ST. PATRICK'S SEMINARY & UNIVERSITY

MENLO PARK, CALIFORNIA
ESTABLISHED 1898

Taking Attendance in Populi

The Attendance tab in your course allows you to take daily class attendance.

- Blocks in purple indicate that attendance for that date has not been taken.
- Blocks in blue indicate that attendance has been taken for that class period and how many individuals were present that day.

To take attendance:

1. Click on the Attendance link in the left sidebar (Figure 1, Step 1).
2. Next to each student, select the appropriate attendance status. You can also leave an attendance note (Figure 2, Step 2).
3. When you are done, click **Save Attendance** (Figure 2, Step 3).

You can return to the attendance calendar at any time to edit or delete the records you previously entered.

Figure 1:

Populi has preset all students to present. You will have to make individual changes if a student is absent, tardy, or excused.

You can select individual students from the drop-down to show only their attendance stats in the calendar.

Figure 2: