

HOW TO SEARCH FOR A STUDENT IN VSWARE

Step 1. At the top of VSware there is a white search box. Start to type the student's name into this search box. Notice a list of results will begin to appear as you type.

You do not need to type the entire name into the search box. You can simply click on the student's name once you see it appear in the list of search results.



Step 2. You can now proceed to view information such as attendance data for the student by clicking on the Attendance tab in the left-hand side menu. Your permissions for VSware will determine the level of data available to you as a user.

