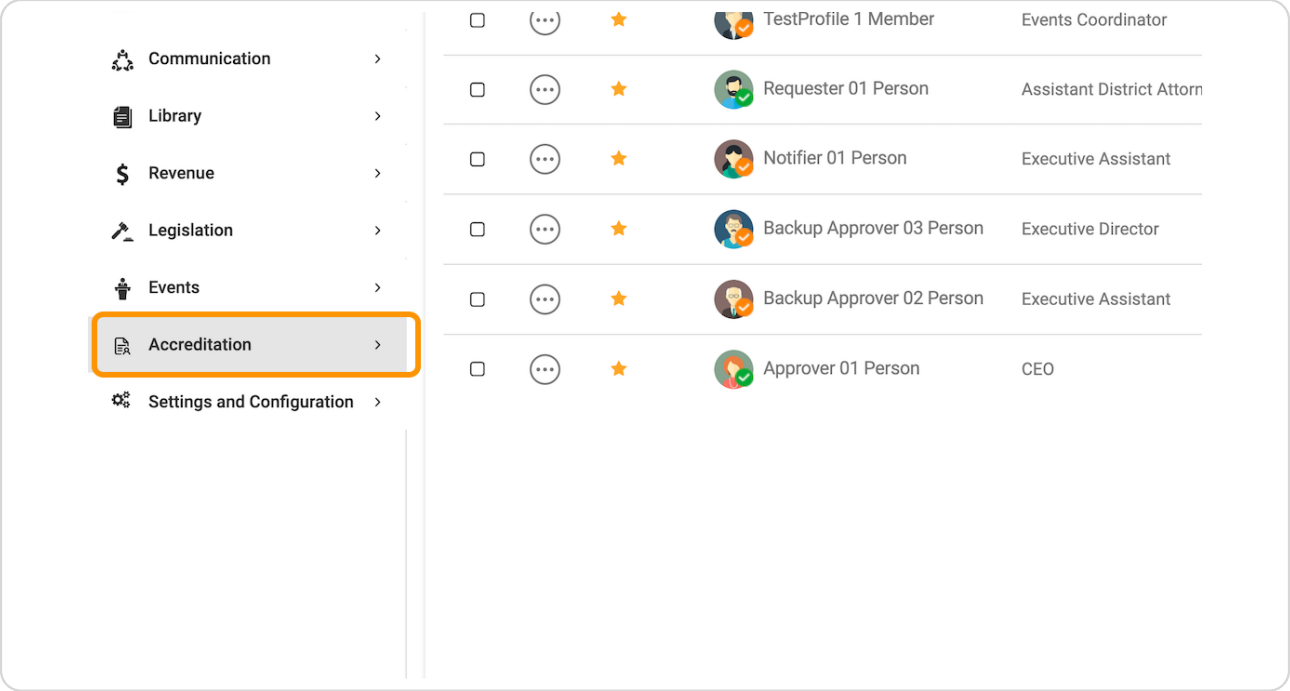
Marking Attendance

7 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	November 14, 2023	November 14, 2023

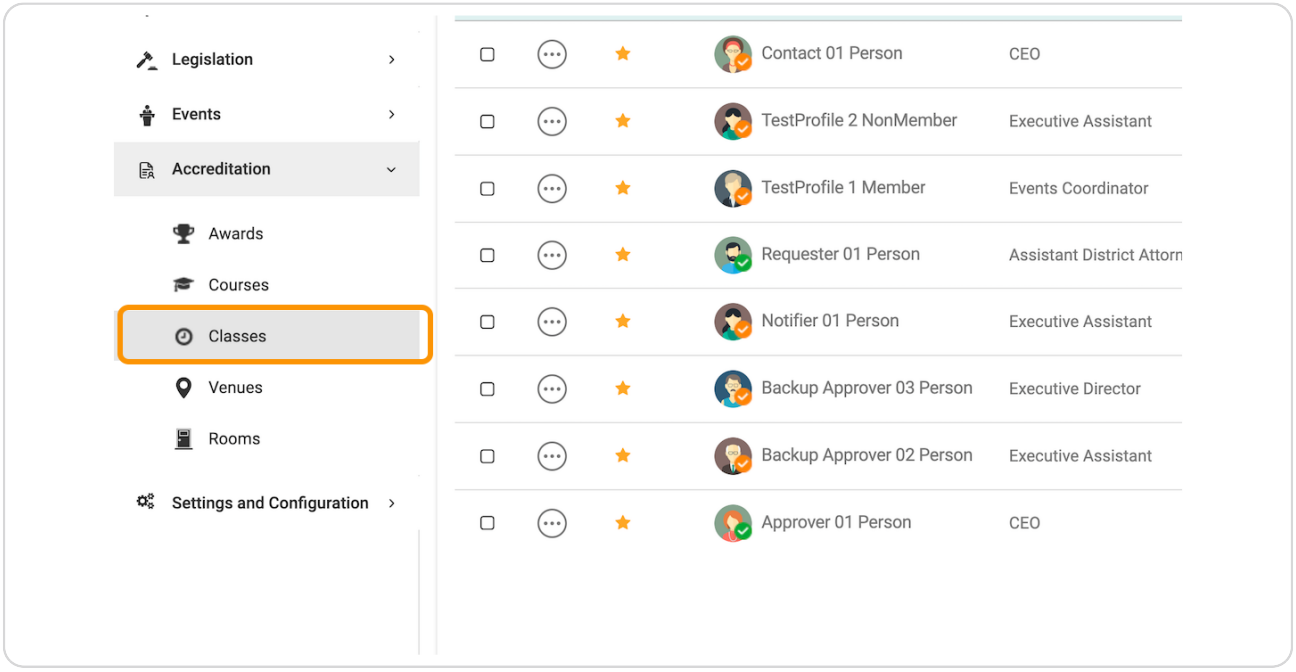
STEP 1

Click on Accreditation



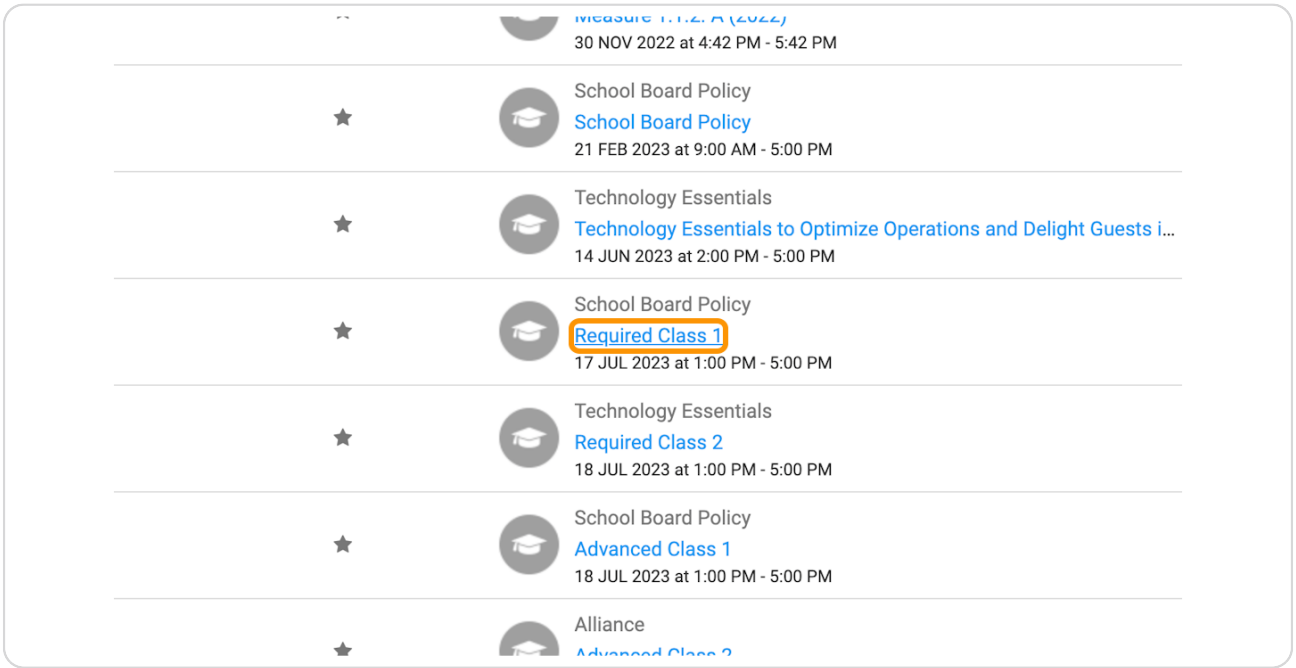
STEP 2

Click on Classes



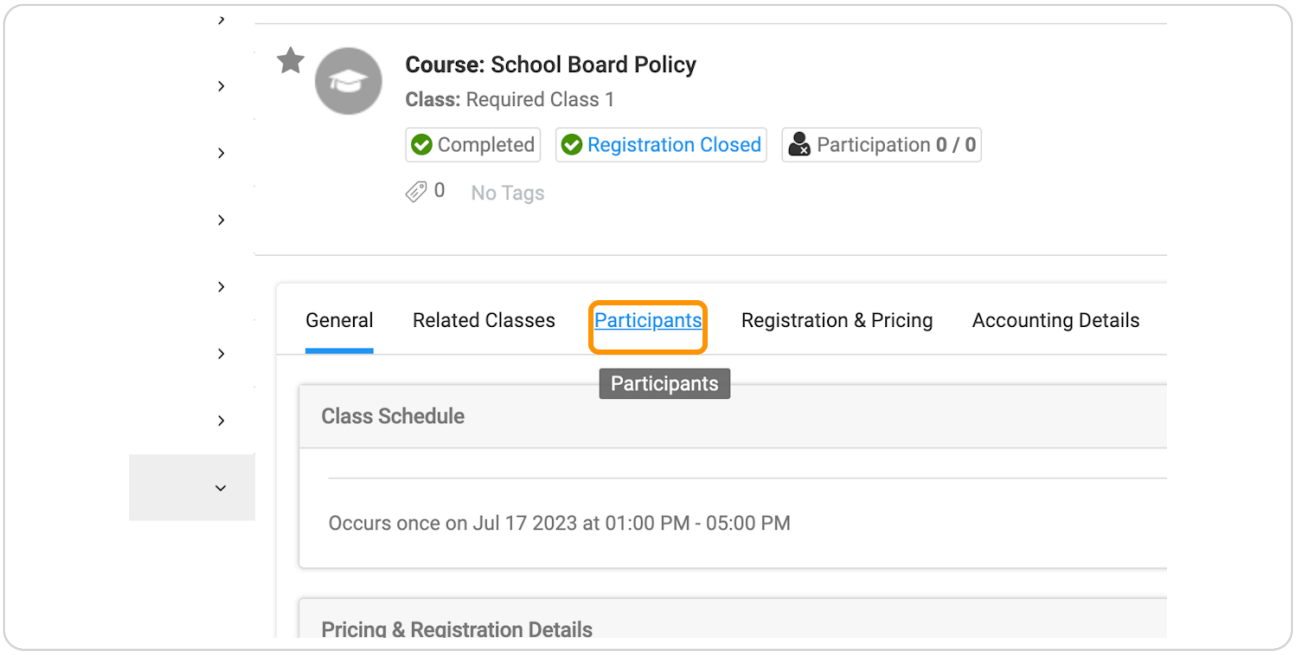
STEP 3

Click on the specific class you wish to mark attendance with



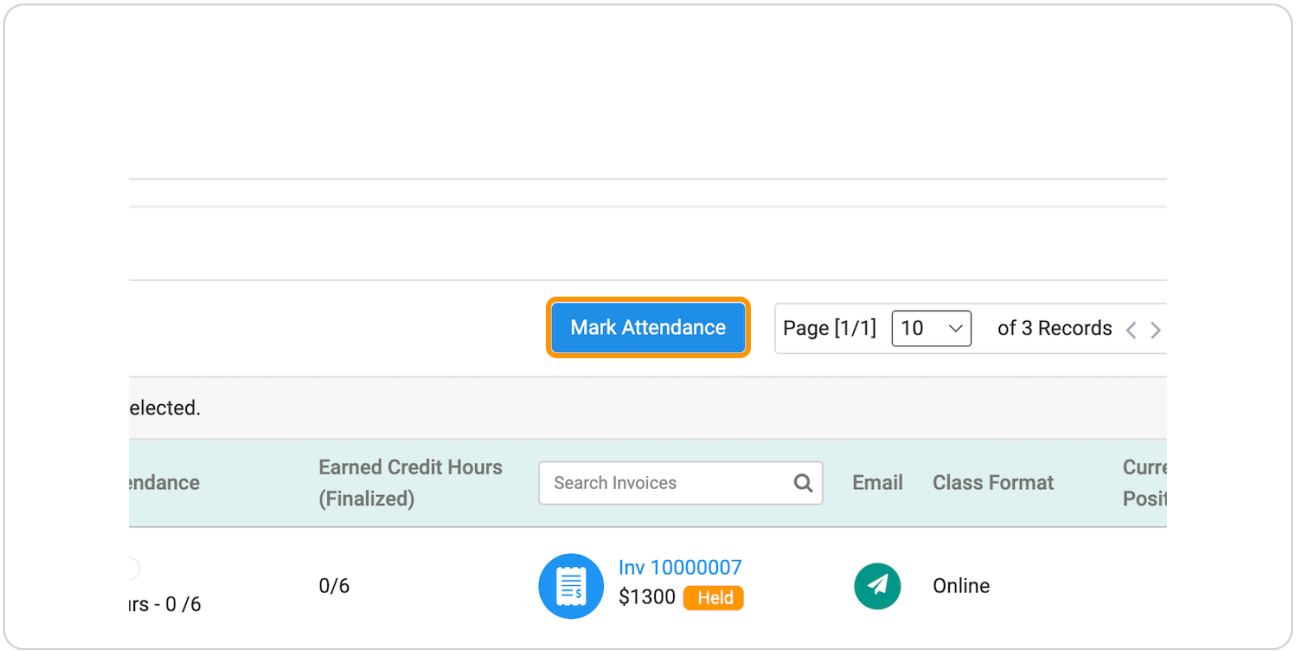
STEP 4

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



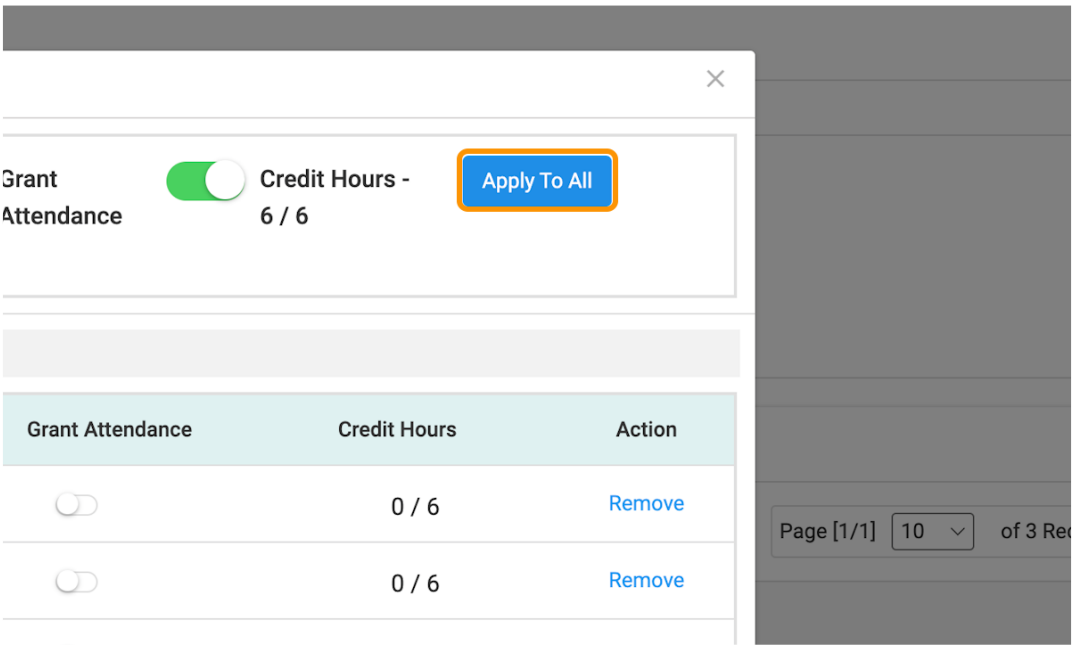
STEP 5

Click on Mark Attendance



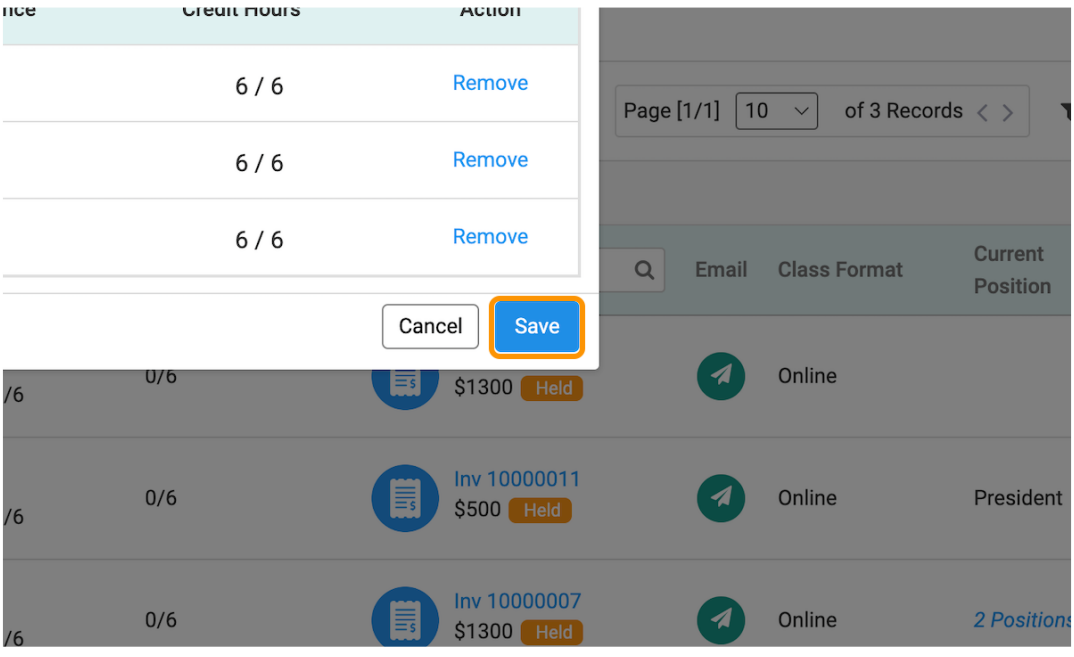
STEP 6

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



STEP 7

Click on Save



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