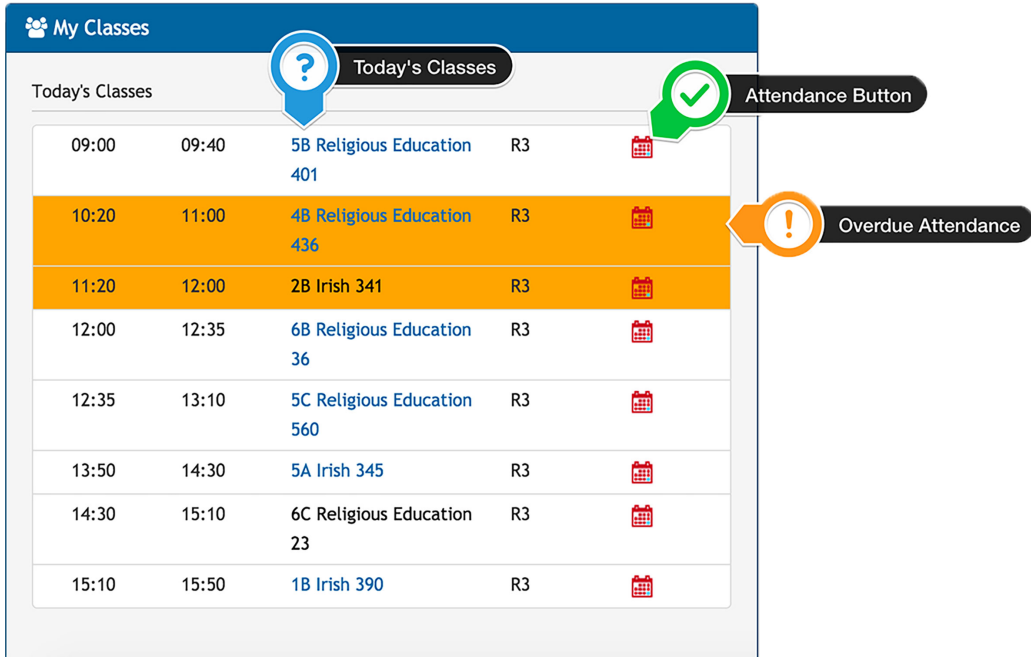


HOW TO MARK ATTENDANCE IN VSWARE.

Step 1. From the dashboard, you will see 'My Classes' a handy little window showing all of the classes you have to teach that day.

Simply click the Attendance Calendar beside any class to take their Attendance.



My Classes

Today's Classes

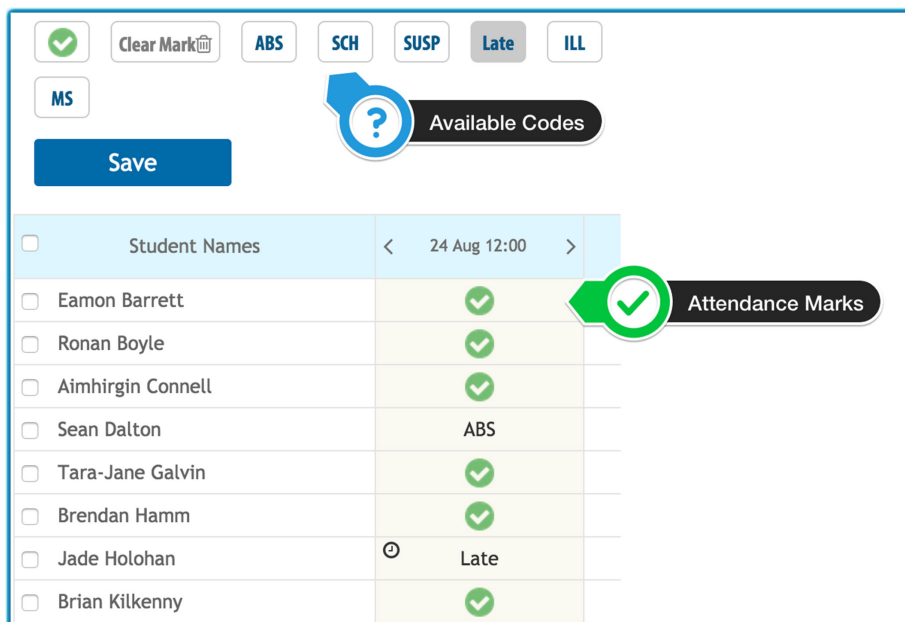
Time	Class Name	Room	Attendance Calendar
09:00 - 09:40	5B Religious Education 401	R3	
10:20 - 11:00	4B Religious Education 436	R3	
11:20 - 12:00	2B Irish 341	R3	
12:00 - 12:35	6B Religious Education 36	R3	
12:35 - 13:10	5C Religious Education 560	R3	
13:50 - 14:30	5A Irish 345	R3	
14:30 - 15:10	6C Religious Education 23	R3	
15:10 - 15:50	1B Irish 390	R3	

Attendance Button (Green checkmark icon)

Overdue Attendance (Orange exclamation mark icon)

Step 2. Once on the attendance screen, select the attendance code you need from the top of the screen and click beside each of the students as required.

Any student left blank will default to present when you click save!



Available Codes

MS

Save

Student Names	Attendance Code
<input type="checkbox"/> Eamon Barrett	
<input type="checkbox"/> Ronan Boyle	
<input type="checkbox"/> Aimhirgin Connell	
<input type="checkbox"/> Sean Dalton	ABS
<input type="checkbox"/> Tara-Jane Galvin	
<input type="checkbox"/> Brendan Hamm	
<input type="checkbox"/> Jade Holohan	Late
<input type="checkbox"/> Brian Kilkenny	

Attendance Marks (Green checkmark icon)