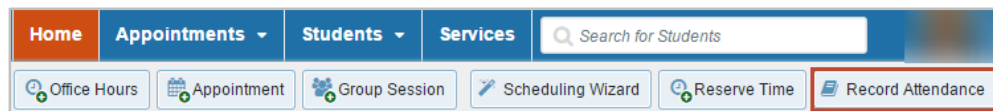


USUCCEED: TRACKING ATTENDANCE

Follow the steps listed for tracking attendance in uSucceed. Attendance can be tracked daily.

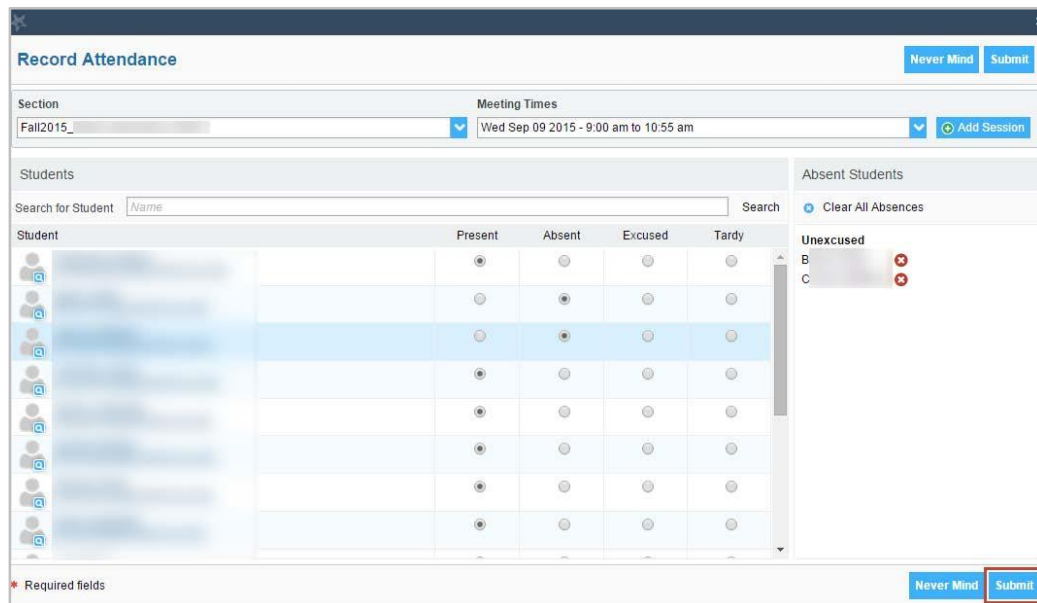
Instructions

1. On the uSucceed homepage, click the **Record Attendance** button



2. In the **Record Attendance** window:
 - a. Select the **Section** from the drop down box and the **Meeting Time**
 - b. All students are marked as **Present** by default. Click in the **Absent, Excused, or Tardy** column to mark students as necessary.
 - c. Click **Submit** when finished.

Note: If all students are present, the instructor has to still submit the attendance in order to mark all students present.



3. In the **Confirm Attendance** window, click the **Yes** button to save the attendance.

