

Taking Attendance in Q

Step 1

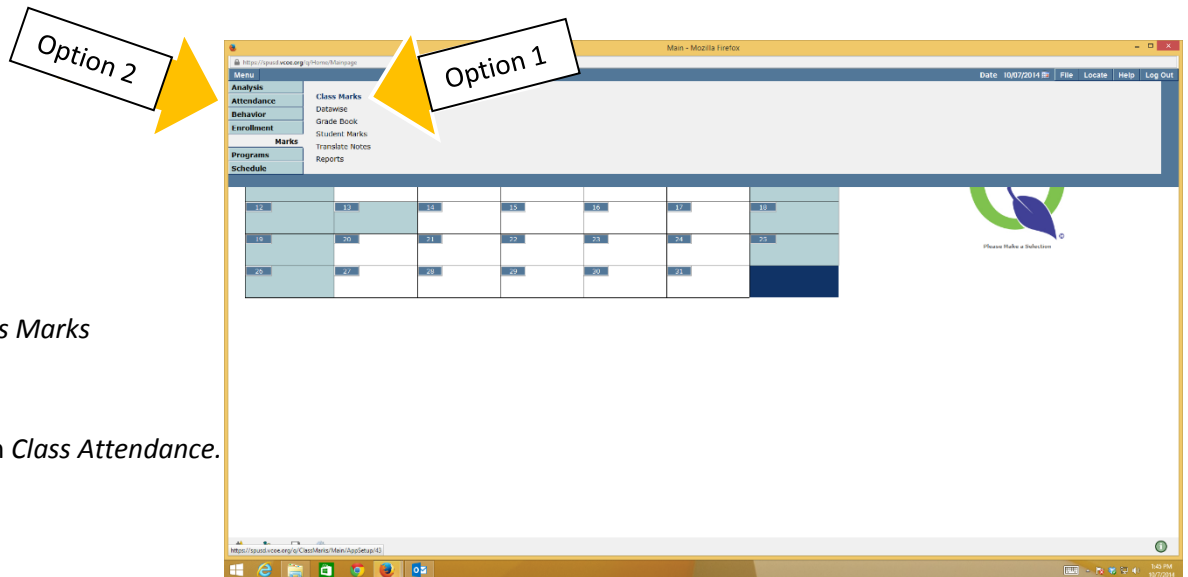
Login to Q

Option 1

Select *Marks* then *Class Marks*

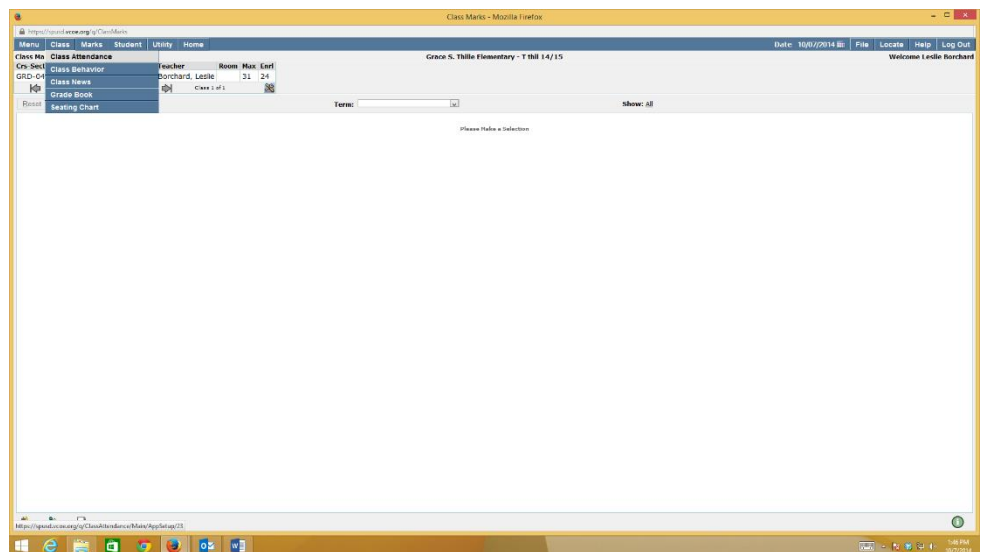
Option 2

Select *Attendance* then *Class Attendance*.



Step 2

Select *Class* then *Class Attendance*



Step 3

Mark students

- Absent
- Present
- Tardy

Click *Submit*

