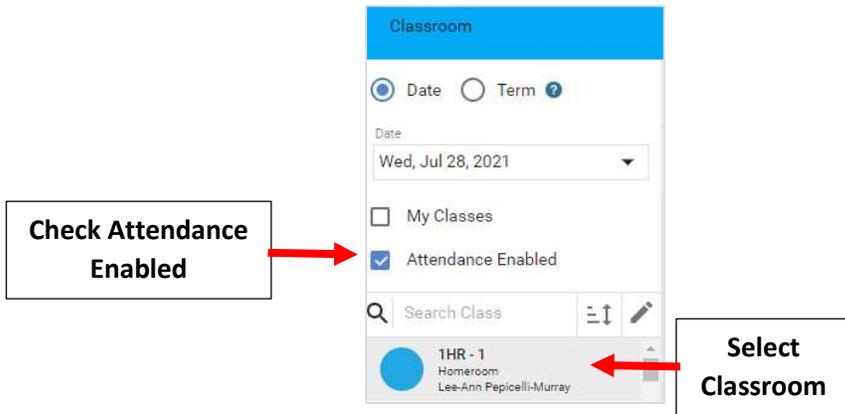


Record Attendance in FACTS SIS

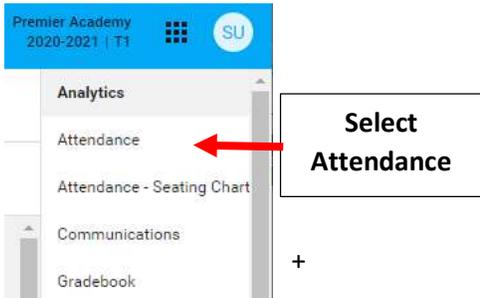
Once logged into FACTS please select **Classroom** from the Left Side Menu



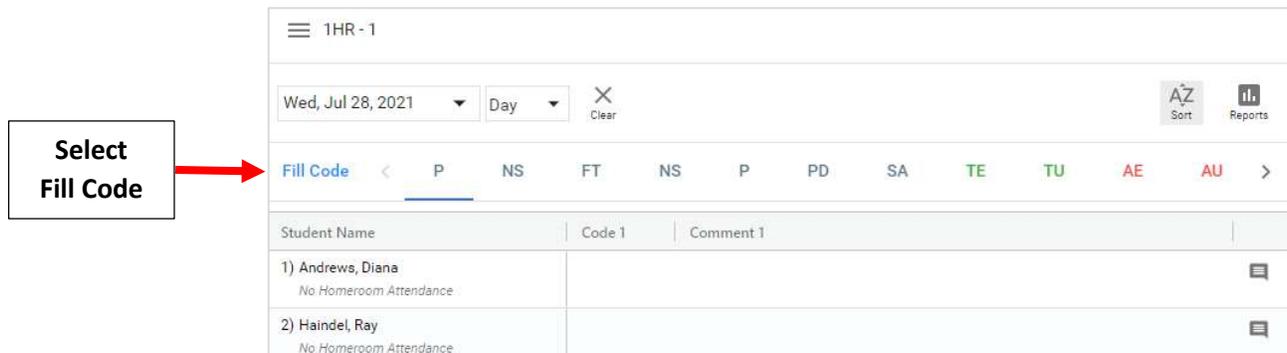
Check "Attendance Enabled" and click on the Class to take Attendance for



Select Attendance from the Right Side Menu

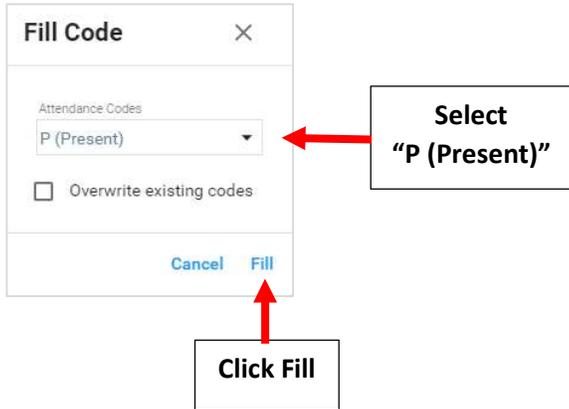


To take Attendance select "Fill Code"

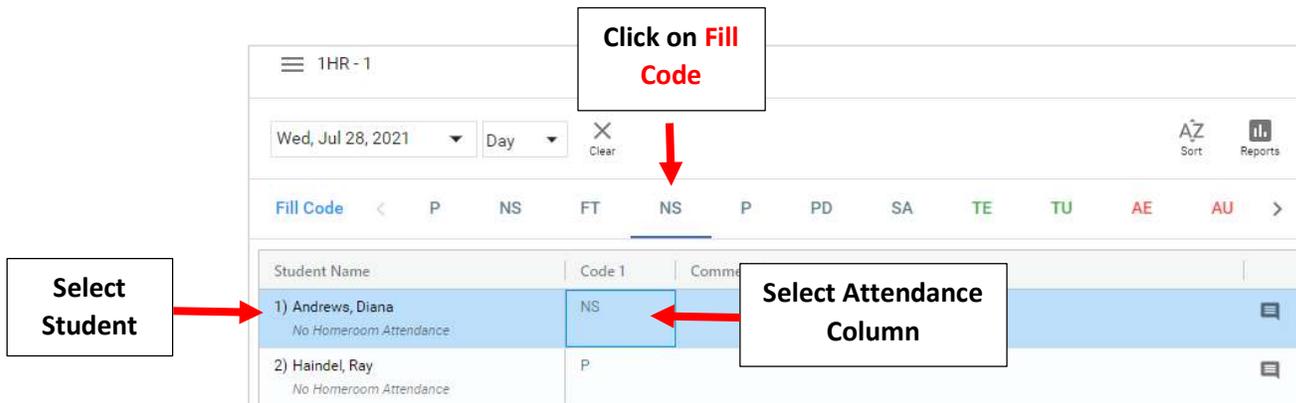


Select "P (Present)" from the Attendance Code dropdown to initially mark all Students "Present" and then click "Fill"

****Please Note: You MUST FIRST Mark All Students "Present" and then Update Statuses as Needed**



To change Attendance Status select Student then click on "Fill Code" to update to and select the Attendance Column for that student



****Please Note: You MUST FIRST Mark All Students "Present" and then Update Statuses as Needed**

Attendance Options:

To **Clear Attendance** for all students, click the "X"



Use "Sort" Function to change order of students.

☰ 1HR - 1

Wed, Jul 28, 2021 Day Clear

Use Sort to Change Order of Students →  

Fill Code < P NS FT NS P PD SA TE TU AE AU >

Student Name	Code 1	Comment 1
1) Andrews, Diana <i>No Homeroom Attendance</i>		
2) Haindel, Ray <i>No Homeroom Attendance</i>		