

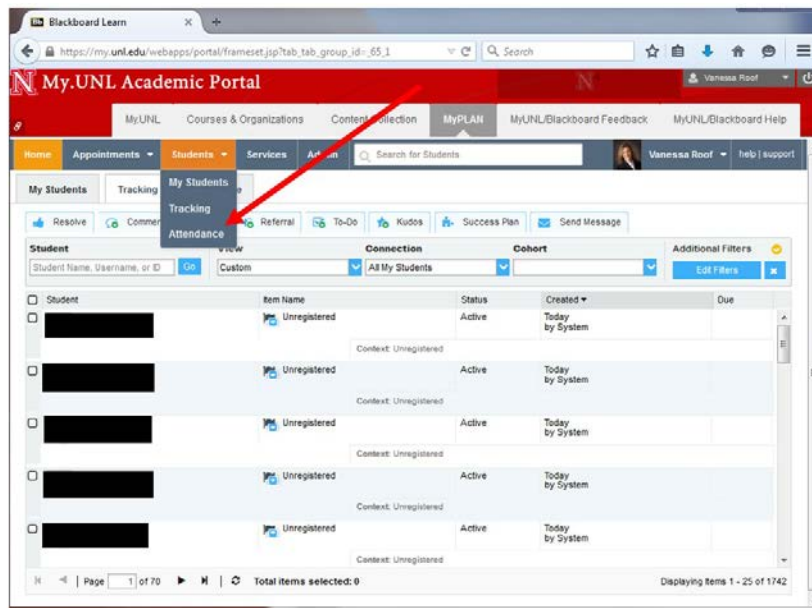


# MyPLAN – Record Attendance

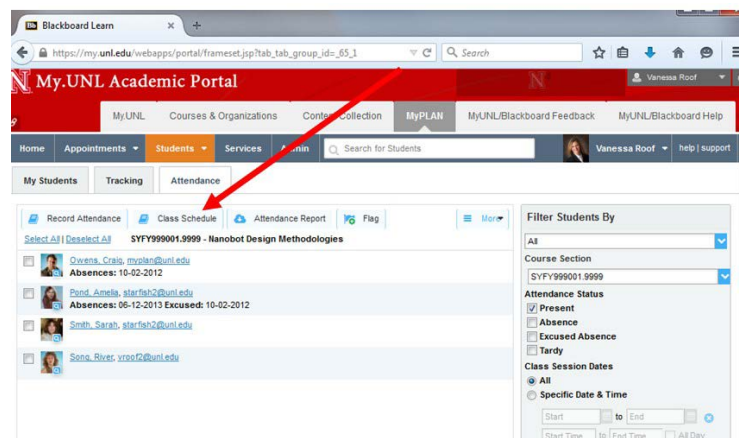
MyPLAN allows you to record attendance and communicate with your students when they have reached attendance limits. Student photos are included in the attendance feature.

## Instructions:

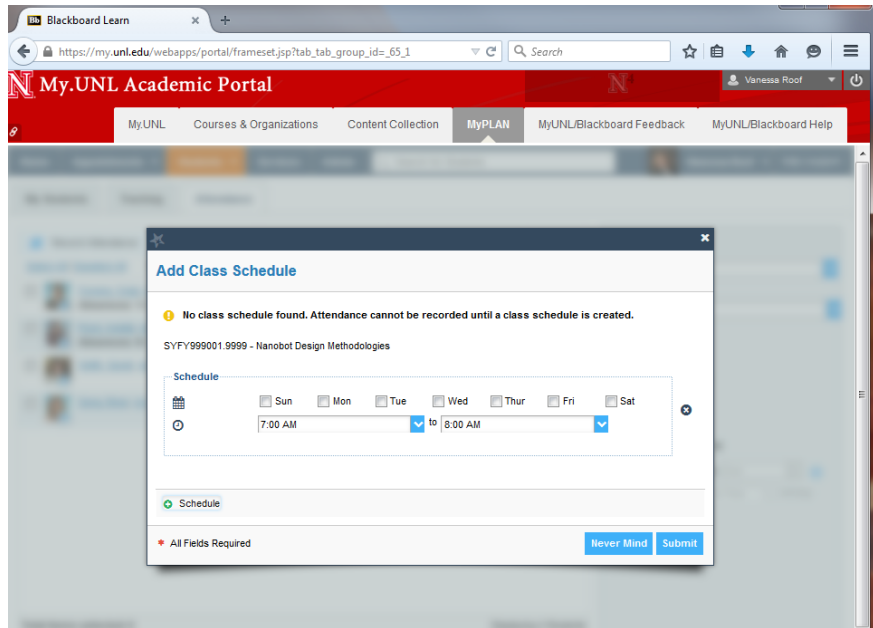
1. From the Students tab, select the arrow and the attendance menu option.



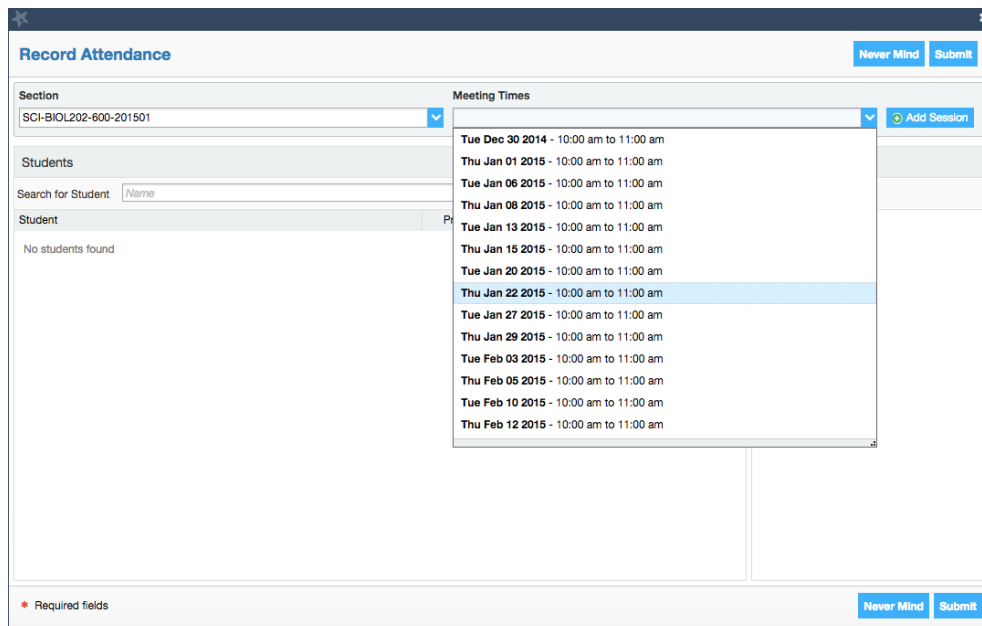
2. Once the attendance module pops up, select the 'class schedule' button.



3. Identify the dates and times of the week when your class meets.



4. Select 'Record Attendance.' Select the specific meeting day for which you want to record attendance, and your roster will appear.



5. Record attendance and hit submit.

