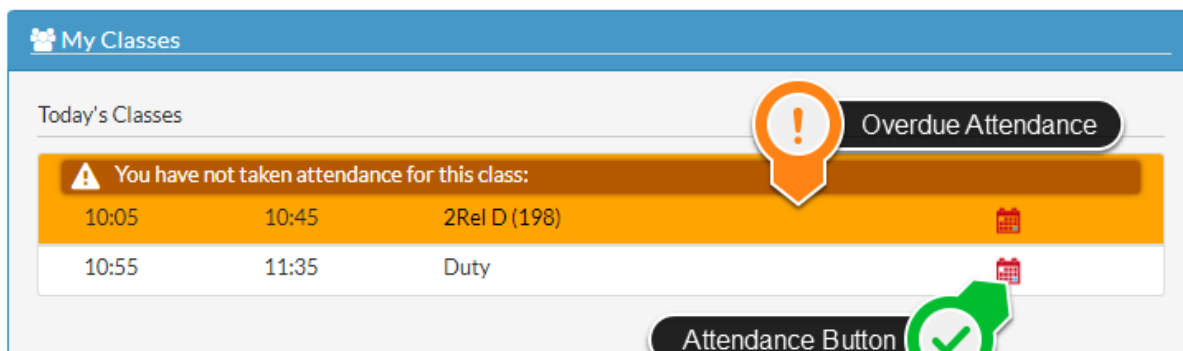


## HOW TO MARK ATTENDANCE IN VSWARE

**Step 1.** From the dashboard, you will see 'My Classes'. This is a really easy way to view all the classes that you need to teach that day.

Simply click the Attendance calendar beside any of these classes to take attendance for it.



**Step 2.** Once on the attendance screen, select the attendance code you need from the top of the screen and click beside each of the students as required. If you click on the green attendance tick button, then click on the date – this will mark all students as present, saving you from clicking them individually.

Any student left blank will default to present when you click save.

Student Names	< 27 Aug 10:05 >	Behaviour	AM	9:25 - 10:05
Chloe Boland (2D)	✓			
Darren Clare (2D)	ABS			
John Clare (2D)	✓			
Paul Crosby (2D)	✓			
Jamie Farrell (2D)	ABS			
Loveth Fearon (2D)	✓			
Nicole Fearon (2D)	✓			