

Attendance — a date grid per class

Tap any cell to cycle Present → Absent → Tardy → Make-Up. Session types cover Classroom, Online, Lab, Clinical and Externship.

1 What this page is for

WHAT THIS PAGE IS FOR

Daily attendance for one class at a time. Choose the class in the dropdown; each row is a student, each column a session date. Tap a cell to change it — it saves immediately.

THE CODES

CODE	MEANS
P Present	Attended.
A Absent	Did not attend.
T Tardy	Late.
M Make-Up	Missed time recovered in a make-up session.

SESSION TYPES

Classroom, Online, Lab, Clinical, Externship — shown under each date so a clinical day is not confused with a classroom day.

ATTENDANCE RATE

Present + Tardy + Make-Up, divided by all sessions so far. Under 80% flags the student on the Instructor tab.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
Students on the grid	Students in the chosen class.
Attendance rate	Across the class, sessions so far.
Absences	Total absent cells.
Make-up sessions	Missed time recovered.

3 Step by step

Take attendance for today

1. Choose the class.
2. Find today's column.
3. Tap each cell: once for Present, again for Absent, again for Tardy, again for Make-Up.

4 If something looks wrong

The grid is empty.

The class has no session dates yet, or no students. The banner at the top says which.