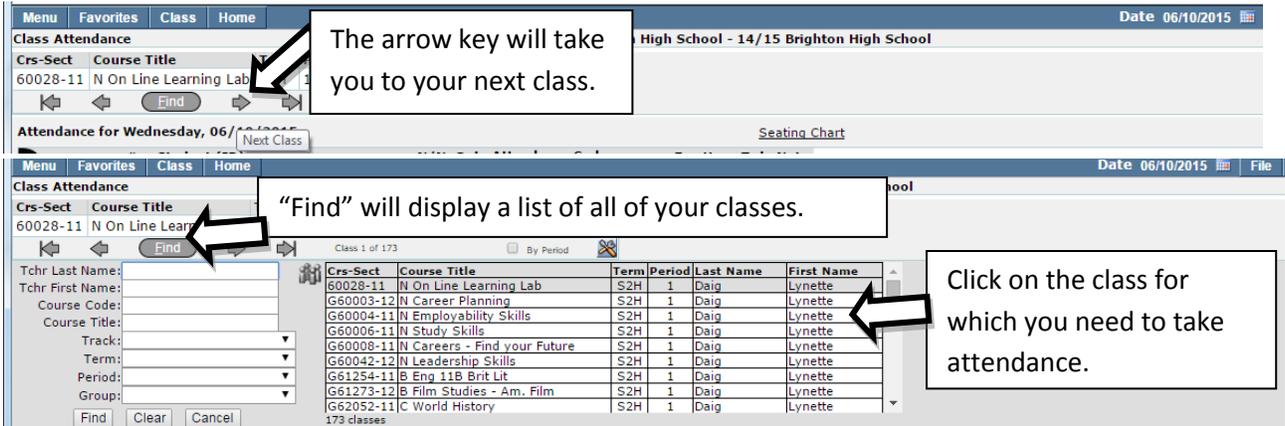


# MISTAR HELP SHEET: TAKING ATTENDANCE FROM ROSTER

Select "Class Attendance" from either the attendance menu.

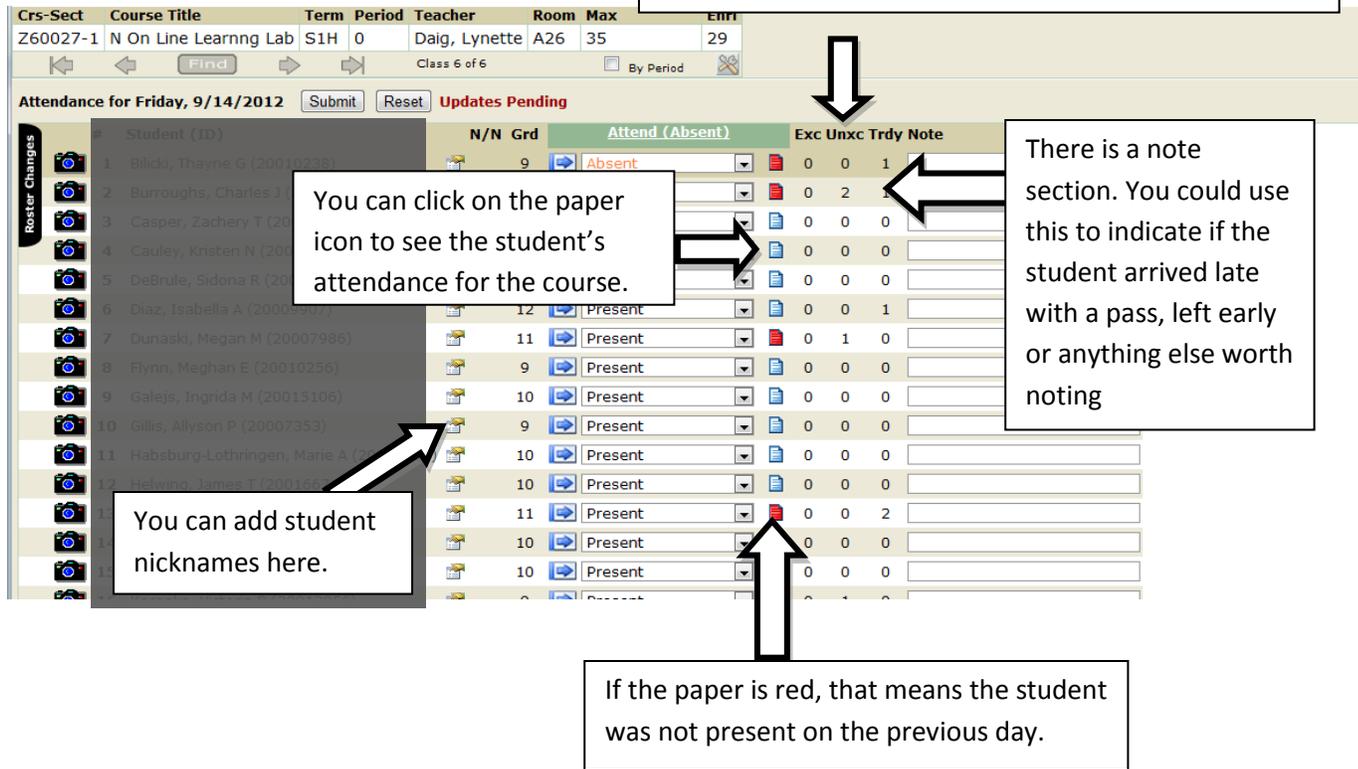


Select the class for which you want to take attendance by using the arrow or the "Find" button.



## ROSTER VIEW FOR ATTENDANCE

The attendance counts are for the entire length of the course. If it is set up as a semester course, they are semester totals, if it is a full year course, they are totals for the year.

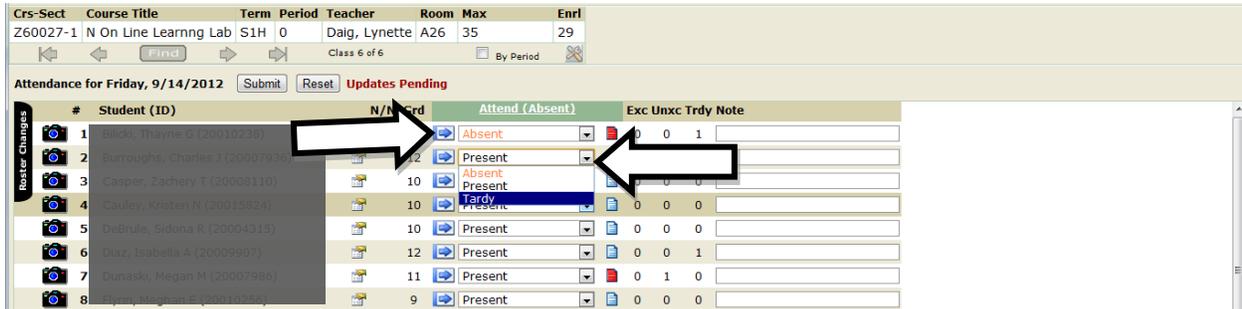


# MiSTAR HELP SHEET: TAKING ATTENDANCE FROM ROSTER

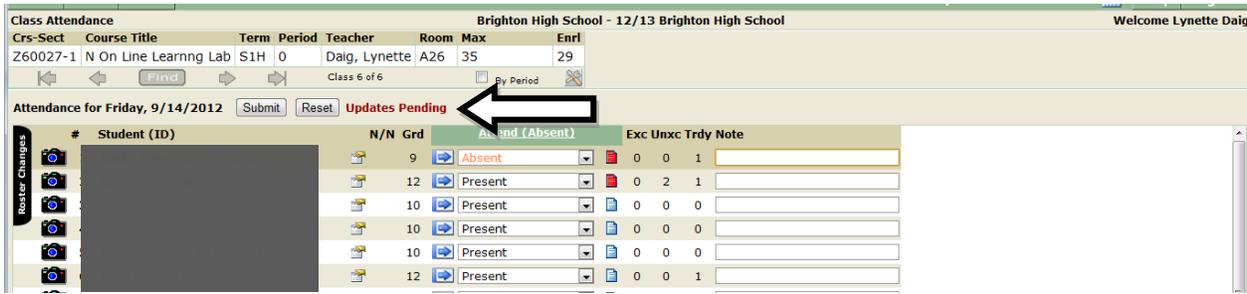
## TAKING ATTENDANCE

You can mark a student absent by clicking the blue arrow.

You can mark a student tardy, or change absent to present, by using the drop-down menu.



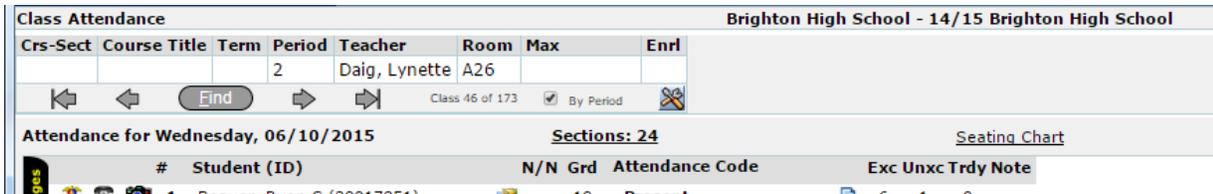
If you have changed the attendance, but not yet clicked submit, it will tell you “Updates Pending”. To record the changes, click “submit”.



MiStar will display a notice that attendance has not been taken, until you take attendance for that course. This is a good way to double check that you took attendance.



If you have more than one class during a specific class period, click “by period” to take attendance for all classes at once.



If you have set up a seating chart for a class, you can also take attendance from the seating chart.

