Record/Edit Attendance - Faculty

1	Select **RECORD ATTENDANCE**. (You must first set up meeting times.)
2	Select the course for which you would like to record attendance.
3	**PRESENT** is the default setting. You are able to choose from **PRESENT**, **ABSENT**, **EXCUSED**, or **TARDY**.
4	Click **SUBMIT**.
1	To edit previously recorded attendance, click the **RECORD ATTENDANCE** button and choose the class for which you would to edit. Click **NEXT**.
2	Click **EDIT** to make changes.
3	Click **SAVE**.

UNIVERSITY OF NORTH DAKOTA