

## How to take an attendance register

- 1) Click the arrow next to your name in the top right corner of the Weduc platform.
- 2) Select 'Register.'



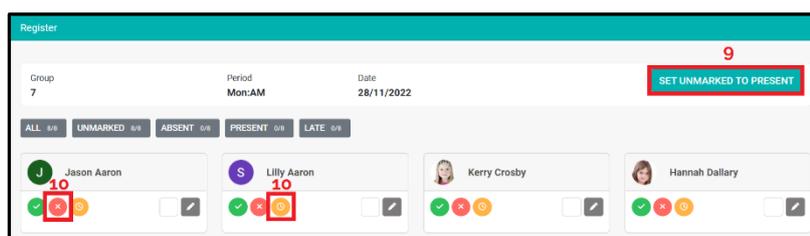
- 3) Click the 'Select Register' tab.
- 4) Choose the 'Group' you'd like to register.
- 5) Choose the 'Period' you are registering the group for.
- 6) Select the 'Date' for the register you are taking.
- 7) Click 'Select.'



- 8) Click 'Take Register.'



- 9) Click 'Set Unmarked to Present' if most students are present.
- 10) Adjust the register as necessary. To mark a student as 'absent,' click the red cross or to mark a student as 'late,' click the yellow clock.



- 11) To change the register code, click the white box and choose the appropriate code.
- 12) To add notes about a student, click the pencil icon, type the notes in the box and click 'Save.'
- 13) Click 'Save Marks' to save the marks to Weduc. If you have permission, click 'Submit' to submit the marks to your MIS.

