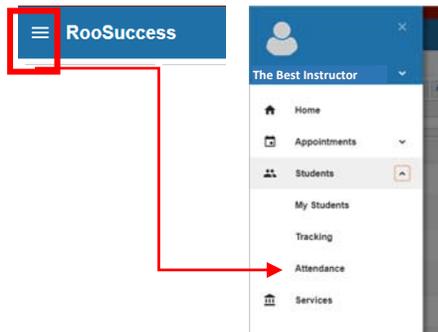# ROOSUCCESS – USING THE ATTENDANCE FEATURE

**Link to RooSuccess**

To get to the Attendance roster:

Alternately, if you go to students you can see the tab here:

Once you are in the Attendance tab, click on Record Attendance   This will let you pick the date of the class period that you want to record attendance for. The scheduled class meeting times will be pre-populated from Banner. Choose the appropriate meeting and then click on Next.

That will load a class roster and the chance to record whether the student was in class. Use the radio buttons to change students to Absent, Excused or Tardy (Present is the default). Use the Save button at the bottom when done.
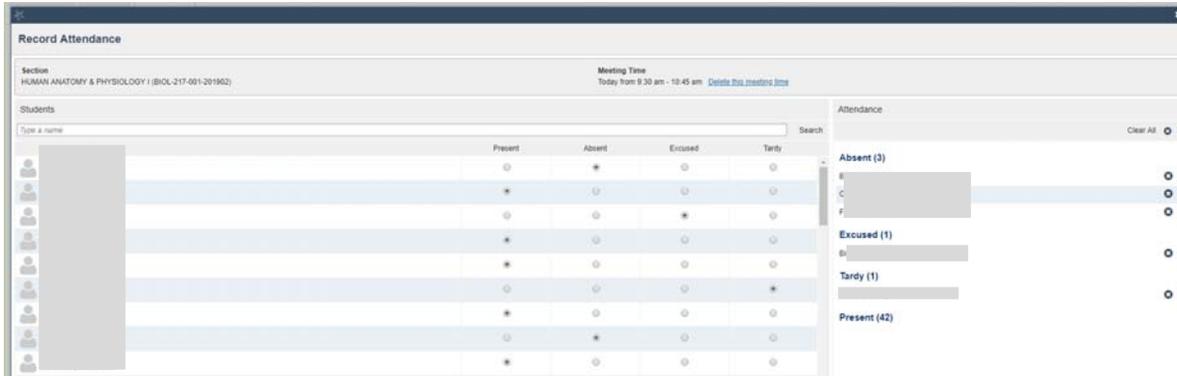
Once you have recorded attendance, you can use the filter on the right side to see just the students who have been absent, excused or filter out a specific date:
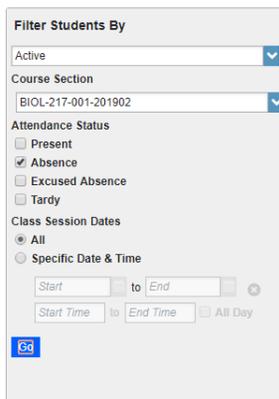
You can raise a flag (or send a referral or a kudos) on a student right from this page if you are seeing a trend for absences:

- You can add a Note to the student record that others in the student network can see.
- You can edit the attendance after you have Saved. Go back to "Record Attendance", choose the class date to edit, then click on the Edit link to modify a past list.

Jump to: See Your Students | Raise A Flag |Complete a Progress Survey | See Flags raised on your students |Attendance | Kudos, System Flags, Referrals and To-Do's