How to Use the Session Attendances Tool

The Session Attendances tool enables users to quickly record attendances for multiple sessions on a single screen. To use this tool:

- Hover over **Work** and select **Session Groups**

- Click on the relevant **Session Group**

- Select **Session Attendances** from the **Attendances** Tab on the left-hand side

All registered Participants will be listed on the left-hand side. Each session will be listed as a separate column on the right, with up to six sessions showing on a single screen. The left and right arrows can be used to move between past and future sessions [<] [>]

- For each session, there are three possible attendance states that can be recorded for a person:

  - Attended = ✓

  - Did not attend = ✗

  - Not registered = ☐

- To change the attendance type, simply click on the attendance icon. Changes are automatically saved and do not need to be saved manually

Views

- Clicking on the **session date** at the top of a column will change the attendance state for all Participants at the session. Clicking on a person's **name** will change that individual's attendance state for all future sessions

- The tabs at the top of the register can be selected to set attendance for other contact types

Participants	Staff	Teachers and Professionals