

## Logging Attendance

Log into the OLS. Click on *Plan*.

The screenshot shows the OLS home page for a user named Susie. The navigation bar includes Home, Plan, Progress, Courses, K-Mail, Community, and Help. The Plan menu is highlighted with a red arrow. The main content area features a 'TODAY'S TO DO LIST' for Tuesday, August 10, 2010, with items for Attendance (9333 missing days) and Advance Prep. A 'MY STUDENTS' section is visible at the bottom.

Click on *Attendance*.

The screenshot shows the OLS home page with the Plan dropdown menu open. The 'Attendance' option is highlighted with a red arrow. The menu also lists other options like Daily Plan, Materials for Today, and Schedule Setup.

Choose the correct child from the list and enter his or her attendance. A default time will show up. Please enter the actual amount of time spent. Remember to click *Save*.

The screenshot shows the '1st Grade's Attendance' entry form. A dropdown menu is open, showing a list of grades from 1st to Kindergarten. The form includes a table for entering attendance for various subjects. A red arrow points to the 'Save' button at the bottom.

Course	Enter Time	Totals-To-Date
Math 1	2 hrs	2 hrs
Language Arts	1 hr	1 hr
Phonics 1	1 hr 30 min	1 hr 30 min
Science 1	0	0
History 1	0	0
Art 1	1 hr	1 hr
Beginning 1 Music	0	0
Foreign Language 1	0	0
Health 1	30 min	30 min
Safety 1	0	0

Totals: Total Days in School: 1 day(s)      Time: 0      6 hrs