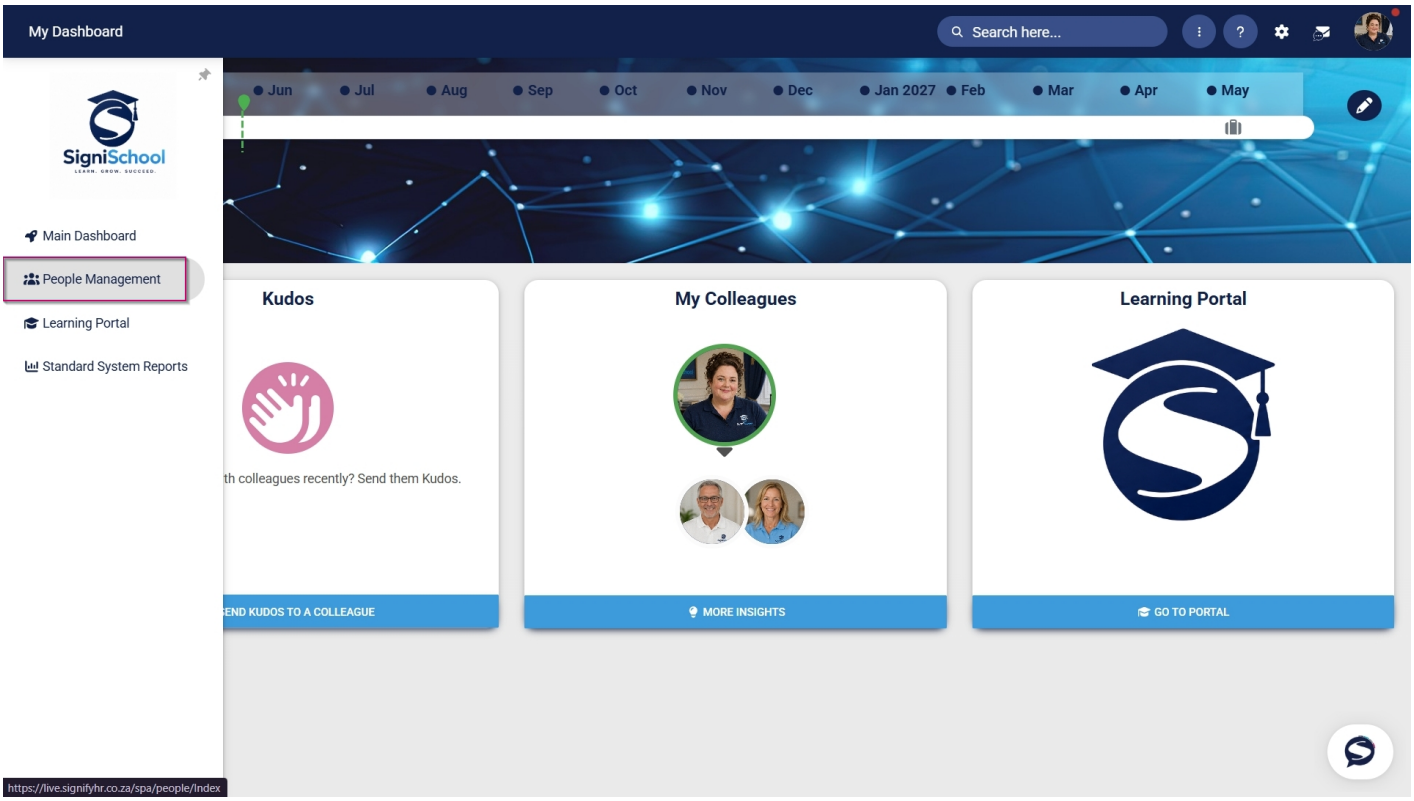
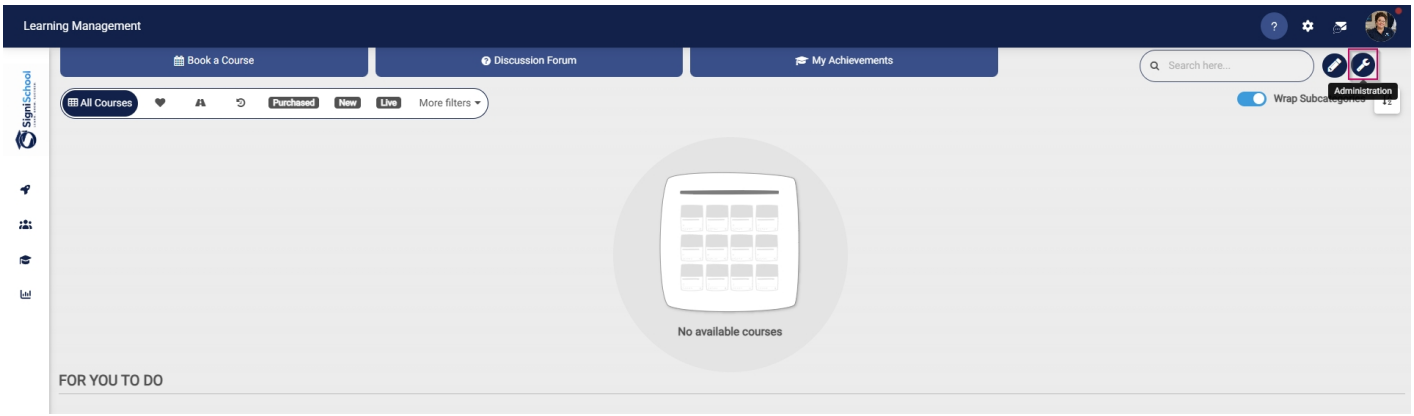
View the Attendance Register

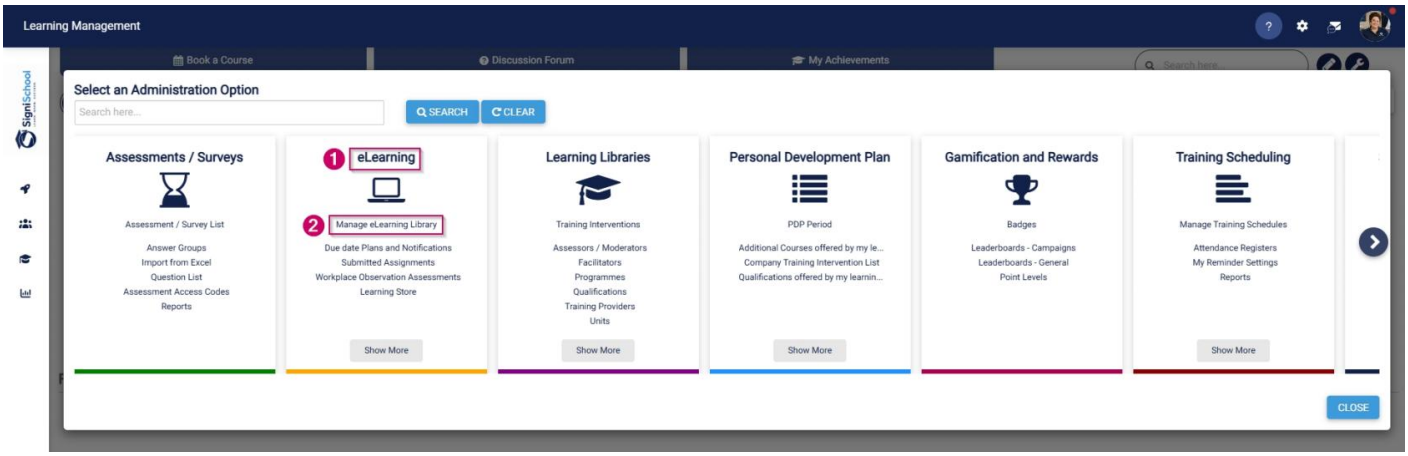
- Hover over the **sidebar** menu, then click **Learning Portal**.



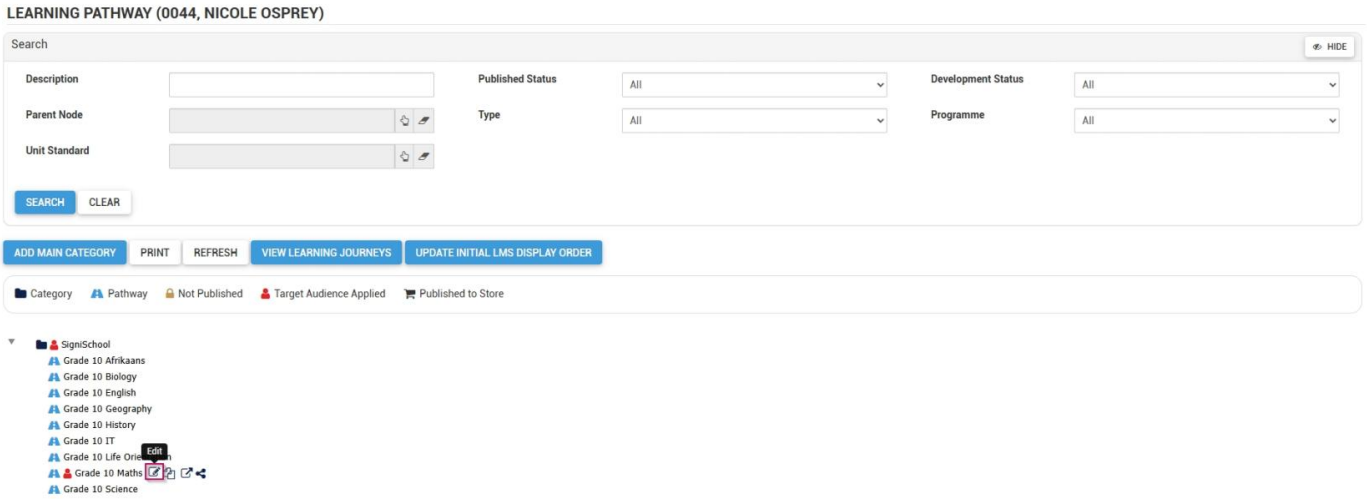
- Click the **spanner icon** to access the system's **Administration** menu.



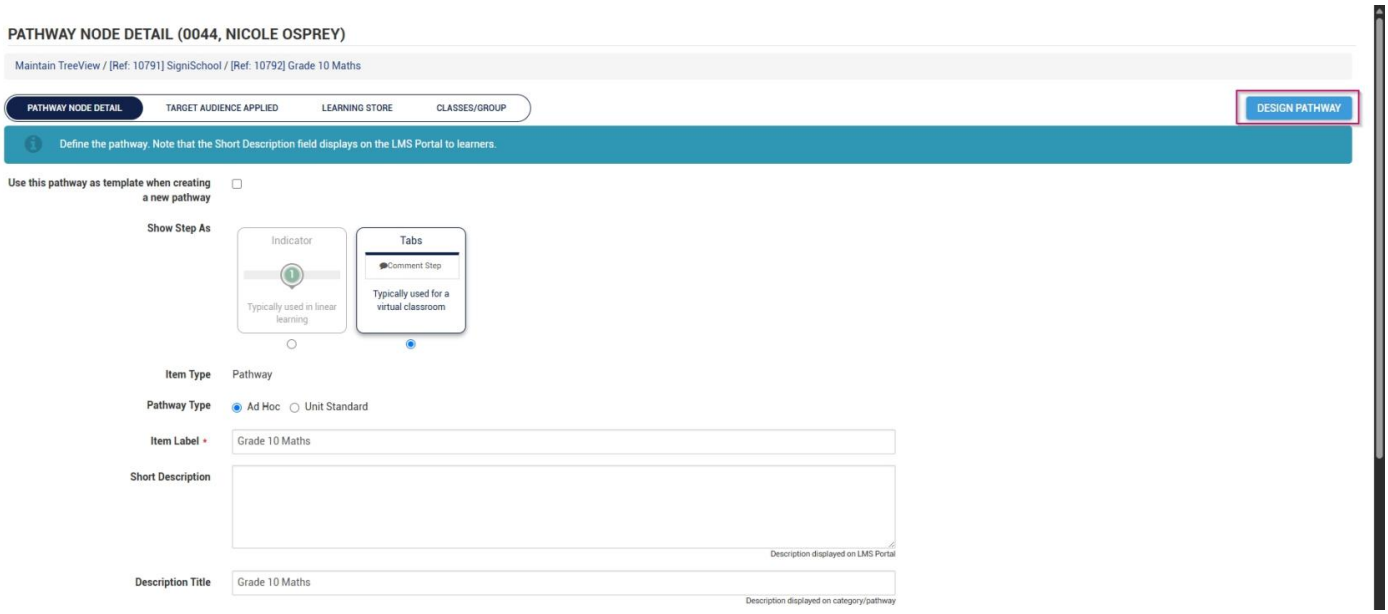
- On the **eLearning** card, click **Manage eLearning Library**.



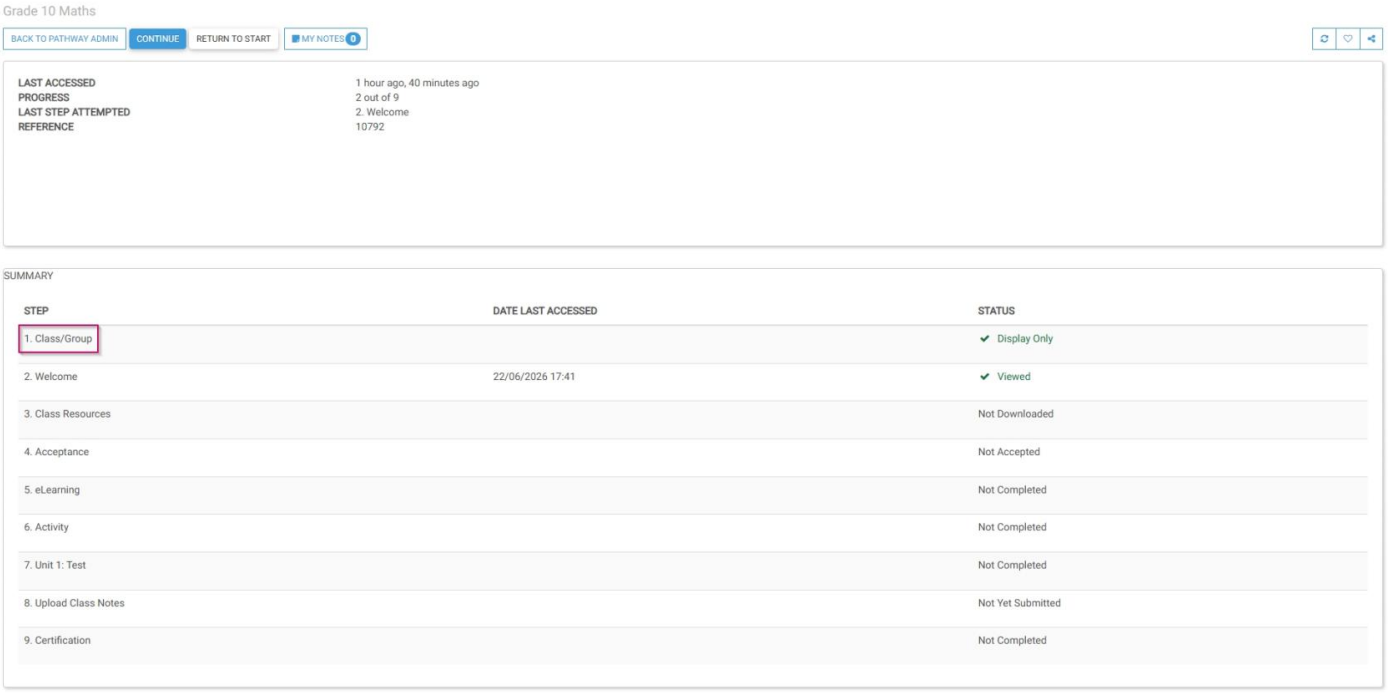
- The **Pathways Tree View** screen will open in a new tab.
- Click to **edit** a pathway.



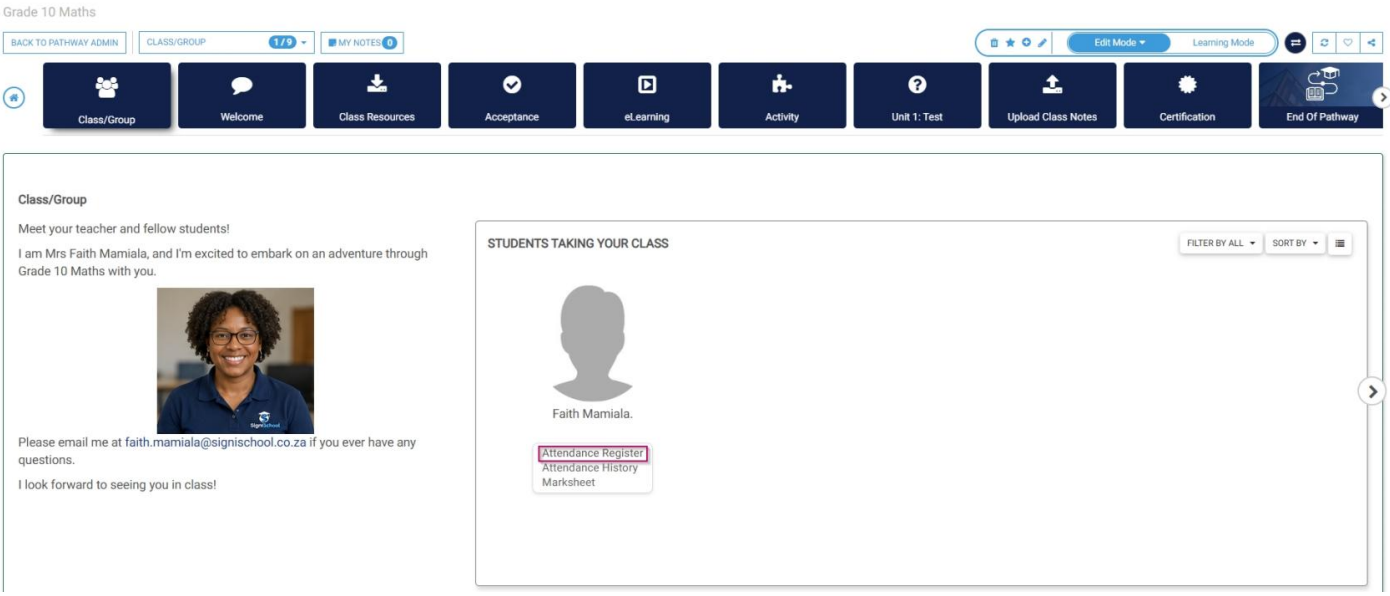
- At the top of the screen, click **DESIGN PATHWAY**.



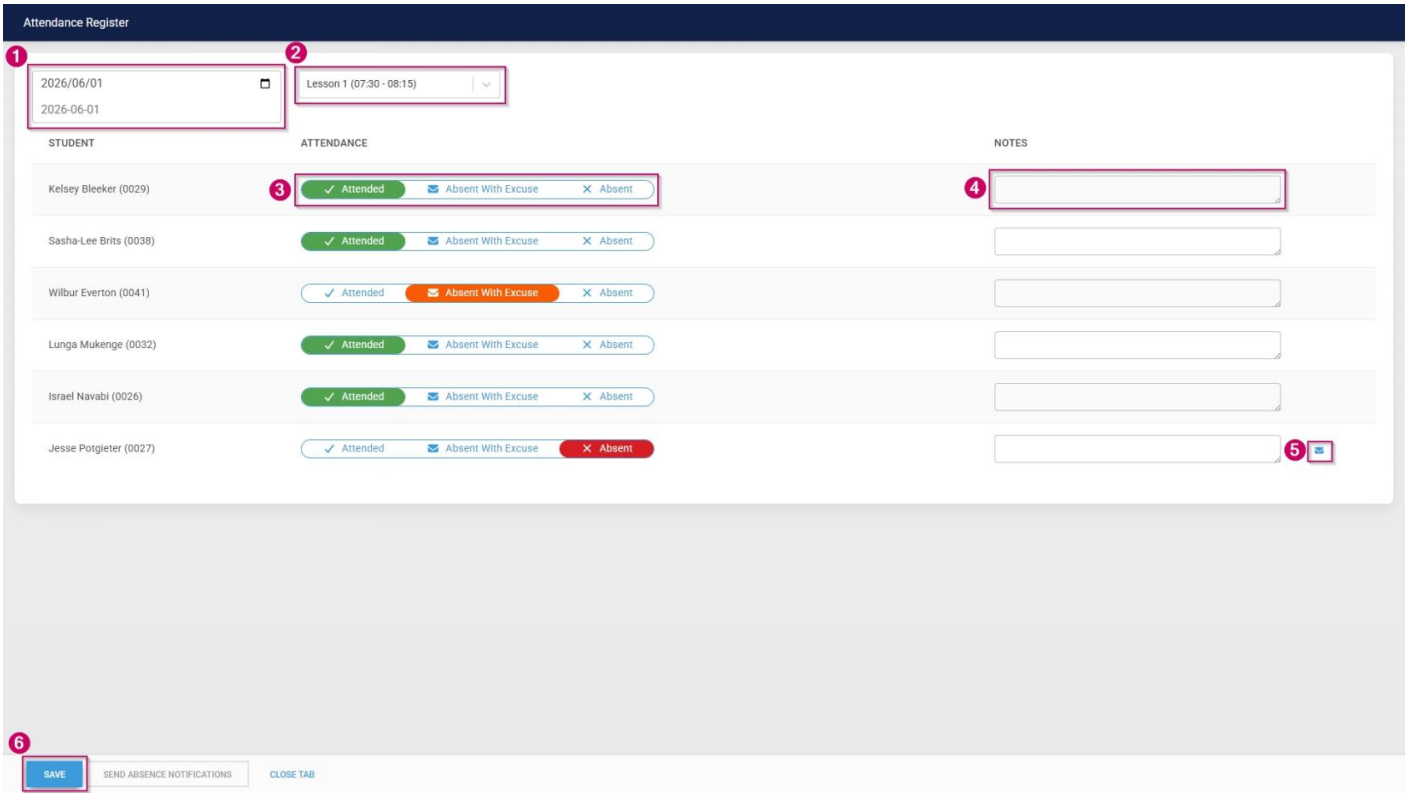
- Navigate to the **Class/Group** step of the pathway.



- Click **Attendance Register**. The attendance register will open in a new tab.



- Select the **date** the class took place.
- Select the **lesson** during which the class took place.
- Mark students as:
  - **Attended**
  - **Absent With Excuse**
  - **Absent**
- Send out an **absence notification** by clicking the **envelope icon**.
- Click **SAVE** when you are finished, then click **CLOSE TAB**.



Revision #2
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