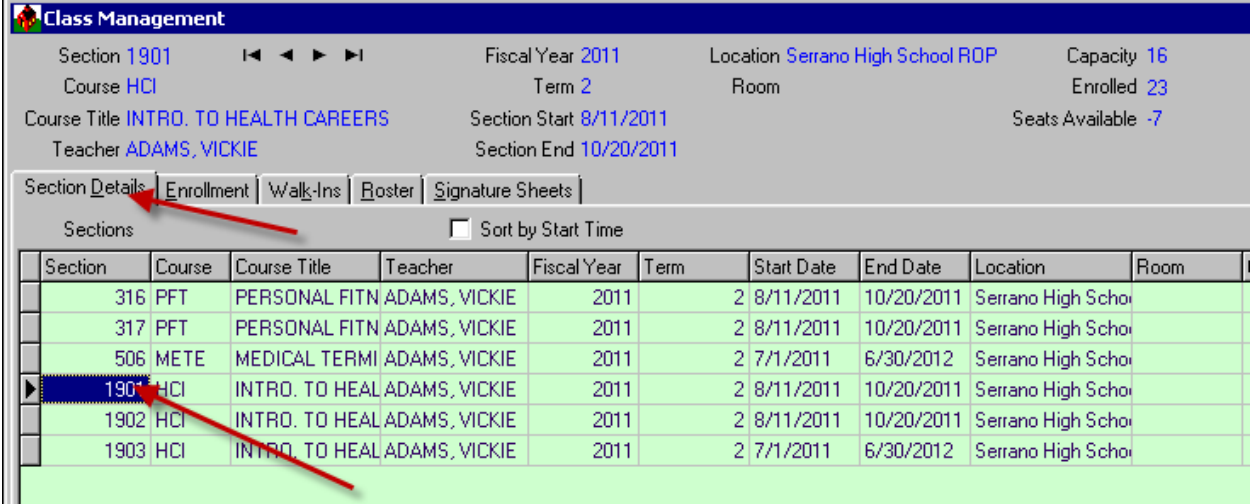
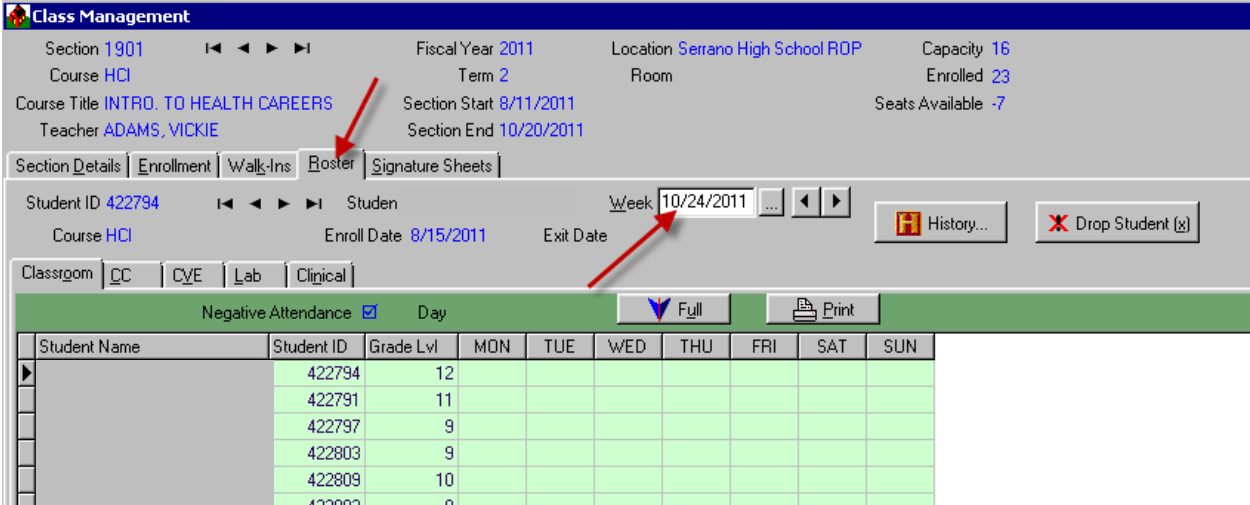


How to Take Attendance (for manual attendance only)

1) Select "section Details" tab and select the section you want to take attendance for



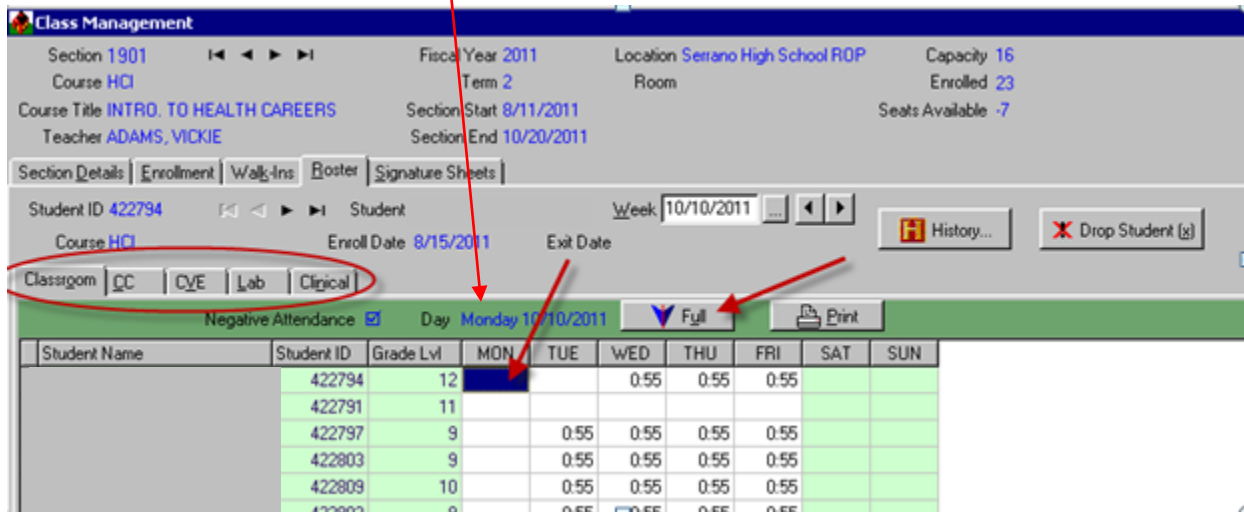
2) After the class or "section is selected click on the "Roster" tab, then select the week



3) Choose the type of attendance you would like to take using the lower set of tabs that read:

- Classroom = Regular classroom hours
- CC = Community classroom hours
- CVE= Community Vocation Education hours
- Lab= Lab hours
- Clinical= Clinical Hours

Then select the day of the week and click the “full” button. (by clicking in one of the boxes below a weekday label, the data will appear)

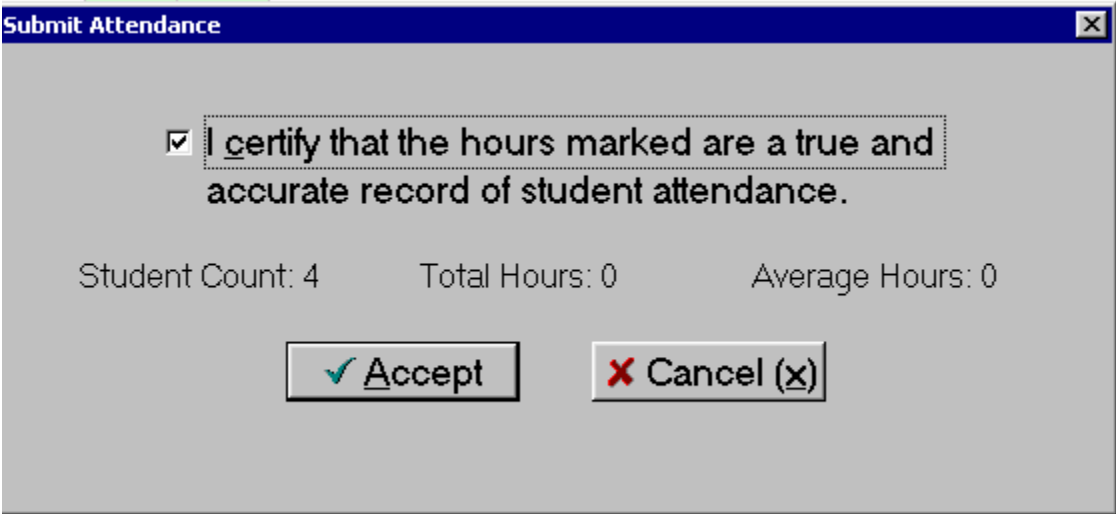


Clicking the “Full” button will automatically mark every student as present. You will need to go back through the list and delete the hours for absent students (by selecting and using the backspace key) ***Please note that AIM knows your class schedule, so it will automatically put the correct amount of hours in the fields for you, even on minimum days*

4) When you are finished taking attendance (or changing any data in AIM) click the “save” button towards the very top of your screen. Once you click save, or try to leave the page, a box will appear asking you to certify your attendance.



Click on the accept button to verify the information is correct. This process replaces the signature sheets for verification of attendance.



5) Always close AIM using the “X” in the top right corner of the screen.

