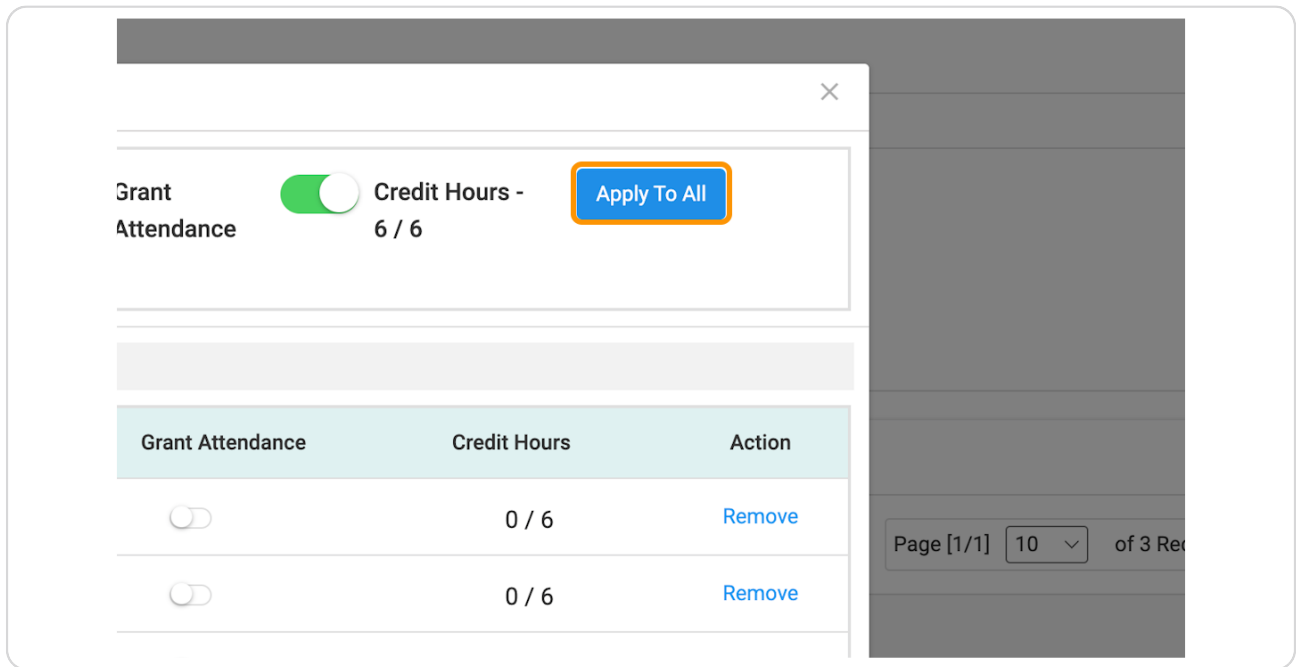
STEP 5

Click on Mark Attendance

The screenshot shows the attendance marking interface. At the top, there is a 'Mark Attendance' button highlighted with an orange box. To its right, there is a pagination control showing 'Page [1/1] 10 of 3 Records < >'. Below this, there is a table with columns for 'Attendance', 'Earned Credit Hours (Finalized)', 'Search Invoices', 'Email', 'Class Format', and 'Current Position'. The 'Attendance' column shows '0/6'. Below the table, there is a summary row showing 'Inv 10000007', '\$1300', 'Held', and 'Online'.

STEP 6

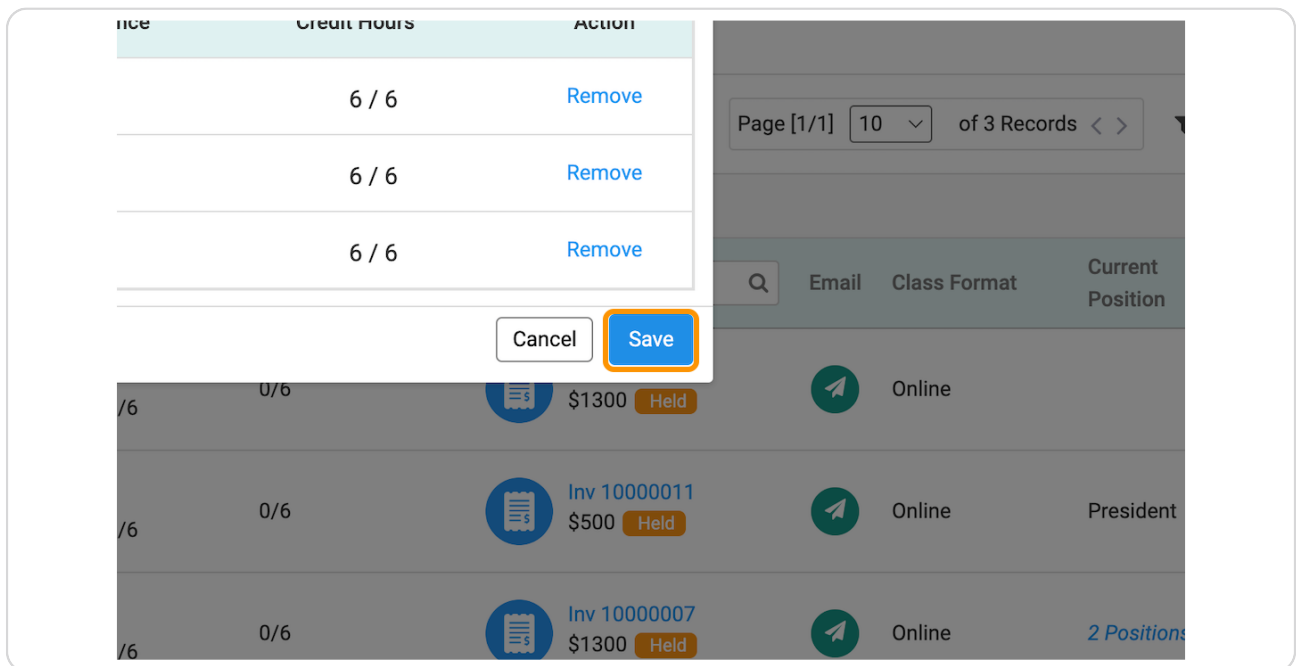
Click on Apply To All or you can do it one by one manually



A modal window is displayed over a table. The modal has a close button (X) in the top right corner. It contains a toggle switch for 'Grant Attendance' which is currently turned on. To the right of the toggle, it says 'Credit Hours - 6 / 6'. A blue button labeled 'Apply To All' is highlighted with an orange border. Below this, there is a table with three columns: 'Grant Attendance', 'Credit Hours', and 'Action'. The table has two rows, each with a toggle switch, '0 / 6', and a 'Remove' link. In the background, a table is partially visible with a pagination control showing 'Page [1/1] 10 of 3 Records'.

STEP 7

Click on Save



A modal window is displayed over a table. The modal has a 'Cancel' button and a blue 'Save' button highlighted with an orange border. The background table has columns for 'Email', 'Class Format', and 'Current Position'. It shows three rows of data with various icons and values. A pagination control at the top right of the background table shows 'Page [1/1] 10 of 3 Records'.

