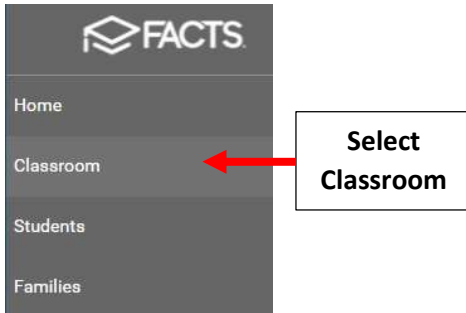
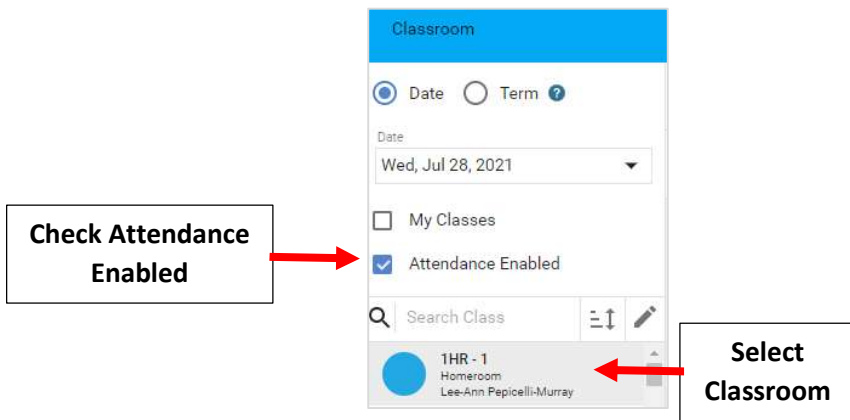


Record Attendance in FACTS SIS

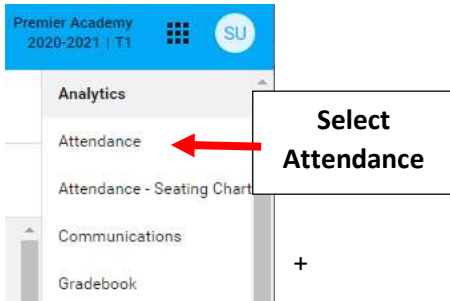
Once logged into FACTS please select **Classroom** from the Left Side Menu



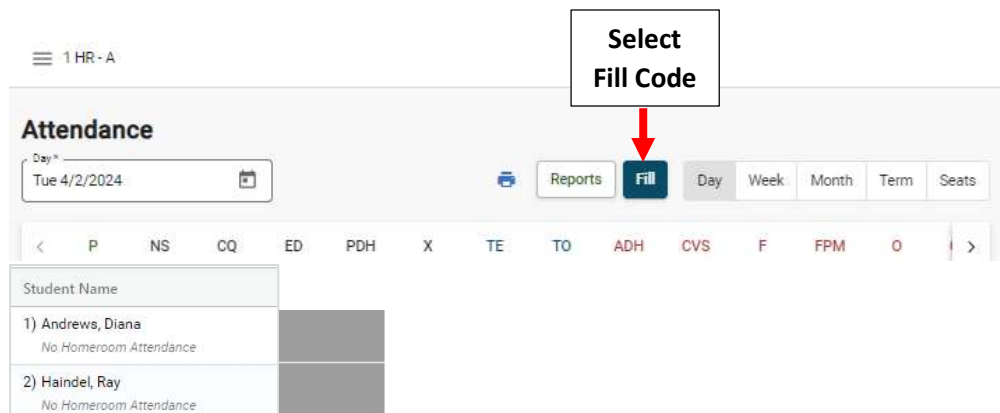
Check "Attendance Enabled" and Click on the Class to take Attendance for



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 then click **"Fill"**

Fill

Attendance Code
P (Present)

Comment

Overwrite existing

Cancel Fill

Select "P (Present)"

Click Fill

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

To **Change** Attendance Status select Student then click on **"Fill Code"** to update to and select the Attendance Column for that student

1HR - 1

Wed, Jul 28, 2021

Fill Code <

Student Name

1) Andrews, Diana
No Homeroom Attendance

2) Haindel, Ray
No Homeroom Attendance

Attendance

Day *
Tue 4/2/2024

TE TU AE AU >

< P NS CQ ED PDH X >

1) Andrews, Diana
No Homeroom Attendance

2) Haindel, Ray
No Homeroom Attendance

1. Select Student

3. Select Attendance Column

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