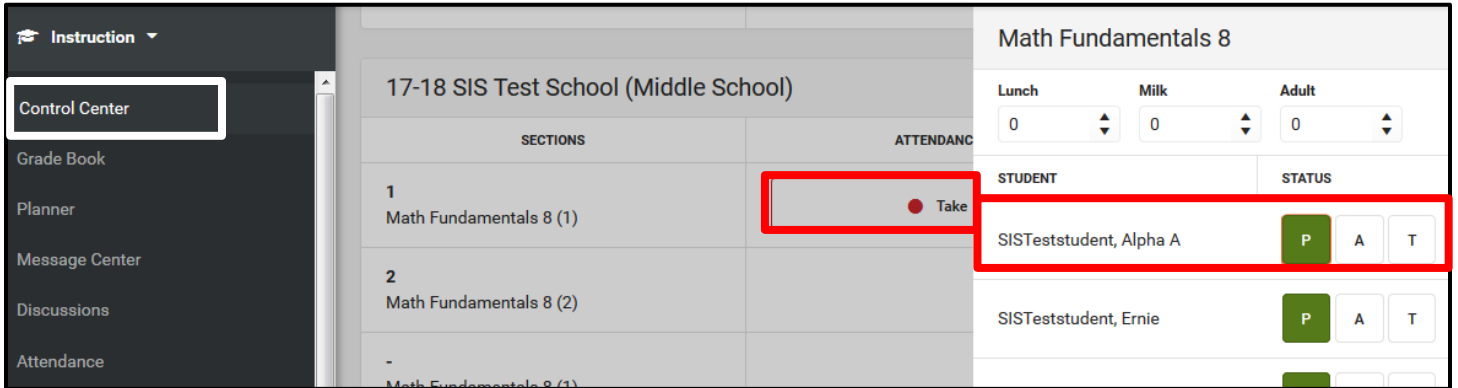


--- Five Easy Steps to Take Attendance ---

- ❑ **Login to Campus** (if Campus Instruction is not your default, click App Switcher > Campus Instruction)
 - In the **Control Center** Screen that comes up when logged in, in the attendance column next to the course you need to take attendance for click **“Take”**
 - **Mark** students Absent or Tardy, all default to Present and click **SAVE** in the bottom of the box



- OR -

- **Click on Attendance** in left hand Index
- **Locate** Period (Course/Section displays at top of attendance list)
- **Mark** students Absent or Tardy, all default to Present and click **SAVE** in the bottom of the box

