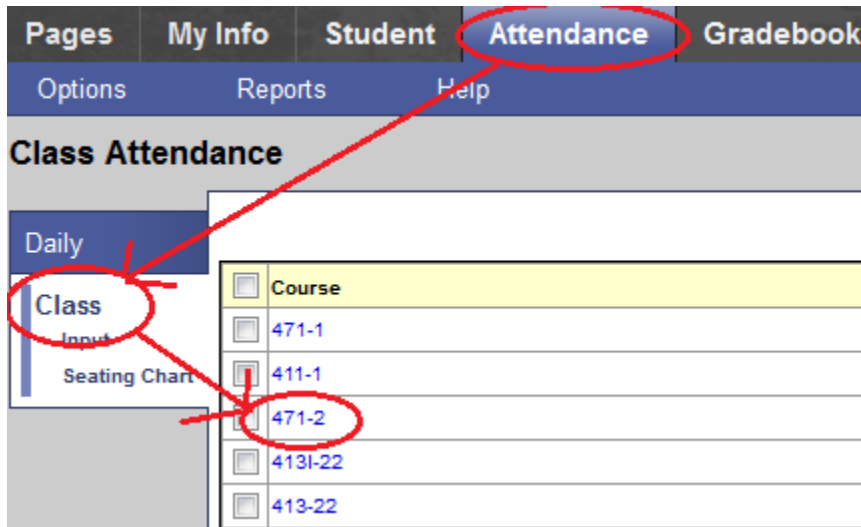


Aspen Period Attendance

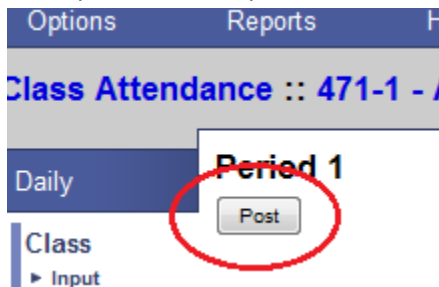
After logging in, click on the Attendance top tab, and then the Class side tab. You will then select the class you are taking attendance for by clicking on it:



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:



If you update your attendance during the period, you must again hit "Post" to update the system.