ATTENDANCE APPLICATION GUIDE

FOR INSTRUCTORS

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WHAT IS THE ATTENDANCE APP?
Lynn has created an intuitive, easy-to-use Attendance App that you may access on your iPad or on your Mac or PC computer.

HOW TO ACCESS THE ATTENDANCE APP.
The Attendance App can be accessed 3 different ways:

1) Directly by entering the attendance Uniform Resource Locator (URL) (grades.lynn.edu)

2) My.Lynn.edu

3) Directly from the iPad.
1. Login using your Lynn credentials.
   a. You are prompted to enter your username and password:

   **Helpful Hint:** Your username and password are your **Lynn credentials**.

2. By default, the **Home** tab will be the “landing” page.
ATTENDANCE
You can perform the following tasks:

a. Send an email message to a single student or to multiple students
b. View a student’s attendance
c. Take attendance

TAKING ATTENDANCE
Attendance must be entered on each day the course is scheduled to meet. If attendance is not submitted by 11:59PM an auto-generated email will be sent to the instructor notifying them that attendance was not taken for the class meeting. You will notice that the attendance app is color-coded. Green signifies present (P), orange signifies excused (E) and red signifies absent (A).

a. Tap or Click on the date for which you want to take attendance.

b. Tap or Click to make your selection for each student.

c. Tap or Click on Save.
VIEW A STUDENT’S ATTENDANCE

TO VIEW A STUDENT’S ATTENDANCE REPORT:

a. Navigate to the Grade and Attendance Dashboard.

b. Tap or Click on the student’s name.
c. The **Student Attendance Report** opens: Note that you are able to save the report using Excel, PDF or emailing the report to yourself.
CANCEL SESSION
To record a canceled session:

a. Press **Edit** next to the class date you want to cancel.

The **Edit Course Session** window opens:

a. Select **Is Cancelled** checkbox.

b. Enter the reason in the **Notes** box.

c. Press **SAVE**.
ADD NEW SESSION

Occasionally, you may need to add an additional session so that you can take attendance at a make-up class or field trip.

To add a new session:

a. Select Add New.

b. Select the Class Date.

c. Select the Begin Time

d. Select the End Time.

e. Press Save.