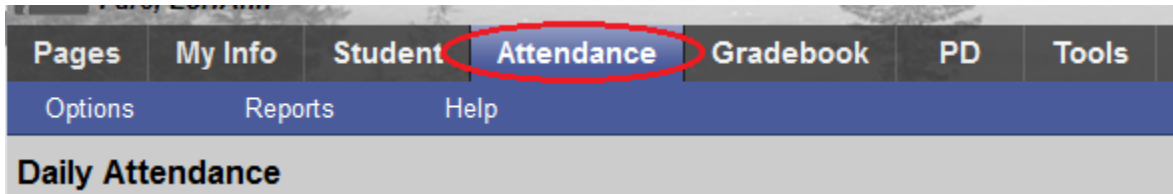


Aspen Daily Attendance

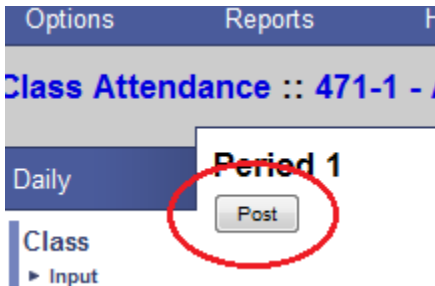
After logging in, click on the Attendance top tab:



To the right, you will see a column titled Code. In this column, there are buttons for Absent and Present. If a student is absent from your class, you will click the “A” button in that student’s row. You do not need to take any action for students that are present.

| Attendance | |
|------------|---|
| Code | |
| | <input type="button" value="A"/> <input type="button" value="P"/> |
| | <input type="button" value="A"/> <input type="button" value="P"/> |
| | <input type="button" value="A"/> <input type="button" value="P"/> |

Once you are done, you MUST click the “Post” button in the upper left hand corner:



Once you have clicked on post, any updates to attendance must be handled by the main office.