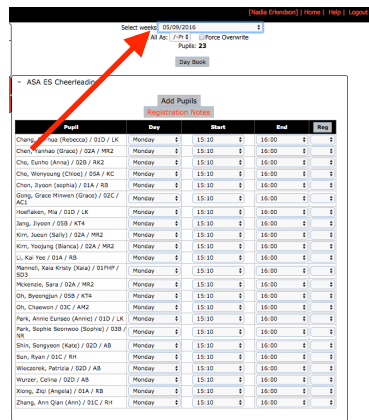


Taking attendance for your ASAs in SchoolBase is very similar to taking attendance for your regular classes. You will find your student list and mark the students present or absent. Select “ASA Attendance” from your menu options.

Click on your ASA from the list under “Mine”. You can also choose from “Others” and “Categories” if you don’t see yours in the list.



Select the week for which you will be taking the attendance. These dates are the date on the Monday for the week.

Click on “Reg” to mark all students as Present. Then change any absent students to Absent via the drop-down menu.