## From the Classroom Menu select Attendance

$\equiv$ 3 HR -	A													1.0.0.0	Select
														Attendance	Attendance
Tue, Feb 28	, 2023	8	•	Day		•	X Clear				ÂZ Sort	Repo	rts	Attendance - Seating C	nart
Fill Code	3	Ρ	NS	CQ	ED	PDH	х	TE	FPM	0	OLA	OP	>	Communications	
	3		17											Dashboard	

Select the Date Dropdown and Scroll to Select Attendance Date to Change



Select the Current Attendance Code you want to Use than Click on Attendance Code to Replace



## The New Attendance Code will now appear. Changes will Save Automatically

Student Name	Code 1 C	
) Alvarez, Ellie No Homeroom Attendance		ne New Attendance ode will now appear
) Bolden, Luna No Homeroom Attendance	P	
Cornelius, Eloise No Homeroom Attendance	P	
) Frank, Lily No Homeroom Attendance	P	
) Holland, Mila	P	