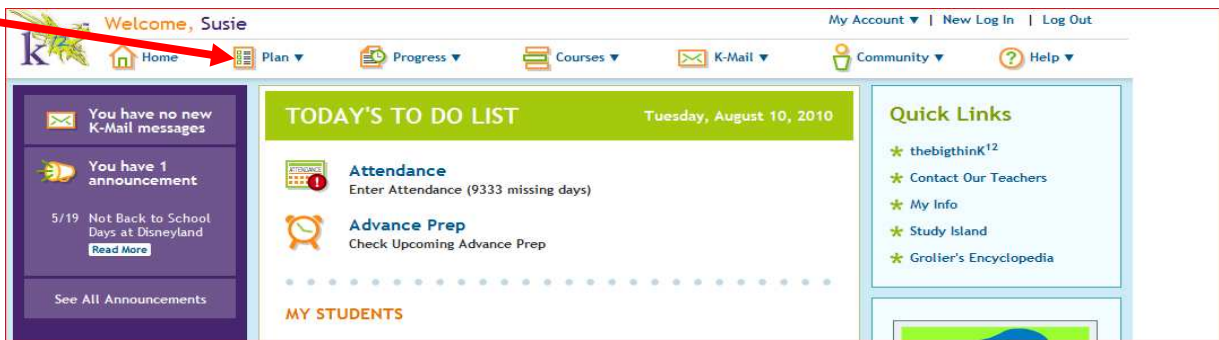


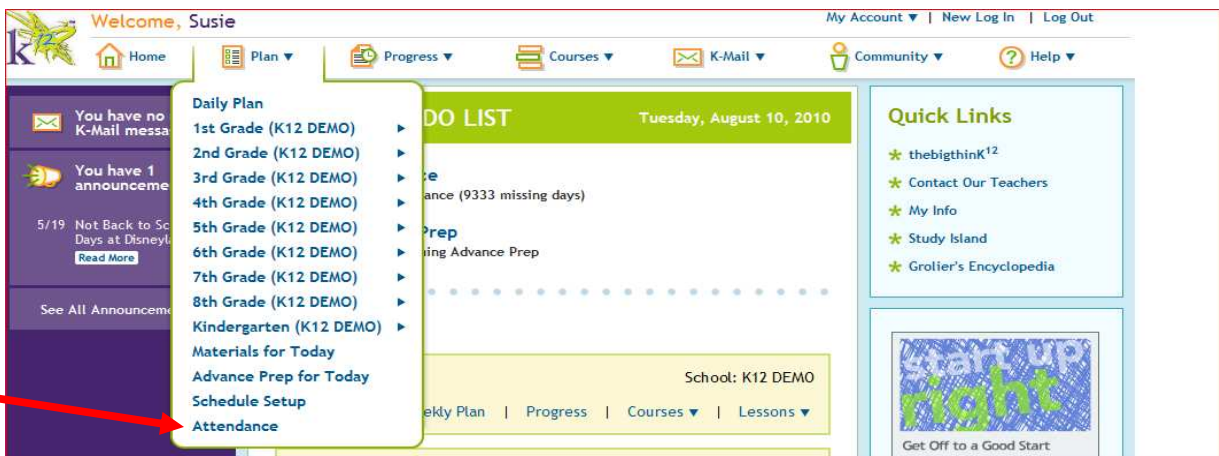
Logging Attendance

Log into the OLS. Click on *Plan*.



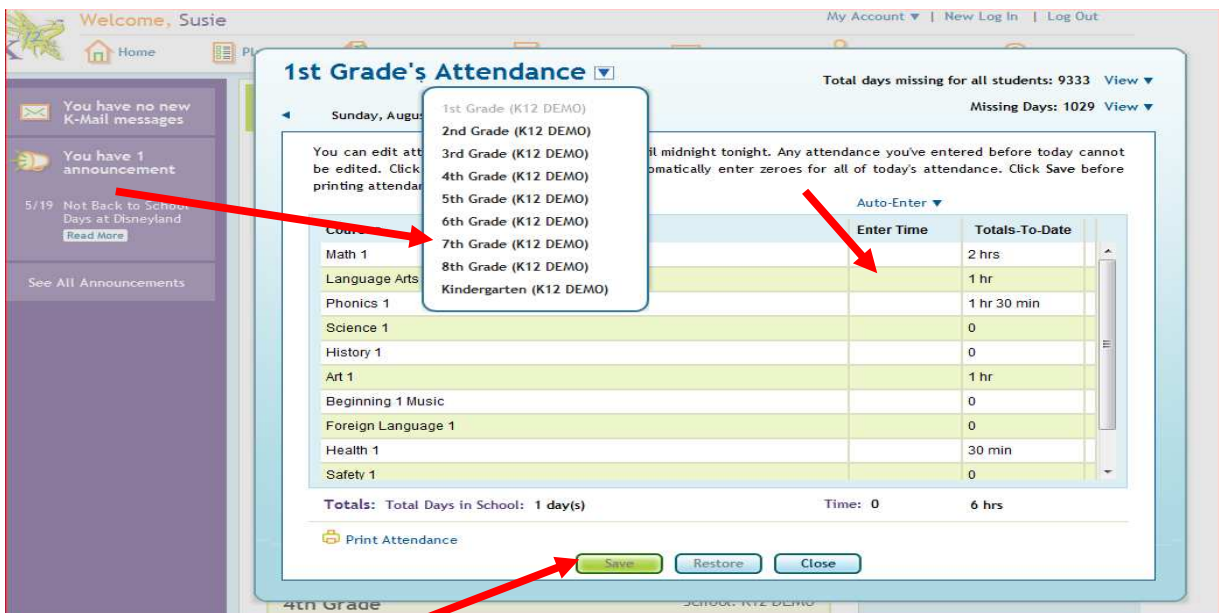
The screenshot shows the OLS home page for a user named Susie. The top navigation bar includes 'Home', 'Plan', 'Progress', 'Courses', 'K-Mail', 'Community', and 'Help'. A red arrow points to the 'Plan' menu. The main content area features a 'TODAY'S TO DO LIST' for Tuesday, August 10, 2010, with items for 'Attendance' (9333 missing days) and 'Advance Prep'. A 'MY STUDENTS' section is visible at the bottom. A 'Quick Links' sidebar on the right contains links to 'thebigthink12', 'Contact Our Teachers', 'My Info', 'Study Island', and 'Grolier's Encyclopedia'.

Click on *Attendance*.



The screenshot shows the 'Plan' menu open, with 'Attendance' selected. The menu lists options for 'Daily Plan' (1st through 8th Grade, Kindergarten), 'Materials for Today', 'Advance Prep for Today', 'Schedule Setup', and 'Attendance'. A red arrow points to the 'Attendance' option. The background shows the same home page as the previous screenshot.

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 screen. A dropdown menu is open, listing grade levels from 1st to Kindergarten. A red arrow points to the '1st Grade (K12 DEMO)' option. The main table has columns for 'Enter Time' and 'Totals-To-Date'. A red arrow points to the 'Enter Time' column. The table shows a total of 6 hours for the day. At the bottom, there are 'Print Attendance', 'Save', 'Restore', and 'Close' buttons. A red arrow points to the 'Save' button. The background shows the same home page as the previous screenshots.

Course	Enter Time	Totals-To-Date
Math 1		2 hrs
Language Arts		1 hr
Phonics 1		1 hr 30 min
Science 1		0
History 1		0
Art 1		1 hr
Beginning 1 Music		0
Foreign Language 1		0
Health 1		30 min
Safety 1		0
Totals:	Time: 0	6 hrs