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 than click "Fill"



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

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

| | □ □ Click on Fill □ □ Code | |
|---------|---|---|
| | Wed, Jul 28, 2021 V Day Clear | 5 |
| | Fill Code < P NS FT NS P PD SA TE TU AE AU | > |
| Salact | Student Name Code 1 Comme | |
| Student | 1) Andrews, Diana No Homeroom Attendance Column | 1 |
| | 2) Haindel, Ray P No Homeroom Attendance | ſ |

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

Attendance Options:

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

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|-----------------------|-------|------------|----|---------|---------------------|------------------|-----------|----|----|-------------|----------------|
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| Student Name | | Code 1 | Co | mment 1 | | | | | | | |
| I) Andrews, Diana | | P | | | | | | | | | E |

Use "Sort" Function to change order of students.

| ≡ 1HR-1 | | | | | Use S | ort to | Change | • | | | |
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| Wed, Jul 28, 2021 🔹 🔻 | Day 🔻 | X Clear | | | Orde | | → | ÂŽ Sort | II. Reports | | |
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| Student Name | | Code 1 | C | omment 1 | | | | | | | |
| 1) Andrews, Diana No Homeroom Attendance | | | | | | | | | | | Q |
| 2) Haindel, Ray No Homeroom Attendance | | | | | | | | | | | Ц |