How do I take the register?

Open today's register for your class or subject, mark who is absent, and save; everyone starts present.

1. Open **Attendance**. Today's registers for your form class and the subjects you teach are listed.
2. Open a register and mark who is absent.
3. Choose **Save register**. Parents of absent children are told, as the school has set in its notification settings.

Good to know

- To fill in a missed day, go back to it with the arrows or the date at the top. A register already taken on a past day is locked.
- A class register's **This term** view shows each student's days present and absent; a student's attendance is also on their record, under **Attendance**.

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