


Post the Class Attendance

You can post your class attendance with the seating chart.

Useful Information



You must [arrange your seating chart](#) first before you can post attendance with it.

1. On the Home screen, click **Classes**.
2. Select a class.
3. On the toolbar, click **Seating Chart**.
4. Click  to display the attendance status on the student desk icons.
5. Right-click a student desk icon, and select an attendance status.

Tip



If you want to use the seating chart to mark attendance for all of your classes, on the Home screen, click **Options > Seating Chart**. Select the **Use seating chart to mark class attendance** check box.